



# **BCS Computer Basics Entry Level 3 Syllabus**

Version 2.0.  
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**THIS QUALIFICATION WILL BE RETIRING IN 2023.  
THE LAST DATE TO REGISTER LEARNERS WILL BE 31ST MAY 2023.**

CATEGORY	REF.	TASK ITEM
1. Computer	1.1	List and compare different types of computers: personal computer, laptop, all in one, media player, smartphone, tablet.
	1.2	Identify and understand different components: system unit, monitor, mouse, keyboard.
	1.3	Start the computer and log on securely using a username and password.
	1.4	Understand the functions of a mouse: select items, move items, issue commands to the computer.
	1.5	Understand how to use a mouse: click, double-click, move with click and drag.
	1.6	Understand mouse pointer shapes: click to enter text (I Beam), point, computer busy, hyperlink here.
	1.7	Use click and drag to move selected items on the screen.
	1.8	Understand that the keyboard is a mode of data entry and a method of giving commands to the computer.
	1.9	Understand and use keys on the keyboard like: letters and numbers, enter, backspace, shift, space bar, caps lock, delete.
2. Desktop	2.1	Understand what a computer desktop is.
	2.2	Understand the term icon. Recognise and understand the use of some common desktop icons like: documents, computer, deleted items, browser.
	2.3	Understand what the taskbar is and some of its features: start button to start an application, clock, ability to switch between open windows, language indicator.
	2.4	Select, activate common desktop icons.
	2.5	Shut down the computer properly.
3. Windows	3.1	Identify parts of a window like: title bar, scroll bars, scroll bar markers, status bar, menu bar, ribbon, toolbar.
	3.2	Collapse, expand, resize, move, close a window.
	3.3	Scroll up and down in a window.
	3.4	Switch between open windows.
	3.5	Know the main types of storage media like: internal hard disk, CD/DVD, USB memory stick, portable hard drive, online file storage.

CATEGORY	REF.	TASK ITEM
	3.6	Understand the function of different types of applications like: word processing, spreadsheet, database, presentation.
4. Document Creation	4.1	Open a word processing application.
	4.2	Change text formatting: font types, font size.
	4.3	Apply text formatting: bold, italic, underline.
	4.4	Copy, cut, move text within a document.
	4.5	Print a document from an installed printer using output options like: entire document, specific pages, number of copies.
	4.6	Save and name a document.
5. File Handling	5.1	Understand what a file, folder is.
	5.2	Know where files, programmes are normally stored.
	5.3	Recognise common file types and associated icons like: .docx, .xlsx, .accdb, .jpg, .mp3.
	5.4	Double click to open files, folders.
	5.5	Close a file.