Syllabus Summary (中文譯本在下一頁)

Module 1 – Concepts of Information Technology (IT)
It requires the candidate to know about the physical make-up of a Personal Computer (PC) and understand some of the concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing. The candidate shall also appreciate how IT systems are found in everyday situations and how PC can affect health. The candidates shall be aware of some of the security and legal issues associated with computers.

Module 2 – Using the Computer and Managing Files
It requires the candidate to demonstrate knowledge and competence in using the basic functions of a PC and its Operating System. The candidate shall be able to manage and organise files and directories / folders and know how to copy, move and delete files and directories / folders. He or she shall demonstrate the ability to work with desktop icons, to manipulate Windows; to use search features, simple editing tools and print management facilities available within the Operating System.

Module 3 – Word Processing
It requires the candidate to demonstrate the ability to use a word processing application on a PC. He or she shall understand and be able to accomplish the operations associated with creating, formatting and finishing a word processing document ready for distribution. The candidate shall demonstrate competence in using some of the more advanced features such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.

Module 4 – Spreadsheets
It requires the candidate to understand the essential concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a PC. He or she shall understand and be able to accomplish the operations associated with developing, formatting and using a spreadsheet. The candidate shall be able to accomplish standard mathematical and logical operations using formulas and functions. The candidates shall demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts.

Module 5 – Database
The module is divided in 2 sections : the first section tests the candidate's ability to design and plan a simple database using a standard database package; the second section requires the candidate to demonstrate that he or she can retrieve information from an existing database by using the query, select and sort tools available in the database. The candidate shall also to create and modify reports.

Module 6 – Presentation
It requires the candidate to demonstrate competence in using presentation tools on a PC. The candidate shall be able to accomplish the operations associated with creating, formatting and preparing presentations for distribution and display.
The candidate shall demonstrate the ability - to create a variety of presentations for different target audiences or situations, to work with graphics and charts and to use various slide show effects.

Module 7 – Information and Communication
It is divided in 2 sections. The first section, Information, requires the candidate to accomplish Web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print web pages and search reports. The second section, Communication, requires the candidate to demonstrate their ability to use electronic mail software to send and receive messages, to attach document or files to a message and to organize and manage message folders or directories within electronic mail software.

考 試 大 綱

單元一 資訊科技的基本概念 (IT)
考生需要認識個人電腦的實體構造，及一些資訊科技的基本概念，如數據儲存及記憶、軟件應用、網絡信息等。理解日常生活接觸的資訊科技，明白個人電腦對健康的影響，認識電腦安全及有關法律問題等。

單元二 使用電腦及管理檔案
考生需要對日常電腦的操作有基本認識。懂得管理和組織 資料夾／文件夾／文件等，知道如何複製，移動，刪除 目錄／資料夾／文件夾／文件等。運用桌面上的圖像／捷徑，操控 Windows，在操作系統 (Operating System) 上做搜尋，修改及列印等工作。

單元三 文字處理 (Microsoft Word)
在個人電腦上進行文字處理，考生需要懂得新增、格式及完成一份完整的文件。考生需要熟悉在文件上插入、操控 表格／圖片／物件，匯入其他應用軟件，合併文件，合併列印等。

單元四 試算表 (Excel)
考生需要熟悉電子表格(Excel)的基本概念和操作。在電子表格上能夠建立、格式及使用各項功能，懂得運用一般數學程式並有邏輯地去進行計算。考生亦要懂得插入、操控 圖表／曲線圖／物件等。

單元五 資料庫 (Access)
此單元分為 2 部份。第 1 部份要求考生利用基本已有資料去設計及計劃建造一個簡單的資料庫。第 2 部份要求考生利用查詢、篩選、排序等功能去找尋資料。考生亦要懂得建立及修改報表。

單元六 簡報 (PowerPoint)
利用個人電腦進行簡報。考生需要懂得建立、設計格式及預備演示文稿。因應不同的觀眾及環境，考生需要利用圖表／曲線圖／圖表效果等功能去製造不同的投影片效果。

單元七 資訊及通訊 (Internet)
此單元分為 2 部份。第 1 部份要求考生利用網絡瀏覽器及搜尋工具去找尋應用資料；標記找尋結果；列印網頁及搜尋報告。第 2 部份要求考生利用電子郵件信箱去接收及傳送郵件；在郵件中插入附加檔案或文件；管理、組織電子郵箱內的資料夾和目錄等。

*** 此考試大綱的中、英文本如有任何差別，概以英文本為準 ***