ECDL / ICDL Web Editing

This module sets out essential concepts and skills relating to the ability to understand key web publishing concepts and to create, upload and maintain a static web site.

Module Goals

Successful candidates will be able to:

- Understand key web concepts and terms.
- Know about the basic principles of HTML and use common HTML mark-up tags to modify the layout of a web page.
- Use a web authoring application to design and format web pages, format text, and work with hyperlinks and tables.
- Recognise and use common web image formats and create forms in a web page.
- Understand and use cascading style sheets.
- Prepare web pages for publishing to a web server.

CATEGORY	SKILL SET	REF.	TASK ITEM
1 Web Concepts	*1.1 Key Terms*	1.1.1	Understand that the Internet supports a range of services like the World Wide Web (WWW), file transfer, email, instant messaging (IM).
		1.1.2	Understand the term client/server. Understand the functionality and relationship between the browser, web server.
		1.1.3	Understand the terms domain, Uniform Resource Locator (URL), hyperlink, web hosting, search engine.
		1.1.4	Understand the use of primary protocols: Transmission Control Protocol/Internet Protocol (TCP/IP), Hypertext Transfer Protocol (HTTP), File Transfer Protocol (FTP).
	1.2 Web Publishing	1.2.1	Identify the main advantages of having a website: access to a global audience, ease of updating, audience interactivity, cost benefits.

CATEGORY	SKILL SET	REF.	TASK ITEM
		1.2.2	Understand the process of getting a website online like: registering a domain, choosing a web hosting service.
		1.2.3	Recognize search engine optimization techniques like: including relevant meta data, including a site map and website links, registering with a search engine.
		1.2.4	Recognize factors that impact on web page download speed: audio, video, graphical objects, animation content, file compression.
		1.2.5	Recognize appropriate audio, video, graphical file formats to optimize web page download speed.
	1.3 Legal Issues	1.3.1	Understand the term copyright and its implications for text, images, audio, video available on websites.
		1.3.2	Understand that website content is subject to the laws of the country in which it is hosted.
2 HTML	*2.1 Fundamentals of HTML*	2.1.1	Understand the term Hypertext Markup Language (HTML).
		2.1.2	Understand the role of the W3C consortium in developing HTML recommendations. Understand the benefits these recommendations offer like: interoperability of web sites across browsers, enhanced accessibility, consistent document type declarations.
	2.2 Using HTML	2.2.1	Use the browser to view web page source code.
		2.2.2	Use markup tags to structure a web page layout: <html>, <head>, <title>, <body>.
		2.2.3	Use markup tags to develop the layout of a web page: <h1>, <h2>, <p>, , <a href>, <img />.

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3 Web Authoring	*3.1 Design*	3.1.1	Recognize planning and design techniques like: evaluating the needs of the target audience, creating storyboards, organizing the site structure, creating a page layout template, deciding on a navigation scheme.
		3.1.2	Recognize good practice in font selection. Using sans serif fonts like: Arial, Courier, Helvetica.
	3.2 Using the Application	3.2.1	Open, close a web authoring application. Open, close web pages.
		3.2.2	Create, save a new web page, website to a location on a drive.
		3.2.3	Create, save a new web page based on an available template.
		3.2.4	Add, edit a descriptive page title.
		3.2.5	Change between source code and design view.
	3.3 Enhancing Productivity	3.3.1	Set basic options/ preferences in the application: default preview browser, default document type, encoding, fonts.
		3.3.2	Use available Help functions.
	3.4 Text Input and Formatting	3.4.1	Insert, edit, delete text.
		3.4.2	Understand and use relative font size.
		3.4.3	Apply text formatting: bold, italic, font type and colour.
	3.5 Paragraph Formatting	3.5.1	Set paragraph properties: alignment, indentation.
		3.5.2	Insert, remove paragraph break, line break.
		3.5.3	Create, modify a single-level ordered (numbered), unordered (bulleted) list.
	3.6 Page Formatting	3.6.1	Set page margins: top, bottom, left, right.

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		3.6.2	Add, modify, remove a page background colour, image.
		3.6.3	Change a page hyperlink colour: visited, active, unvisited.
	3.7 Hyperlinks	3.7.1	Understand the terms absolute and relative hyperlinks.
		3.7.2	Insert, edit, remove a hyperlink: text, image.
		3.7.3	Insert, edit, remove an e-mail hyperlink: text, image.
		3.7.4	Define hyperlink target: same window, new window.
		3.7.5	Set an anchor, insert a link to an anchor.
	3.8 Tables	3.8.1	Insert, delete a table.
		3.8.2	Insert, edit a table caption.
		3.8.3	Align a table: left, centre, right.
		3.8.4	Insert, delete rows and columns.
		3.8.5	Modify column width, row height.
		3.8.6	Merge, split cells.
		3.8.7	Modify table border width, cell padding, cell spacing.
		3.8.8	Change background colour, background graphic, image of cells, entire table.
		3.8.9	Add, remove a table background graphic, image.
4 Using Objects	*4.1 Graphical Objects*	4.1.1	Add, remove an image on a web page.
		4.1.2	Set, modify attributes of an image: size, border, alignment, alternative text.
	4.2 Forms	4.2.1	Insert a form on a web page.
		4.2.2	Add, remove single-line, multi-line text fields.

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		4.2.3	Add, remove form fields: drop-down, check box, radio button.
		4.2.4	Set, modify form field properties: text field, drop-down, check box, radio button.
		4.2.5	Add, remove submit, reset buttons.
		4.2.6	Set, modify properties for submit, reset buttons.
		4.2.7	Set, modify form action to send form output by email.
5 Styles	*5.1 CSS Concepts*	5.1.1	Understand the term Cascading Style Sheets (CSS), their use and benefits.
		5.1.2	Recognize the main approaches to applying styles: inline, internal, external.
		5.1.3	Understand the structure of a CSS rule: selector and declaration (property, value).
	5.2 Using CSS	5.2.1	Create, save a new CSS file.
		5.2.2	Create, modify CSS rules: colour, background, font
		5.2.3	Attach an external CSS to a web page.
6 Prepare Upload	*6.1 Check*	6.1.1	Identify and fix broken links in a website.
		6.1.2	Recognize good practice in webpage content: including a last updated date, details of software required to open, view files, ensuring compatibility of content with web browsers.
		6.1.3	Spell check a web page and make changes.
	6.2 Publish	6.2.1	Understand the process of uploading, downloading a web site to, from a web server.
		6.2.2	Upload, download a web site to, from a server.