

316 Website software 2

Summary

Use an application to produce multiple-page websites. This is based on the e-skills Area of Competence: Website Software, Level 2 unit.

You will apply the following skills:

- Planning
- Organising
- Communicating
- Using technology
- Checking

Performance Indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information within the same type of software
3. Add information from one type of software to information produced using different software, such as spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website
4. Choose what content and features will be included
5. Plan the lay out of the content and how any features will be used
6. Use appropriate web tools and techniques to create a multiple-page website, such as: create links to bookmark text within a page, link web pages together within a web site and add a hyperlink to someone else's website and alter simple code using programming language
7. Use a wide range of editing and formatting tools and techniques to produce content for multiple-page websites, such as: for characters, lines, paragraphs and pages; insert and change text; resize, align, rotate, flip and arrange images; use tables and frames to lay out a web page
8. Format more complex content using a wide range of appropriate tools and techniques such as: character, line spacing, paragraphs and pages and colour, fonts, size, background and pictures
9. Use proof reading techniques to check that text looks professional
10. Check line, paragraph and page breaks fall in appropriate places, and check that headings, subheadings and other formatting techniques are used appropriately
11. Check colour mode and filters are used appropriately
12. Check image resolution is suitable for where and how it will be used
13. Use a file exchange programme to upload and publish a website, such as FTP or HTTP

Knowledge

You will know:

1. How to produce information that communicates clearly and accurately with the audience, where and when it is needed
2. How multiple-page web sites set out information on different pages, such as about contact details, employees, interests, services or products
3. How web pages and multiple-page websites are structured, such as using frames, hyperlinks and pop-ups
4. What different design elements are used, such as using colour for the page background, the text, hyperlinks and visited hyperlinks
5. What multimedia features are used, such as sound, animation or live video
6. What interactive features are used, such as message boards, forms, email links and registration log-ins
7. The benefits and drawbacks of different features for the user
8. What and how different IT activities are affected by law and guidelines, such as storing names and addresses, downloading images from the internet or sending inappropriate emails
9. What difficulties users with different needs may have in accessing websites
10. Why download speed varies, such as by the type of browser and connection and by the memory size of the contents of the web page