S123: Website Software 1

Overview: Use basic website software tools and techniques appropriately to produce straightforward or routine single web pages from pre-set templates. Any aspect that is unfamiliar will require support and advice from others. This standard is imported from the **e-skills IT Users suite.**

Links: Document Production; Communications; IT

Specific skills:
- Communicating
- Planning
- Evaluating
- Presenting information
- Managing time
- Using technology
- Organising

Performance Indicators

Plan and create web pages

1. Select and use a website design template to create a single web page
2. Enter or insert content for web pages so that it is ready for editing and formatting
3. Organise and combine information needed for web pages
4. Store and retrieve web files effectively, in line with local guidelines and conventions where available

Use website software tools to structure and format web pages

5. Select and use website features to help the user navigate simple websites
6. Use appropriate editing and formatting techniques
7. Check web pages meet needs, using IT tools and making corrections as necessary

Publish web pages to the Internet or an intranet

8. Upload content to a website
9. Respond appropriately to common problems when testing a web page

Knowledge & Understanding

A. Identify what content and layout will be needed in the web page
B. Identify the purpose of the webpage and intended audience
C. Identify copyright and other constraints on using others' information
D. Identify what file types to use for saving content
E. Identify what editing and formatting to use to aid both clarity and navigation