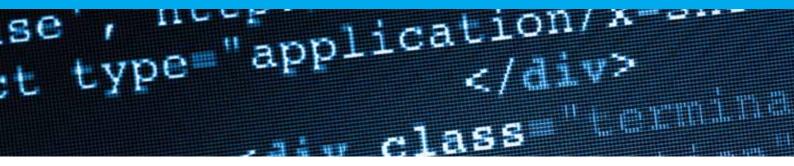


## Standard Module - Web Editing

# **Module Summary**



This module enables the candidate to understand key web publishing concepts and to create, upload, and maintain a web site.

On completion of this module the candidate will be able to:

- · Understand key web concepts and terms.
- Know about the basic principles of HTML; 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; work with hyperlinks and tables.
- Recognise and use common web image formats; create forms in a web page.
- · Understand and use cascading style sheets.
- · Prepare web pages for publishing to a web server.

### WHAT ARE THE BENEFITS OF THIS MODULE?

The following outlines the benefits of ECDL / ICDL - Web Editing:

- Applicable to a variety of web publishing software.
- Provides the candidate with the skills to develop, publish, and maintain a website.
- Certifies best practice in website creation.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

#### **HOW DO I GET STARTED?**

To find out more about this module and to locate your nearest accredited test centre, please visit <a href="www.ecdl.org/programmes.">www.ecdl.org/programmes.</a>

#### **SYLLABUS OUTLINE**

CATEGORY	SKILL SET
Web Concepts	<ul><li>Key Terms</li><li>Web Publishing</li><li>Legal Issues</li></ul>
HTML	Fundamentals of HTML     Using HTML
Web Authoring	<ul> <li>Design</li> <li>Using the Application</li> <li>Enhancing Productivity</li> <li>Text Input and Formatting</li> <li>Paragraph Formatting</li> <li>Page Formatting</li> <li>Hyperlinks</li> <li>Tables</li> </ul>
Using Objects	<ul><li> Graphical Objects</li><li> Forms</li></ul>
Styles	CSS Concepts     Using CSS
Prepare Upload	Check     Publish

