



**ECDL
Foundation**

ECDL / ICDL Web Editing

Syllabus Version 2.0

Purpose

This document details the syllabus for *ECDL / ICDL Web Editing*. The syllabus describes, through learning outcomes, the knowledge and skills that a candidate for *ECDL / ICDL Web Editing* should possess. The syllabus also provides the basis for the theory and practice-based test in this module.

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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. |



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|---------------|---------------------------------|-------|---|
| | | 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. |
| | <i>1.3 Legal Issues</i> | 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 | <i>2.1 Fundamentals of HTML</i> | 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. |
| | <i>2.2 Using HTML</i> | 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>, . |



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| 3 Web Authoring | <i>3.1 Design</i> | 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. |
| | <i>3.2 Using the Application</i> | 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. |
| | <i>3.3 Enhancing Productivity</i> | 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. |
| | <i>3.4 Text Input and Formatting</i> | 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. |
| | <i>3.5 Paragraph Formatting</i> | 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. |
| | <i>3.6 Page Formatting</i> | 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. |
| | <i>3.7 Hyperlinks</i> | 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. |
| | <i>3.8 Tables</i> | 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 | <i>4.1 Graphical Objects</i> | 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. |
| | <i>4.2 Forms</i> | 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 | <i>5.1 CSS Concepts</i> | 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). |
| | <i>5.2 Using CSS</i> | 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 | <i>6.1 Check</i> | 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. |
| | <i>6.2 Publish</i> | 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. |