

U25101: Use website software

Unit Descriptor:

This unit is suitable for you if your work involves the use of software to plan and produce simple web pages (e.g. displaying a photo and short description about a person, product or a small business).

At the end of this unit you will be able to:

Use software to produce appropriate simple web pages.

ELEMENT

PERFORMANCE CRITERIA

1. Use website software

To be competent you must achieve the following:

Handle files

1.1 Use basic **file handling techniques** for the software.

Combine information

1.2 Use basic techniques to combine information.

Plan and produce (web pages)

1.3 Use a web design template to plan layout, format, and create simple related web pages.

1.4 Create simple hyperlinks between web pages.

1.5 Upload content to preview webpage.

Edit, format and layout content

1.6 Use basic **editing and formatting techniques** appropriately.

1.7 Format content using appropriate **tools and techniques**.

Check text

1.8 Use spell and grammar check for accuracy of text.

Check images

- 1.9 Check size, alignment and orientation of images.
- 1.10 Check file format is suitable

Preview/view

- 1.11 Preview/view web pages

RANGE STATEMENT

You must cover the items below:

A. File handling techniques:

- i. create/save
- ii. save as
- iii. open
- iv. print

B. Basic techniques to combine information

- i. insert (text, graphics and tables)
- ii. size (text, graphics and tables)
- iii. position (text, graphics and tables)

C. Plan and produce web pages using tools and techniques for:

- i. linking web pages

D. Use basic editing and formatting, tools and techniques to:

- i. insert
- ii. delete
- iii. cut and paste
- iv. copy and paste
- v. drag and drop
- vi. find and replace.
- vii. format fonts (typeface) and type style (e.g. bold or italic);
- viii. format image, chart, and diagram size and orientation.

UNDERPINNING KNOWLEDGE AND SKILLS**Produce information**

1. Know who and what the information is for, where it will be used (e.g. on screen or hard copy) and when it is needed.

Web pages

2. Single page web pages, such as those with text, a photo and a background.

Website features

3. What different features are used on websites, such as backgrounds, content, sound, frames, action buttons, links and hotspots.
4. What features are used to help the user navigate around a website.
5. What you like and don't like about single page websites.

Laws and guidelines

6. What laws and guidelines affect day-to-day use of ICT, such as data protection, equal opportunities, disability, health and safety, copyright and guidelines set by your employer or organisations.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to:

- A. Use **all** of the following tools and techniques:
 - 1. Basic file handling techniques for the software (e.g. create, open, save (as) and print).
 - 2. Basic techniques to combine information (e.g. insert, size and position).
 - 3. Basic editing and formatting techniques appropriately (e.g. insert and delete; cut, copy and paste; drag and drop; and find and replace).
 - 4. Format content using appropriate tools and techniques (e.g. fonts (typeface) and type style (e.g. bold or italic); image, chart, and diagram size and orientation).
- B. Plan and produce (web pages) by using
 - 1. a web design template to plan layout and format, and
 - 2. create simple web pages with hyperlinks.
- C. Check text by using spell check, grammar check and word count to check the accuracy of simple text.
- D. Check images by checking size, alignment and orientation of images as well as the format of the file.
- E. Preview web page template.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

(2) Methods of Assessment

Typical task size: 2 web pages each with related, detailed information.

Observation of you by your assessor:

- Handling files.
- Combining information.
- Planning and producing simple related web pages.
- Editing, formatting and laying out content for simple web pages.
- Checking text and checking images for simple related web pages.
- Previewing web page.

Products of work e.g. data presented in a suitable format to meet specifications.

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.