

# Website software

## About this unit

### Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2L It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

### What it is about

#### Who is this unit for?

This unit is suitable for you if your work involves the production of multiple-page websites (eg detailed information about an organisation and what they do or the products or services offered by a company).

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

Use software effectively to produce multiple-page web sites that communicate clearly and accurately.

## What you need to do

### Handle files

- 1 Use appropriate techniques to handle, organise and save files.

### Combine information

- 2 Link information within the same type of software.
- 3 Add information from one type of software to information produced using different software.

### Plan and produce (websites)

- 4 Choose what content and features will be included.
- 5 Plan the layout of the content and how any features will be used.
- 6 Use appropriate web tools and techniques to create a multiple-page website.

### Edit, format and layout content

- 7 Use a wide range of editing and formatting tools and techniques to produce content for multiple-page websites.
- 8 Format complex content using a wide range of appropriate tools and techniques.

### Check text

- 9 Use proof reading techniques to check that text looks professional.

Check line, paragraph and page breaks fall in appropriate places, and check that headings, subheadings and other formatting techniques are used appropriately.

## Check images

- 10 Check colour mode and filters are used appropriately.
- 11 Check image resolution is suitable for where and how it will be used.

## Upload

- 12 Use a file exchange programme to upload and publish a website.

### EXAMPLES

**Combine information** (3): a 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.

**Plan and produce (websites)** (6): creating links to bookmark text within a page; linking web pages together within a website and adding a hyperlink to someone else's website; and altering simple code using programming language.

**Edit, format and layout content** (7): for characters, lines, paragraphs and pages, insert and change text, resize, align, rotate, flip and arrange images, and using tables and frames to lay out a web page. (8): character, line spacing, paragraphs and pages, and colour, fonts, size, background and pictures.

**Upload** (13): FTP or HTTP

## What you need to know and understand

### Produce information

- A How to produce information that communicates clearly and accurately with the audience, where and when it is needed.

### Websites

- B Multiple-page web sites that set out information on different pages, such as contact details, employees, interests, services or products.

### Website features

- C How web pages and multiple-page websites are structured, such as using frames, hyperlinks and pop-ups.
- D What different design elements are used, such as using colour for the page background, the text, hyperlinks and visited hyperlinks.
- E What multimedia features are used, such as sound, animation or live video.
- F What interactive features are used, such as message boards, forms, e-mail links and registration log-ins.
- G The benefits and drawbacks of different features for the user.

## Laws and guidelines

- H What and how different IT activities are affected by laws and guidelines, such as storing names and addresses, downloading images from the Internet or sending inappropriate e-mails.

## User issues

- I What difficulties users with different needs may have in accessing websites.
- J 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.

## What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit