

# ICDL Professional

## WEBSITES



The Websites module covers the main concepts of web publishing and the skills needed to create, upload, and maintain a web site. It includes important topics such as security and copyright.

Thanks to the internet, it has never been easier to communicate with a worldwide audience. Websites are crucial for virtual interactions, from selling products or services to sharing ideas or knowledge. Having the skills to set up a website and use web authoring software to maintain and update it are highly valuable in a competitive work environment.

Websites are a common tool of businesses, organisations, and communities. This makes the Websites module suitable for a wide range of candidates, including employees, volunteers, students, graduates, and bloggers.

**Develop the skills needed for web editing and publishing, including using HTML and CSS.**

## The Websites Module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

### Main learning outcomes

Successful candidates will be able to register a domain, set up a website, and maintain it using web authoring software. After passing this module, candidates will feel confident making changes to a website and using basic coding skills. They will be able to:

- understand important aspects of publishing on the web
- recognise the planning and design aspects of creating a website
- identify the different functions of a web authoring tool and how to use them
- apply HTML and CSS to a website to enable the formatting of text, images, and other elements
- understand how to publish a site and troubleshoot issues

### Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	Skill Set
Web Concepts	<ul style="list-style-type: none"> <li>• Key Terms</li> <li>• Web Publishing</li> <li>• Legal Issues</li> </ul>
HTML	<ul style="list-style-type: none"> <li>• Fundamentals of HTML</li> <li>• Using HTML</li> </ul>
Web Authoring	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• Graphical Objects</li> <li>• Forms</li> </ul>
Styles	<ul style="list-style-type: none"> <li>• CSS Concepts</li> <li>• Using CSS</li> </ul>
Prepare Upload	<ul style="list-style-type: none"> <li>• Check</li> <li>• Publish</li> </ul>

