

# EUROPEAN COMPUTER DRIVING LICENCE WEBSTARTER V1.5



**ECDL**  
WebStarter



**ICDL**  
WebStarter

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## ECDL WebStarter Module

### Module Goals:

The ECDL WebStarter module requires the Candidate to understand key Web publishing concepts and to create a Web site. The Candidate will understand some of the basic principles of HTML and be able to perform simple coding tasks. In addition, the Candidate is required to use a Web editor to create web pages, format text, use frames, and create forms and tables. The Candidate shall also be able to publish the Web site on the World Wide Web (WWW). In addition the Candidate shall be able to save and work with images on a Web site and have a good appreciation of security issues and the law relating to Web publishing. Key applications skills such as opening and closing files as well as working with a computer and it's file management system are considered as a prerequisite for this module.

Category	Skill Set	Ref.	Task Item
<b>1.1 Web Concepts</b>	<i>1.1.1 Key Terms</i>	1.1.1.1	Define the terms World Wide Web (Web), Internet. Identify key features of each. Understand that the Web is a service of the Internet. Understand that the Web is the total set of interlinked hypertext documents on the Internet.
		1.1.1.2	Define and understand the terms browser, Web server. Understand that a browser is used to access content stored on a Web server.
		1.1.1.3	Define and understand the term URL.
		1.1.1.4	Define and understand the use of protocols. Distinguish between primary protocols and when they are used: TCP/IP, HTTP, HTTPS, FTP.
	<i>1.1.2 Information on the Web</i>	1.1.2.1	Identify the main advantages of publishing information on the Web: cost benefits, access to a large audience, ease of updating, audience interactivity.
		1.1.2.2	Define and understand the term hyperlink.
<b>1.2 HTML</b>	<i>1.2.1 Fundamentals of HTML</i>	1.2.1.1	Define and understand the term HTML. Understand that HTML is software independent and is written in plain text format.
		1.2.1.2	Understand that a HTML site is organised in a hierarchical structure.
		1.2.1.3	Understand the HTML recommendations role of the W3C consortium. Understand the benefits these recommendations offer: interoperability of Web Site across browsers, accessibility to people with disabilities.
	<i>1.2.2 Building a Simple Page</i>	1.2.2.1	Use common mark-up tags to layout a Web page: <HTML>, <head>, <title>, <body>, <hr>, <img>, <ul>, <ol>
		1.2.2.2	Apply paragraph styles.
		1.2.2.3	Set bold, italic font styles.

Category	Skill Set	Ref.	Task Item
		1.2.2.4	Set the colour, face and size using the font tag.
		1.2.2.5	View Web page source code in a browser.
<b>1.3 HTML Editor</b>	<i>1.3.1 Using the Application</i>	1.3.1.1	Create a new file using a HTML editor.
		1.3.1.2	Change between site views.
	<i>1.3.2 Text Inputting and Formatting</i>	1.3.2.1	Select fonts that commonly display well in Web browsers such as Arial, Times, Courier, Helvetica.
		1.3.2.2	Insert, edit text.
		1.3.2.3	Understand and use absolute, relative font size.
		1.3.2.4	Apply text formatting: bold, italics.
		1.3.2.5	Apply different colours to text.
	<i>1.3.3 Paragraph and Page Formatting</i>	1.3.3.1	Set paragraph properties: alignment, indentation.
		1.3.3.2	Insert a paragraph break, line break.
		1.3.3.3	Apply a page colour.
		1.3.3.4	Change a page hyperlink colour.
		1.3.3.5	Add a background image to a page.
		1.3.3.6	Set page margins: top, left.
		1.3.3.7	Add, edit a page title.
		1.3.3.8	Define and understand the term CSS (cascading style sheets) and their use.
	<i>1.3.4 Hyperlinks</i>	1.3.4.1	Insert a hyperlink to a file from: text, image.
		1.3.4.2	Insert a hyperlink to a Web address from: text, image.
		1.3.4.3	Insert a hyperlink to an e-mail from: text, image.
		1.3.4.4	Define target link; same window, new window, frame.
	<i>1.3.5 Tables</i>	1.3.5.1	Insert, delete a table.
		1.3.5.2	Align a table: left, centre, right.
		1.3.5.3	Insert, delete rows and columns.
		1.3.5.4	Merge, split cells.
1.3.5.5		Modify column width, row height.	
1.3.5.6		Change background colour of cells, entire table.	
1.3.5.7		Insert a background graphic, image in a table.	
1.3.5.8		Modify table border width.	

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		1.3.5.9	Display, hide table borders.
		1.3.5.10	Set cell padding.
	<i>1.3.6 Frames</i>	1.3.6.1	Define and understand the term frame.
		1.3.6.2	Select a frames template.
		1.3.6.3	Define layout of frames in a frameset.
		1.3.6.4	Define absolute, relative frame sizes within a frameset.
		1.3.6.5	Define names for the frame elements.
		1.3.6.6	Create nested framesets.
		1.3.6.7	Include frames pages in the frameset.
		1.3.6.8	Set scrollbar options: always display, never display, display if needed.
		1.3.6.9	Set minimum margins between frames and content.
		1.3.6.10	Set border options: border width, no border, border colour.
	<i>1.3.7 Simple Forms</i>	1.3.7.1	Insert a form on a page.
		1.3.7.2	Create single-line, multi-line text fields.
		1.3.7.3	Set initial value for a text field.
		1.3.7.4	Add submit, reset buttons.
		1.3.7.5	Set properties or actions for submit, reset buttons.
		1.3.7.6	Use form field options: drop-down, check box, radio button.
		1.3.7.7	Set form field properties: drop-down, check box, radio button.
<b>1.4 Images</b>	<i>1.4.1 Image Formats and Size</i>	1.4.1.1	Know common image formats: GIF, JPEG, BMP, PNG. Recognise their principle characteristics: compression quality, appropriate use of each format.
		1.4.1.2	Understand the impact of image size on download time.
	<i>1.4.2 Save, Manipulate Images</i>	1.4.2.1	Save an image from a Web page to a location on a drive.
		1.4.2.2	Capture and save a screenshot to a location on a drive.
		1.4.2.3	Insert an image into an HTML page.
		1.4.2.4	Set attributes of an image: size, border, alignment, alternative text.
<b>1.5 Upload</b>	<i>1.5.1 Upload a Website</i>	1.5.1.1	Understand the concept of uploading a Web site to a Web server.

Category	Skill Set	Ref.	Task Item
		1.5.1.2	Upload a Website to a server.
<b>1.6 The Law and Security</b>	<i>1.6.1 The Law</i>	1.6.1.1	Understand ownership rights of images, text, audio, available on the Web.
		1.6.1.2	Understand that Web site content is subject to the laws of the country in which it is hosted.
	<i>1.6.2 Security</i>	1.6.2.1	Identify the means by which viruses enter a computer system.
		1.6.2.2	Identify steps to prevent viruses from spreading: using antivirus software, keeping virus definitions up-to-date, only accepting data from trusted sources. Understand that viruses can be removed by scanning disks with antivirus software.
		1.6.2.3	Define and understand the term firewall. Understand that a firewall cannot protect against viral infection.
		1.6.2.4	Define and understand the term cookie. Understand that a cookie can undermine privacy.
		1.6.2.5	Define and understand the use of digital certificates.