



This module set out the essential concepts relating to web publishing and the skills required to create, upload, and maintain a web site. It also covers important issues such as security and copyright.

After studying this module, candidates should 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.
- Identify and use the different functions of 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 apply CSS to a website to enable formatting of text, images and other elements
- Understand how to publish a site and trouble shoot issues

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to understand and use web-editing applications
- The standardized syllabus is vendor independent, allowing for the skills to be applied to a wide range of both free and paid web editing software
- Certifies best practice in effective web editing software use
- Developed with input from computer users, subject matter experts, and practicing computer professionals from all over the world. This process ensures the relevance and range of the module content.

HOW DO I GET STARTED?

To find out more about this module, please visit

<https://icdlarabia.org/modules-web-editing>

To locate your nearest accredited test centre, please visit

<https://icdlarabia.org/test-centres-near-you>

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Web concepts	<ul style="list-style-type: none"> • Key terms • Web publishing • Legal issues
HTML	<ul style="list-style-type: none"> • Fundamentals of HTML • Using HTML
Web authoring	<ul style="list-style-type: none"> • Design • Using the application • Enhancing productivity • Text input and formatting • Paragraph formatting • Hyperlinks • Tables
Using objects	<ul style="list-style-type: none"> • Graphical objects • Forms
Styles	<ul style="list-style-type: none"> • CSS concepts • Using CSS
Preparing upload	<ul style="list-style-type: none"> • Check • Publish