# Level 2 Website software (WS 7540-083)

## ITQ
## Assignment guide for Candidates
Assignment A

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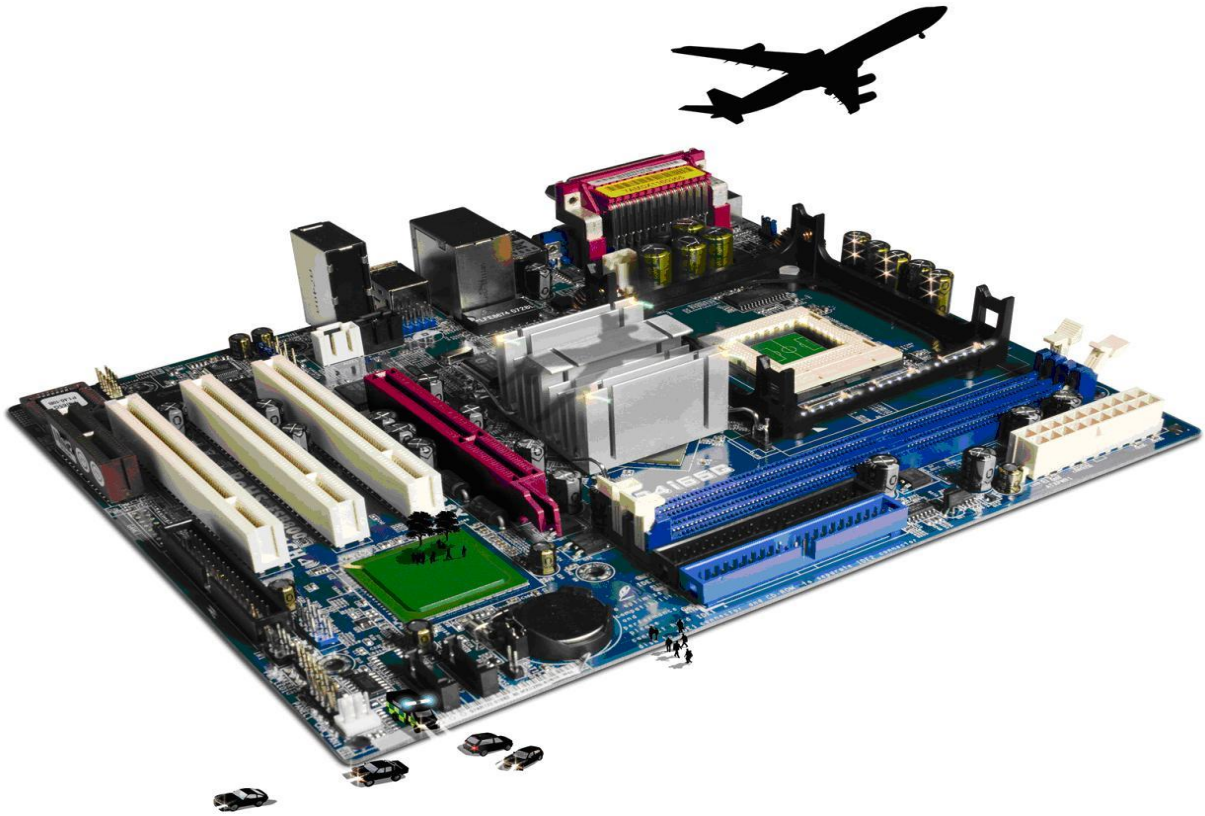
(This assignment can be used as evidence of achievement of 7574-228 Website software)



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**Unit 083 – Website software Level 2**
(This assignment can be used as evidence of achievement of 7574-228 Website software)

Assignment A


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# Level 2 Website software (WS 7540-083)
# Assignment A
Introduction – Information for Candidates

## About this document
This assignment comprises all of the assessment for Level 2 Website software (WS 7540-083). (This assignment can be used as evidence of achievement of 7574-228 Website software).

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## Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

## Time allowance
The recommended time allowance for this assignment is **two hours**.

# Level 2 Website software (WS 7540-083)
# Candidate instructions

## Time allowance: Two hours

## The assignment:

This assignment is made up of **six** tasks

- Task A - Design a series of web pages (See blank example storyboard)
- Task B - Create suitable resources ie buttons, images etc
- Task C - Create the web site
- Task D - Test the web site
- Task E - Upload to a remote server
- Task F – Underpinning knowledge questions

**Note:** Tasks A and B should be completed prior to the assignment. No time restriction is given for Tasks A and B. The time allowance is for Tasks C to E.

## Scenario

You are a member of a local Swimming Club and you have been asked to set up a simple website consisting of 4 pages to advertise what the club has to offer.

The committee of the club have given a few guidelines outlining their requirements. They are as follows:

- Each page should be accessible from another with a single click
- The club logo should be used on the home and master page
- The background colour should be a blue colour set at #6699FF
- Text colour should be easily readable against the background
- Hyperlinks should use colour code #FFFF99 where text links are used
- Visited hyperlinks should use colour code #FF3300 where text links are used
- META tags should be added, inserting the information shown below plus at least two additional META tags of your choice:

| **Description** | **(details to be changed for each page)** |
|---|---|
| **Author** | Insert your name |

They have confidence in your design abilities and trust your judgement with regards to layout, use of images etc. To assist you they have provided a small selection of images and representative text for each section of the club. Feel free to adapt the images or text or use other suitable alternatives that you have located taking into account any legal implications. They have also requested that you create a master page which has the Club Logo image on it. This should be converted to a suitable file format with the background colour set as transparent; sizing is at your discretion. This page is needed so that they can use it in the future to add additional pages if you are not available.

Follow the instructions carefully to ensure that all tasks are completed.

## Task A – Design a series of web pages

1 Using storyboards, design appropriate pages for the **Swimming Club** web site, using the following headings:

**Home**
**Squads**
**Fixtures List**
**Contact Us**

Also create a storyboard for your master page.

2 You should give consideration to:

- the design of a master page to be used as a template
- the layout of your site – the relationship of your pages to one and other
- the layout of a menu or homepage containing introductory text and image(s) and making navigation to the rest of your pages easy.
- the design/use of your navigation buttons
- the content of your images including size and placement.

## Task B – Create suitable resources ie buttons, images etc

1 Create/use suitable buttons to be used for site navigation for the following items:

**Home**
**Squads**
**Fixtures List**
**Contact Us**

2 Create/use a button suitable for providing an **e-mail link** for further information.

3 Create/use a button suitable for providing a link to an external website using the name **Links**.

4 Convert the **swimming** images supplied into formats suitable for inclusion on web pages.

Setting the Club Logo background to transparent.

5 Edit the images removing any white space and unwanted lines.

Continued over…

## Task C – Create the web site

1 Create a new website folder called **Swimming Club**.

2 Within this website folder ensure there is a subfolder called **Images** and that all images used for the website are stored within this folder.

3 Using your storyboard create your master page formatting the background and adding META tags as specified by your Client.

4 Using a table or other suitable method, utilise the full area of the screen to display the contents of your master page. (this should be at least 95%).

5 Insert the heading **RSC Swimming Club**.

6 Layout the page so that your **Home**, **Squads**, **Fixture List** and **Contact Us** buttons present a balanced layout.

Select a suitable location for your **e-mail** and **external website** link buttons. Again ensure a balanced layout.

7 Insert a link from your **e-mail** button to the e-mail address supplied to you by your assessor.

8 Insert a hyperlink from your Links button with a target **http://www.ASA.org**.

9 Insert the image **Club Logo** and at least **one** other image (using one those provided or suitable alternatives that you have sourced) to produce a professional looking webpage taking its intended audience into account.

10 Ensure the <Title> for the page reads **RSC Swimming Club Master**.

11 For each button that links to another page/link/e-mail add an ALT tag to provide the end user with alternative, meaningful information. **Do not** use one word comments just repeating the name of the button.

12 Save the page as **Master.htm** to your **Swimming Club** folder.

13 Format all headings and body text as detailed below:

| Style | Font | Size | Font Style | Alignment |
|---|---|---|---|---|
| headings | Serif | 36 point | Bold | Centre |
| Body text | Serif | 16 point | Italic | Fully Justified |

Continued over…

14 Using your **Master page** create your homepage. Insert the text file **index.txt** into a suitable location on your page, link your external style sheet to the page and change the title to **RSC** and add the following text to your description META tag:

Welcome to the RSC Swimming Club Homepage

Add at least **one** additional image to your web page using the images provided or use a suitable one of your own choice.

Add a suitable Title Tag.

Save this as your home page using an appropriate file name.

15 Using your **Master page** create your **Squads** page.

Insert the text **Squads.txt** into a suitable location on your page to give a professional appearance. Change the description META Tag to read **Squads**.

Add at least **two** images to your web page using the images provided or use suitable alternatives of your own choice.

Add a suitable Title Tag.

Save this as your **Squads** page.

16 Using your **Master page** create your **Fixtures List** page.
Use the provided document **RSC.Fixtures 20xx.rtf** and change the format so that it can be used on the fixtures page.

Change the description META tag to read **Fixtures List**.

Add a suitable Title Tag.

Save this as your **Fixtures List** page.

17 Using your **Master page** create your **Contact Us** page. Insert the text **Contact Us.txt** into a suitable location on your page to give a professional appearance. Change the description META tag to read **Contact Us**.

Add at least **one** image to your web page using the images provided or a suitable one of your own choice.

Add a suitable Title Tag.

Save this as your **Contact Us** page.

18 On all of your pages insert hyperlinks so that navigation from each page is achieved.

Ensure that **all** the links are relative and **not** absolute.

Continued over…

## Task D – Test the web site

1 Check that all links on all pages work as expected.

2 Check that your web pages work as expected using two different browsers. As specified by your assessor.

3 Use proof reading techniques to ensure that the website has a professional appearance.

## Task E – Upload to a remote server

1 Upload/publish your web site to the location specified by your assessor.

2 Check all links work as expected on your uploaded site making any changes that are necessary.

3 Check your uploaded site to ensure it appears as expected making any changes that are necessary.

## Task F – Underpinning knowledge questions

1 Using the **Answers** document, provided by your assessor, describe **three** different types of information that need to be considered when designing a website.

2 Give **two** examples of elements of a website that may be restricted by copyright and describe how this affects their use. Add these to your **Answers** document.

3 Give a brief description of what access issues should be taken into account when designing a website. Add these to your **Answers** document.

4 Give **three** different file formats that could be included in a web site and give a brief description of how they would be used. Add these to your **Answers** document.

5 Give **two** examples of the type of problems that can cause quality issues and how you would rectify them add these to your **Answers** document.

Continued over…

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

## End of assignment

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