



## LEVEL 2 CERTIFICATE/DIPLOMA FOR IT USERS (CLAIT PLUS)

### Unit 7: Website Creation

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CPUN7/AR01

#### Scenario

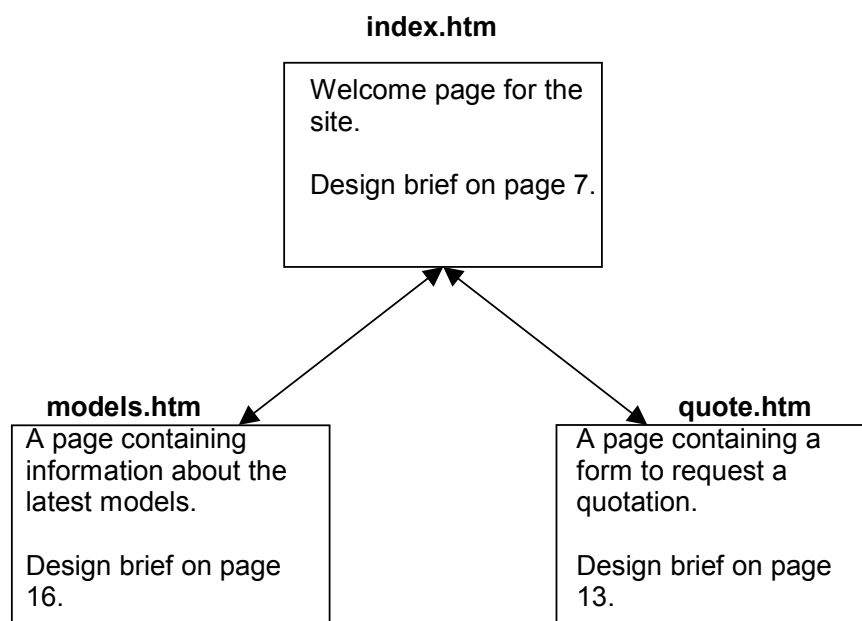
You are working for **Harton Motors**, a car dealership. You have been asked to create a web site which will be hosted by Progress Media.

All of the text and graphics for each of the pages have been prepared in advance by a designer. You must download these from the **harton** page at:  
**[www.allaboutoffice.co.uk/harton/](http://www.allaboutoffice.co.uk/harton/)**

**NOTE: You will need to download three text files (.txt), five images files (.gif/.jpg) and two datafiles (.csv and .xls).**

**You are not required to produce any printouts for this assignment.**

#### HARTON MOTORS SITE MAP





Assessment Objectives

**TASK 1**

In this task you will download and store all the files for your website.

1c

- 1
- a) In your working area create a folder for your website called **cars(your initials)** eg **carsaj**
  - b) Within this folder create a subfolder called **images**
  - c) **All image files for your website must be contained within the images sub-folder. All other files must be contained within the website folder cars(your initials).**

1b  
1h

- 2
- a) Locate the web page <http://www.allaboutoffice.co.uk/harton/>
  - b) Download the following five files and place them in your website folder **cars(your initials)**.

FILENAME	FILE TYPE
<b>promo</b>	<b>.txt</b>
<b>carquot</b>	<b>.txt</b>
<b>carmod</b>	<b>.txt</b>
<b>stats</b>	<b>.csv</b>
<b>stats</b>	<b>.xls</b>

- c) Download the following five files and place them in the **images** subfolder that you created in Step 1b.

FILENAME	FILE TYPE
<b>contact</b>	<b>.gif</b>
<b>home</b>	<b>.gif</b>
<b>models</b>	<b>.gif</b>
<b>quote</b>	<b>.gif</b>
<b>harton</b>	<b>.jpg</b>



Assessment Objectives

**TASK 2**

In this task you will create a master page/template that you will use to create all your web pages to ensure they have a consistent style.

All links to files and images on the website must be **relative**, not absolute.

1a  
1d  
1f  
1g  
1h

- 1
- a) Load software that will allow you to create web pages.
  - b) Create a new web page.
  - c) Save this web page in your website folder **cars(your initials)** using the filename **cartemp**
  - d) Set the page properties as follows:

title	(as specified for each page)
background colour	<b>#fff99</b>
text colour	<b>#993300</b>
link colour	<b>#ff3300</b>
visited link colour	<b>#ff9933</b>

1e  
1g

- 2
- Create the following META tags and insert the information shown:

<b>keywords</b>	<b>cars, vehicles, saloon, estate, Harton Motors</b>
<b>author</b>	<b>your name and centre number</b>
<b>description</b>	(as specified for each page)

**TASK 2 CONTINUED...**



Assessment Objectives

1g  
2j  
2l  
2m

**...TASK 2 CONTINUED**

3 You will now create a table to align the contents of your page. A guide is shown below:

Blank	Heading Area	
Navigation Table	Body text area	
Blank	Copyright notice	

- a) Create a table of **two** columns and **six** rows.
- b) Set the table properties as follows:

width	<b>800 pixels</b>
table alignment	<b>left</b>
border	<b>0</b>
cell padding	<b>2</b>
cell spacing	<b>3</b>

- c) In the **second column** only merge the cells in **rows 2, 3, 4 and 5**.
- d) Set the cell properties for rows 1 and 4 as follows:

Cells	Width	Horizontal alignment	Vertical alignment
1 <sup>st</sup> column	<b>150 pixels</b>	<b>centre</b>	<b>middle</b>
2 <sup>nd</sup> column	<b>650 pixels</b>	<b>left</b>	<b>top</b>

**TASK 2 CONTINUED...**



Assessment Objectives

**...TASK 2 CONTINUED**

4a  
4c  
4d  
4e

- 4 You will now create a navigation table in the **first** column of your table.
- a) All images in the first column have a height of **40** pixels and a width of **150** pixels which should be retained.

Position in Column 1	Image	Alt text	Link to
Row 2	home.gif	<b>home page</b>	<b>index.htm</b>
Row 3	models.gif	<b>new models</b>	<b>models.htm</b>
Row 4	quote.gif	<b>get a quote</b>	<b>quote.htm</b>
Row 5	contact.gif	<b>contact us</b>	<b>cars@progress-media.co.uk</b>

- b) Check to ensure that all links are **relative**.

2g

- 5 You will now create a style sheet that must be applied to the appropriate areas of each web page (see guide shown in Step 3 on page 8).

- a) Create a style sheet as follows:

Name	Font face	Size	Emphasis	Alignment
<b>heading</b>	<b>sans serif</b> (eg Arial)	<b>HTML 5</b> <b>(18 pt)</b>	<b>strong</b> <b>(bold)</b>	<b>centre</b>
<b>body</b>	<b>sans serif</b>	<b>HTML 3</b> <b>(12 pt)</b>	<b>none</b>	<b>left</b>

- b) Save your style sheet as appropriate to your software.

**TASK 2 CONTINUED...**



Assessment  
Objectives

**...TASK 2 CONTINUED**

- |                |   |  |
|----------------|---|--|
| 1f<br>2a<br>4b | 6 | The copyright notice needs to be displayed at the bottom of each page.<br><br>a) In the last (bottom) row of the table. Key in the following text:<br><br><b>Copyright © Harton Motors 2006</b><br><br>b) Link this text to <b>www.hartonmotors.co.uk</b><br><br>c) Format in the body text style. |
| 1h             | 7 | Save your master page/template in your website folder <b>cars(your initials)</b> retaining the filename <b>cartemp</b> .   |



Assessment Objectives

**TASK 3**

In this task you will need to insert several files.

1e  
1h

- 1 a) Open a copy of the master page/template **cartemp**.  
b) Save this in your website folder **cars(your initials)** using filename **index.htm**  
c) Title the page: **Harton Motors Car Dealership**  
d) In the description META tag enter the following description:

**The official Harton Motors web site.**

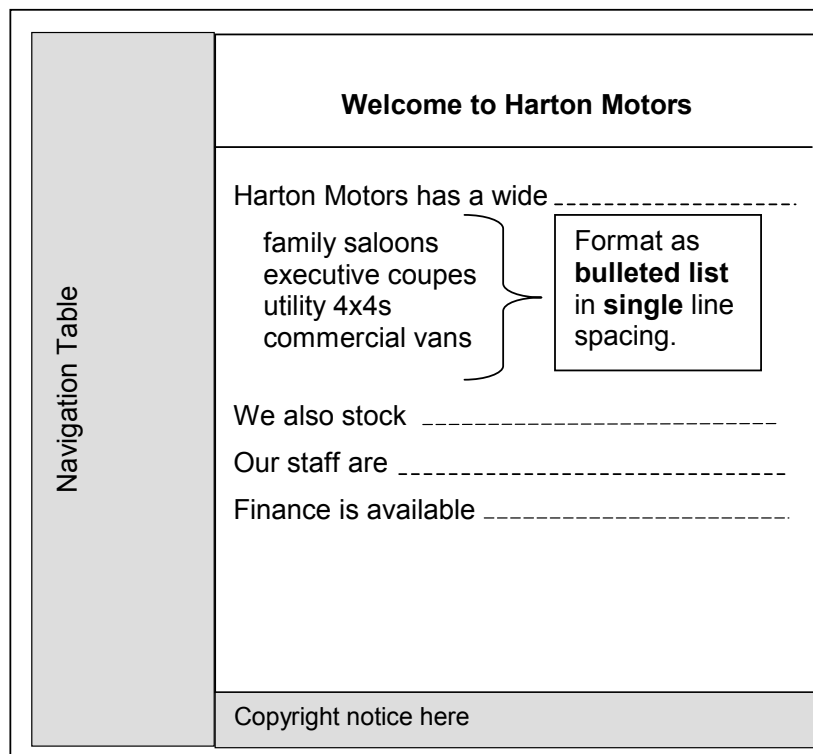
2a

- 2 In the Heading area key in the text:

**Welcome to Harton Motors**

2a  
2g  
2h  
2k

- 3 a) Insert the text file **promo** and place in the body text area following the outline shown below:



- b) Ensure each paragraph is separated by at least one clear line space.

**TASK 3 CONTINUED ...**



Assessment  
Objectives

...TASK 3 CONTINUED

- |    |   |   |
|----|---|---|
|    |   | <ul style="list-style-type: none"><li>c) Format the four lines indicated in the sketch as a bulleted list in single line spacing.</li><li>d) Use a special character so that the word <b>coupes</b> in the bulleted list appears as <b>coupés</b></li><li>d) Ensure that the style sheet has been applied to the appropriate parts of the text.</li></ul> |
| 2b | 4 | Spell check and proof read your web page and correct any errors.  |
| 1h | 5 | Save your web page in your website folder <b>cars(your initials)</b> retaining the filename <b>index.htm</b> .  |





Assessment Objectives

**TASK 4**

1e  
1h

- 1 a) Open a copy of the master page/template **cartemp**.  
b) Save this in your website folder using the filename **quote.htm**  
c) Title the page: **Quotation**  
d) In the description META tag enter the following description:

**Obtain a vehicle quotation**

2a

- 2 In the Heading area key in the text:

**Get a Quotation**

2a  
2g

- 3 You are going to create an interactive form. An outline of the form is shown below:

**Get a Quotation**

To obtain a quotation -----

Name (first and last name)  Single line text field

Address

Scrolling text box

Model  Drop down selection

Fuel

Petrol

Diesel

LPG

Thank you for your enquiry -----

Copyright notice here

**TASK 4 CONTINUED...**



Assessment Objectives

**...TASK 4 CONTINUED**

- a) Insert the text file **carquot** in the body text area, following the outline shown above.
- b) Ensure that the style sheet has been applied to the appropriate parts of the text.

3a

4 Create an interactive form as follows:

start of form	after the text: . . . <b>please complete the form below:</b>
end of form	before the text: <b>Thank you for your enquiry...</b>
form method	<b>POST</b>
form action	<b>http://www.allaboutoffice.co.uk/cgi-bin/carform.cgi</b> (This action will automatically process the form information, sending an email to the specified 'recipient'. A 'thank you' page is automatically generated.)

3b  
3c

5 Add form items according to the following table, placing them where shown in the outline on page 11.

The field settings for radio buttons and drop down selection may be selected or not selected.

Type	Name	Field settings
hidden field	<b>recipient</b>	<b>cars@progress-media.co.uk</b>
radio	<b>fuel</b>	value = <b>Petrol</b> value = <b>Diesel</b> value = <b>LPG</b>
single line text field	<b>fullname</b>	width = <b>40</b>
text area	<b>address</b>	<b>4</b> lines of <b>30</b> characters
drop down selection	<b>model</b>	<u>options</u> <b>R200</b> <b>MX3</b> <b>C350</b> <b>V21</b>
submit button	<b>submit</b>	value = <b>Get Quote</b>
reset button	<b>reset</b>	value = <b>Cancel</b>

**TASK 4 CONTINUED...**



Assessment  
Objectives

**...TASK 4 CONTINUED**

- |    |   |  |
|----|---|--|
| 1h | 6 | Save your web page in your website folder <b>cars(your initials)</b> retaining the filename <b>quote.htm</b> . |
| 3d | 7 | Test the interactive form to ensure that it correctly sends the information to the <b>recipient</b> .          |



Assessment Objectives

**TASK 5**

1e  
1h


- 1 a) Open a copy of the master page/template **cartemp**.
- b) Save this in your website folder **cars(your initials)** using the filename **models.htm**
- c) Title the page: **New Models**
- d) In the description META tag enter the following description:
- The new models we offer**

2a

- 2 In the Heading area key in the text:
- Our New Models**

2a  
2h  
2i

- 3 e) Insert the text file **carmod**, the image file **harton.jpg** and the datafile **stats** and place in the body text area following the outline shown below (you may use either stats.csv or stats.xls for the table):

	<b>Our New Models</b>																			
Navigation Table	Our latest models -----																			
	The R200 has been ----- ----- -----																			
																				
	The table below -----																			
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td><b>stats</b></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>										<b>stats</b>									
	<b>stats</b>																			
	Copyright Notice																			

- f) Ensure each paragraph is separated by at least one clear line space.

**TASK 5 CONTINUED...**



Assessment  
Objectives

...TASK 5 CONTINUED

2c  
2d  
2e  
2f

- a) Make sure the file **stats** is displayed in four columns.
- b) Ensure that the style sheet has been applied to the appropriate parts of the text. The body text style should also be applied to the **stats** table

4 Apply the following formatting to the image **harton**.

- a) Flip the image horizontally.
- b) Reduce the resolution of the image.
- c) Set the image attributes as follows:

width	<b>180 pixels</b>
height	<b>120 pixels</b>
alignment	<b>right</b>
alt text	<b>R200</b>

1h

5 Save your web page in your website folder **cars(your initials)** retaining the filename **models.htm**.



Assessment  
Objectives

- ...TASK 5 CONTINUED**
- |                |   |  |
|----------------|---|--|
| 2b             | 6 | Spell check and proof read your web page and correct any errors.   |
| 1h             | 7 | Save your web page in your website folder <b>phab(your initials)</b> retaining the filename <b>models.htm</b> .  |
| 5c<br>5d       | 8 | Save and close your website and exit the software.   |
| 4f<br>5a<br>5b | 9 | Load your website in a browser and check that all:<br><br>a) pages load correctly<br><br>b) links function properly<br><br>c) page content and image(s) are displayed<br><br>d) links to other pages and images in the website are relative NOT absolute<br><br>e) pages have been formatted accurately<br><br>f) pages are free from spelling errors. |

Save or copy all files to the disk, drive or network location specified by your tutor.

No printouts should be submitted for this assignment.