**CiDA Unit 1 Personal Learning Checklist Name: ICT Group:**

| **Software skill** | **Insecure** | **Intermediate** | **Secure** |
| --- | --- | --- | --- |
| Create folders for your website |  |  |  |
| Create the website in Dreamweaver – the root where all pages are saved: Create – new – Dreamweaver site |  |  |  |
| **Creating a banner** |
| Setting the correct size of the banner  |  |  |  |
| Adding an image to the banner |  |  |  |
| Inserting the banner into the AP DIV |  |  |  |
| **Navigation bar** |
| Create the navigation bar in Fireworks with the exact dimensions |  |  |  |
| Add an image to the navigation bar if needed |  |  |  |
| Adding the navigation bar to your template |  |  |  |
| Add hotspots to the navigation bar in Dreamweaver |  |  |  |
| **Editable area** |
| Create an editable area using an AP DIV on the template |  |  |  |
| Ensure the editable area has no text in it and will work on each page |  |  |  |
| **Saving the template** |
| Able to save the template in the site to be able to create pages from it |  |  |  |
| **Creating web pages** |
| Create a new web page from the template |  |  |  |
| Add text to the web page if necessary |  |  |  |
| Change the font and font size of the text as needed |  |  |  |
| Add an image to the page |  |  |  |
| Create a rollover from two images |  |  |  |
| Recognise colour codes (e.g. #00ffff) and change sections of the website to the right colour |  |  |  |
| Add a hotspot to a page to link another |  |  |  |
| **Saving web pages** |
| Can save all the webpages as .htm pages |  |  |  |
| **Editing images in Fireworks** |
| Can crop part of an image as needed |  |  |  |
| Can import another image into the image to use |  |  |  |
| Can add text to an image as needed |  |  |  |
| Can change the background colour of a banner as needed to the specified colour code |  |  |  |
| Can save the image as a .png file less than 400 kb |  |  |  |
| **Saving work regularly** |
| Can save work regularly |  |  |  |