

Building Your First Website: A One-Page HTML CV

Introduction to Programming — Practical Activity (HTML only, Notepad++)

Overview

In this activity you will build a simple, colourful one-page website using only HTML — no CSS and no PHP. Your website will take the form of a personal CV (curriculum vitae), and you will build it up gradually, task by task, checking your progress in a web browser after every step. You will use Notepad++ to write your code and a web browser (e.g. Chrome, Edge or Firefox) to view your results.

By the end of this activity you will have a working multi-section HTML page containing a header, lists, tables, a paragraph, an image, social media links and a footer — and a Word document containing screenshots that show how your website evolved from a blank page to a finished CV.

Learning Outcomes

- Create and organise a project folder for a website and its assets.
- Write valid HTML using core structural and content tags.
- Use ordered and unordered lists to present information.
- Build HTML tables to present structured data (qualifications, work experience).
- Embed a local image using the `<img>` tag.
- Create hyperlinks to external pages, including social media profiles.
- Test and view a webpage locally in a browser as it develops.
- Document practical work professionally using screenshots and Word.

What You Will Need

- A computer with Notepad++ installed.
- A web browser (Chrome, Edge or Firefox).
- The Windows Snipping Tool (or Snip & Sketch).
- Microsoft Word.
- A digital passport-sized photograph of yourself, saved as a .jpg or .png file.
- Your own personal and academic details (qualifications, work experience, skills).

Before You Start: Set Up Your Project Folder

Careful file organisation is an essential web development habit. Follow these steps exactly:

TASK 0: Create your project folder

- On your computer (e.g. your Desktop, OneDrive, or a USB drive), create a new folder called: MyCV_[YourStudentNumber]
- Inside this folder, create a sub-folder called: images
- Copy your passport-sized photograph into the images sub-folder. Rename it photo.jpg (or photo.png).
- IMPORTANT: Write down or screenshot the full location (file path) of this folder now, e.g. C:\Users\YourName\Desktop\MyCV_12345678. You will need to find this folder every time you open it in Notepad++ or your browser.
- Open Notepad++. Create a new file and save it immediately inside your MyCV folder as: index.html

How to Check Your Work as You Go

After completing EVERY task below, save your index.html file in Notepad++ (Ctrl + S), then open (or refresh) it in your web browser to see the result:

1. Open File Explorer and navigate to your MyCV folder.
2. Double-click index.html to open it in your default browser (first time only).
3. After each future edit, simply click back into the browser tab and press F5 (refresh) to see your changes.
4. Take a screenshot of the browser window using the Snipping Tool — see below for full instructions.

Recording Your Progress: Screenshots and Word Document

As you complete each task below, you must capture evidence of your growing website using the Windows Snipping Tool, and paste each screenshot into a single Word document in order, from Task 0/1 through to Task 11.

How to take a screenshot with the Snipping Tool

5. Press the Windows key and type 'Snipping Tool', then open the app (or press Windows + Shift + S for a quick snip).
6. Click 'New' and drag a rectangle around your browser window showing your webpage.
7. Copy the snip, then paste it (Ctrl + V) into your Word document.
8. Underneath each screenshot, add a short caption stating which Task it shows, e.g. 'Task 4 - Qualifications table'.
9. Repeat after every task so your Word document tells the full story of your website being built from a blank page to a finished CV.

Task 1: Basic HTML Structure, Title and Header

TASK 1: Create the HTML skeleton, page title and a header section

- In Notepad++, type the basic HTML skeleton: `<!DOCTYPE html>`, `<html>`, `<head>`, `<title>` and `<body>` tags.
- Inside `<title>`, add text that will appear in the browser tab, e.g. 'Your Name - CV'.
- In the `<body>`, add a `<header>` section containing an `<h1>` with your full name and an `<h2>` with a professional title or personal tagline (e.g. 'Aspiring Software Developer').
- Save your file in Notepad++ (Ctrl + S) as index.html, in the same MyCV_[StudentNumber] folder you created earlier.
- Open File Explorer, go to that same folder, and open index.html in your browser to view your progress so far.

Example code:

```
<!DOCTYPE html>
<html>
<head>
  <title>Your Name - CV</title>
</head>
<body>

  <header>
    <h1>Your Full Name</h1>
    <h2>Aspiring Software Developer</h2>
  </header>
```

```
</body>
</html>
```

✓ **Check & capture:** Save and refresh your browser. You should see your name and tagline at the top of an otherwise blank page. Screenshot this.

Task 2: Unordered List — Interests / Hobbies

TASK 2: Add a bulleted (unordered) list of your interests

- Add an `<h3>` heading titled 'Interests' below your header.
- Use a `<ul>` element containing at least 4 `<li>` items listing your hobbies or interests.
- Save your file in Notepad++ as index.html, in the same MyCV_[StudentNumber] folder you have been using.
- Go to that same folder and refresh index.html in your browser to view your progress so far.

Example code:

```
<h3>Interests</h3>
<ul>
  <li>Football</li>
  <li>Reading</li>
  <li>Photography</li>
  <li>Coding</li>
</ul>
```

✓ **Check & capture:** Save, refresh, and confirm bullet points appear correctly. Screenshot this.

Task 3: Ordered List — Career Goals

TASK 3: Add a numbered (ordered) list of your career goals or steps

- Add an `<h3>` heading titled 'Career Goals'.
- Use an `<ol>` element containing at least 3 `<li>` items describing your short-, medium- and long-term career goals, in order.
- Save your file in Notepad++ as index.html, in the same MyCV_[StudentNumber] folder you have been using.
- Go to that same folder and refresh index.html in your browser to view your progress so far.

Example code:

```
<h3>Career Goals</h3>
<ol>
  <li>Complete my Introduction to Programming module</li>
  <li>Gain a placement in the IT industry</li>
  <li>Become a qualified software developer</li>
</ol>
```

✓ **Check & capture:** Save, refresh, and confirm your list is automatically numbered. Screenshot this.

Task 4: Table — Qualifications

TASK 4: Build a table of your qualifications

- Add an `<h3>` heading titled 'Qualifications'.
- Use a `<table>` with a header row (`<th>`) for columns such as Qualification, Institution and Year.
- Add one `<tr>` table row per qualification, using `<td>` for each cell.
- Remember: no CSS, so use the border attribute on the `<table>` tag to make gridlines visible.
- Save your file in Notepad++ as index.html, in the same MyCV_[StudentNumber] folder you have been using.
- Go to that same folder and refresh index.html in your browser to view your progress so far.

Example code:

```
<h3>Qualifications</h3>
<table border='1'>
  <tr>
    <th>Qualification</th>
    <th>Institution</th>
    <th>Year</th>
  </tr>
  <tr>
    <td>A-Levels</td>
    <td>Your College</td>
    <td>2023</td>
  </tr>
</table>
```

✓ **Check & capture:** Save, refresh, and check the table gridlines and headings display correctly. Screenshot this.

Task 5: Table — Work Experience

TASK 5: Build a second table for your work experience

- Add an `<h3>` heading titled 'Work Experience'.
- Create a second `<table border='1'>` with header cells for Job Title, Employer and Dates.
- Add a row for each job or placement you have held (or voluntary/part-time work if you have no formal experience yet).
- Save your file in Notepad++ as index.html, in the same MyCV_[StudentNumber] folder you have been using.
- Go to that same folder and refresh index.html in your browser to view your progress so far.

Example code:

```
<h3>Work Experience</h3>
<table border='1'>
  <tr>
    <th>Job Title</th>
    <th>Employer</th>
    <th>Dates</th>
  </tr>
  <tr>
    <td>Sales Assistant</td>
    <td>Local Store</td>
    <td>2022 - 2023</td>
  </tr>
</table>
```

✓ **Check & capture:** Save, refresh, and check both tables display one below the other. Screenshot this.

Task 6: Paragraph — Skills and Accolades

TASK 6: Write a paragraph describing your skills and achievements

- Add an `<h3>` heading titled 'Skills and Accolades'.
- Write a `<p>` paragraph (at least 4-5 sentences) describing your key skills, strengths and any accolades, awards or achievements.
- Try using `<strong>` or `<em>` tags to emphasise one or two key words within the paragraph.
- Save your file in Notepad++ as `index.html`, in the same `MyCV_[StudentNumber]` folder you have been using.
- Go to that same folder and refresh `index.html` in your browser to view your progress so far.

Example code:

```
<h3>Skills and Accolades</h3>
<p>
  I am a <strong>reliable</strong> and hard-working individual
  with strong problem-solving skills developed through my
  studies. I was awarded a certificate of merit for...
</p>
```

✓ **Check & capture:** Save, refresh, and confirm your paragraph text (and any bold/italic words) displays correctly. Screenshot this.

Task 7: Insert Your Passport Photograph

TASK 7: Add your photo using the `<img>` tag

- Add an `<h3>` heading titled 'Photo', or place the image near your header — your choice.
- Use the `<img>` tag with a `src` attribute that points to your photo inside the `images` folder (a relative path).
- Add width and height attributes (in pixels) to keep the photo a sensible passport-photo size, e.g. `width='150'`.
- Always add an `alt` attribute describing the image, for accessibility.
- Save your file in Notepad++ as `index.html`, in the same `MyCV_[StudentNumber]` folder you have been using (the photo should already be in the `images` sub-folder there).
- Go to that same folder and refresh `index.html` in your browser to view your progress so far.

Example code:

```
<img src='images/photo.jpg' alt='Passport photo of Your Name'
      width='150' height='180'>
```

✓ **Check & capture:** Save, refresh, and check your photo appears at the correct size. If it does NOT appear, re-check your file name, file location and spelling. Screenshot this.

Task 8: Sections

TASK 8: Group your content using the `<section>` tag

- HTML5 gives you the `<section>` tag to group related content together, instead of just using headings on their own.
- Wrap each part of your CV you have built so far — e.g. Interests, Career Goals, Qualifications, Work Experience, and Skills and Accolades — in its own `<section>` element.
- Give each `<section>` an `id` attribute (a short, unique label) so each part of the page is clearly named, e.g. `id='qualifications'`.

- Your existing `<h3>` heading and content for that part should sit inside the matching `<section>` tags.
- Save your file in Notepad++ as `index.html`, in the same `MyCV_[StudentNumber]` folder you have been using.
- Go to that same folder and refresh `index.html` in your browser to view your progress so far.

Example code:

```
<section id='qualifications'>
  <h3>Qualifications</h3>
  <table border='1'>
    <tr>
      <th>Qualification</th>
      <th>Institution</th>
      <th>Year</th>
    </tr>
    <tr>
      <td>A-Levels</td>
      <td>Your College</td>
      <td>2023</td>
    </tr>
  </table>
</section>

<section id='skills'>
  <h3>Skills and Accolades</h3>
  <p>
    I am a <strong>reliable</strong> and hard-working individual
    with strong problem-solving skills developed through my
    studies. I was awarded a certificate of merit for...
  </p>
</section>
```

✓ **Check & capture:** Save, refresh, and check your page still displays exactly as before — sections group your content but don't change how it looks. Screenshot this.

Task 9: Frames

TASK 9: Embed another web page using an inline frame

- Add an `<h3>` heading titled 'Embedded Content' or similar.
- Old-style `<frame>`/`<frameset>` tags are obsolete, so use the modern `<iframe>` tag instead to embed another page inside yours — for example a Google Map of your area, or a YouTube video.
- Set the `src` attribute to the embed URL, and add `width` and `height` attributes to control its size.
- Add a `title` attribute describing the embedded content, for accessibility.
- Save your file in Notepad++ as `index.html`, in the same `MyCV_[StudentNumber]` folder you have been using.
- Go to that same folder and refresh `index.html` in your browser to view your progress so far.

Example code:

```
<h3>Embedded Content</h3>
<iframe
  src='https://www.google.com/maps?q=1+Westferry+Circus,+London+E14+4HA&output=embed'
  width='400' height='300'
  title='UWTSD London Campus, 1 Westferry Circus'>
</iframe>
```

✓ **Check & capture:** Save, refresh, and confirm the embedded content loads inside a framed box on your page. Screenshot this.

Task 10: Social Media Links

TASK 10: Link to your social networking profiles

- Add an `<h3>` heading titled 'Connect With Me' or 'Social Media'.
- Use an `<a href='...'>` anchor tag for each of: LinkedIn, Facebook and Instagram (use your real profile URLs, or placeholder URLs if you prefer not to share personal accounts).
- Add `target='_blank'` so each link opens in a new browser tab.
- You may present the links as a simple list using the `<ul>` tag you learned in Task 2.
- Save your file in Notepad++ as `index.html`, in the same `MyCV_[StudentNumber]` folder you have been using.
- Go to that same folder and refresh `index.html` in your browser to view your progress so far.

Example code:

```
<h3>Connect With Me</h3>
<ul>
  <li><a href='https://www.linkedin.com/in/yourname'
    target='_blank'>LinkedIn</a></li>
  <li><a href='https://www.facebook.com/yourname'
    target='_blank'>Facebook</a></li>
  <li><a href='https://www.instagram.com/yourname'
    target='_blank'>Instagram</a></li>
</ul>
```

✓ **Check & capture:** Save, refresh, and click each link to confirm it opens correctly in a new tab. Screenshot this.

Task 11: Footer — Contact Details

TASK 11: Add a footer section with your contact information

- At the very bottom of the `<body>`, add a `<footer>` element.
- Inside it, include your email address, phone number and address using separate `<p>` tags (or line breaks with `<br>`).
- Consider using a `mailto:` link on your email address so visitors can click to email you directly.
- Save your file in Notepad++ as `index.html`, in the same `MyCV_[StudentNumber]` folder you have been using.
- Go to that same folder and refresh `index.html` in your browser for the final time to view your completed website.

Example code:

```
<footer>
  <p>Email: <a href='mailto:you@example.com'>you@example.com</a></p>
  <p>Phone: 07000 000000</p>
  <p>Address: Your Town, United Kingdom</p>
</footer>
```

✓ **Check & capture:** Save, refresh, and confirm your footer details display at the bottom of the page. Screenshot this.

Optional Challenge: Add Some Colour

The brief says no CSS — but plain HTML still gives you a few colourful, beginner-friendly tags you can experiment with, such as the bgcolor attribute on <body> or <table>, and the color attribute inside a tag (an older but still valid way to colour text in basic HTML). Try adding a background colour to your page and different colours to each of your section headings.

Submission

Item	Detail
File type to submit	Microsoft Word document (.docx)
File name	Your student number only, e.g. 12345678.docx
File contents	Ordered screenshots (Task 0/1 to Task 11) with short captions, in the order the tasks were completed
Where to submit	Upload your named Word document via the submission form link provided by your tutor
Also keep	Your MyCV_[StudentNumber] folder containing index.html and the images sub-folder, in case you are asked to show your working files

Quick Task Checklist

- Task 0 - Project folder and images sub-folder created; photo saved and location noted
- Task 1 - HTML skeleton, page title, header with name and tagline
- Task 2 - Unordered list of interests
- Task 3 - Ordered list of career goals
- Task 4 - Table of qualifications
- Task 5 - Table of work experience
- Task 6 - Paragraph on skills and accolades
- Task 7 - Passport photo inserted with
- Task 8 - Content grouped using <section> tags
- Task 9 - Embedded content added using an <iframe>
- Task 10 - Social media links (LinkedIn, Facebook, Instagram)
- Task 11 - Footer with email, phone and address
- All screenshots pasted into a Word document, captioned and in order
- Word document saved and named using student number, then submitted via the form link

<https://forms.cloud.microsoft/e/qtHd2WThcV>

