Introduction to WordPress

Duration: 1 Day

OBJECTIVES

This course will teach users how to identify the major components of a blog, website, CRM or CMS. It will explain the key features of WordPress and its capabilities as a blogging or content management tool, how to plan and design a site and then how to use WordPress to build it.

PRE-REQUISITES

Delegates should have a general understanding of internet technologies.

COURSE OUTLINE

Introduction
• Creating Content: Posts vs. Pages
• Writing and managing Posts
• Writing and managing Pages
• Adding images and videos
• Using the Media Library
• Managing Links
• WordPress categories vs. tags
• Updating your Profile
• Managing comments

Configuring WordPress
• General settings
• Discussion settings
• Permalink settings
• Privacy settings
• Reading settings
• Writing settings
• Miscellaneous settings

Customising WordPress
• Installing WordPress themes
• How to pick a good theme
• Using WordPress plugins
• Useful plugins
• Working with Widgets
• Making WordPress search engine friendly
• Using the editor to customise a theme

Installation and Upgrades
• Best Practices for upgrading WordPress
• Installing WordPress
• Upgrading WordPress
• Importing and exporting data

WordPress Administration

- The WordPress Dashboard
- Managing WordPress users
- WordPress User Roles explained
- Managing files