

WordPress 4

Course Specifications

Course length: 2 days

Course Description

Course Objective: In this course, you will learn how to install, configure and troubleshoot WordPress. The course provides students all the skills, tools and knowledge necessary to implement and maintain a WordPress content management system.

Target Student: Anyone interested in learning about designing and maintaining a website using WordPress.

Prerequisites: Basic web knowledge; basic understanding of an operating system (Windows or Mac)

Course Content

Chapter 1: First steps with the WordPress CMS

- Obtaining the installation files
- Installing WordPress
- Logging in to the WordPress Dashboard
- Logging out of the WordPress Dashboard
- Making sense of the WordPress Dashboard
- Customizing the WordPress Dashboard

Chapter 2: Configuring WordPress

- Change the Site Title
- Change the Site Tagline
- Set the Timezone for your site
- Control the Time & Date Format
- Turn commenting on/off (globally)
- Turn commenting on/off (for individual articles)
- Configure commenting
- Enable publishing by email
- Set the homepage for your site
- Control the number of posts shown per page
- Implement search engine friendly URLs

Chapter 3: Post Creation & Editing

- Decide whether to use a Post or a Page
- Access the Posts Manager
- Understand the 5 Post Statuses
- Create a new Post
- Apply a Post Format
- Publish a post

- Unpublish a post
- Schedule a Post to automatically publish
- Edit a post
- Move a Post to the Trash
- Permanently delete a Post
- Restore a Post from the Trash
- Organize Posts into Categories
- Tag your posts

Chapter 4: How to work with WordPress Pages

- Decide whether to use a Post or a Page
- Access the Pages manager
- Understand Page Statuses
- Create a new page
- Apply a Page Template
- Publish a page
- Unpublish a page
- Schedule a Page to automatically publish
- Edit a Page
- Move a Page to the Trash
- Permanently delete a Page
- Restore a Page from the Trash

Chapter 5: Media management

- Access the Media Library
- Upload a new file to the Media Library
- Delete a file from the Media Library
- Edit images with the built-in editor
- Add an image to a post or a page
- Add a gallery to a Post or a Page
- Set the featured image for a Post or a Page
- Control the size of your site's images
- Add a video to a Post or a Page
- Add a file download to a Post or a Page
- Add a link inside of a Post or Page
- Add a link to an image

Chapter 6: Dealing with users

- Access the User manager
- Create a new user
- Edit an existing user
- Delete a user
- Restrict content access to a particular group
- Restrict content access by password
- Reset a user's password
- Set up user registration

Chapter 7: Managing Menus

- Access the Menu Manager
- Create a new Menu
- Edit an existing Menu
- Delete a Menu
- Create a new Menu Item
- Edit an existing Menu Item
- Control item Navigation Label and Title Attribute
- Re-order Menu Items
- Delete a Menu Item
- Add a “Home” link to a Menu

Chapter 8: Working with Widgets

- Access the Widget Manager
- Publish a Widget
- Set the title of a Widget
- Unpublish a Widget
- Change a Widget’s position
- Display a Widget inside a Post or a Page
- Change the ordering of Widgets
- Display a list of the most recent articles
- Display a list of the most recent comments
- Display a list of categories
- Display a list of Posts by date
- Display a link to the archives
- Display a tag cloud
- Create a widget containing custom content
- Control Widget visibility

Chapter 9: Working with Themes

- Access the Theme manager
- Change the active Theme
- Install a new Theme
- Customize a Theme
- Edit a Theme’s CSS file
- Uninstall a theme

Chapter 10: Managing Plugins

- Access the Plugins manager
- Install a Plugin
- Uninstall a Plugin
- Update a Plugin
- Edit Plugin files