

**Introduction to WordPress**

**Course Number:** WDPS-100  
**Duration:** 1 day

**Overview**

This private, live WordPress training teaches attendees how to set up, create, and maintain a successful WordPress website. This course is hands-on, instructor-led, and can be delivered online for your team of 3 or more.

**Prerequisites**

All attendees must have HTML and CSS experience.

**Materials**

All WordPress training students receive comprehensive courseware, including course notes and class examples.

**Software Needed on Each Student PC**

* Web browsers - a recent version of one or more of the following:
  + Google Chrome
  + Mozilla Firefox
  + Microsoft Edge
  + Safari

**Objectives**

* Set up WordPress
* Create a WordPress site
* Produce templates and pages
* Work with the Reader page

**Outline**

* Getting Started and Setup Options
  + Introduction and Setup Options
  + Create a New Site
* WordPress Dashboard
  + WordPress Dashboard
    - Features
    - Navigate to and from Reader
  + Adjust Site Settings
* Posts
  + Categories
  + Working with Categories
  + Tags
    - Option 1: Create tag when writing post
    - Option 2: Manage tags in Settings
    - Deleting Tags
  + Working with Tags
  + Posts
    - Editing Posts
    - Deleting Posts
  + Creating a Post
* Comments and Feedback
  + Comments
    - Reviewing Comments
  + Working with Comments
  + Feedback
  + Viewing Feedback
* Appearance
  + Appearance
    - Themes
    - Choosing a Theme
    - Modifying a Theme
  + Adding a Logo and Site Icon
  + Changing Fonts
  + Changing Menu Options
  + Adding a Widget
  + Working with Appearance
* Pages
  + Creating Pages
    - Adding a New Page
    - What's Next
  + Creating a New Page
* Reader Page
  + Reader Page
    - Features
    - Searching for Posts
  + Searching for a Topic Using Reader Page
* Conclusion