

**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