

Wordpres Training Outline

INTRODUCING WordPress

- Getting into WordPress
- Understanding the Common Terms
- Create Smart Goals for the Course
- Why Choose WordPress
- What is a Content Management System (CMS)
- Why WordPress is a Popular CMS
- Difference Between WordPress.com and WordPress.org

GETTING STARTED WITH WordPress

- Building Your WordPress Website
- Selecting a Domain Name
- Different Types of Hosting for a Website
- Choosing the Right Hosting for Your Website
- Getting and Installing WordPress on Hosting
- How to Access the WordPress Login Panel
- WP Admin Panel Overview
- Understanding the WordPress Dashboard and Features
- Using the Appearance Themes in WordPress Site
- Installing and Managing Plugins in WordPress
- WordPress Setting Area Overview
- Exploring the WordPress Toolbar

CREATING BLOG CONTENT

- Post vs Pages: Understanding the Difference
- Using the Text Editor for Content Creation
- Creating and Managing Posts
- Publishing a Blog on Your Website
- Adding Images to Posts
- Inserting Audio or Video
- Setting Audio and Video Playlists
- Embedding Video and Images
- Adding and Managing Categories
- Adding Tags to Posts
- Adding HTML Links
- Publishing Your Content

STOM PAGES, MEDIA, AND IMPORTING/EXPORTING CONTENT

- Creating and Managing Pages

- Understanding the Media Library
- Adding Files to the Media Library
- Removing Content from the Media Library
- Importing and Exporting Content in WordPress

PLUGINS - WHAT THEY ARE AND WHY YOU NEED THEM

- Breaking Down Plugins: What Are They?
- Installing Plugins in WordPress
- Activating and Deactivating Plugins
- How Plugins Work and Enhance Functionality

COMMENTS

- Adding Comments to Posts
- Replying to Comments
- Editing Comments
- Viewing and Managing Comments
- Approving and Disapproving Comments
- Marking Comments as Spam

CUSTOMIZATION

- Adding a New Theme
- Customizing the Content of Your Theme
- Adding and Managing Widgets innovate. connect. excel
- Creating and Managing Menus
- Updating the Menu
- Managing and Organizing Menu Items
- Customizing the Header
- Changing the Background of the Website
- Theme Editor Overview
- Adding and Removing Users
- Editing Your User Profile

SETTING OF WordPress

- General Settings (Site Title, Tagline, etc.)
- Reading Settings (Homepage Settings, Blog Posts)
- Writing Settings (Content Creation Preferences)
- Discussion Settings (Comments and Interaction)
- Media Settings (Image Size, Upload Preferences)
- Permalink Settings (URL Structure)

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