



WordPress Training Course Outline

Module 1: Open Source Software

- Introduction
- Different Terminology
- Platforms for Open Source Software
- Linux
- Software on The OpenDVD
- Conclusion

Module 2: Website Design Planning Process

- Website Goals
- Brainstorm
- Wireframe
- Producing Content

Module 3: WordPress Overview

- What is WordPress?
- The Difference Between wordpress.org and wordpress.com
- Features of WordPress

Module 4: Installing WampServer

- What is the Localhost?
- Understanding WampServer
- Installing WampServer
- Editing the Configuration File
- Turning on the Rewrite Module
- Turning on cURL

Module 5: Configuring WordPress

- Creating a Database
- Creating a Website Folder
- Copying the WordPress Files and Folders
- Configuring WordPress

Module 6: The WordPress Interface

- Login to the Dashboard
- The Notion of the Dashboard
- Changing the Dashboard Palette Colour
- Opening a New Tab For Your Website
- The Toolbar
- The Screen Options
- Expanding or Collapsing the Boxes
- Collapsing the Menu

Module 7: Changing WordPress Settings

- Accessing General Settings
- Changing the Site Title & Tagline
- Changing the E-mail Address
- Changing the Timezone

Module 8: About Plugins

- What is a Plugin?
- Where to Find Plugins
- Downloading a Plugin
- Installing a Plugin
- Updating a Plugin
- Uninstalling a Plugin

Module 9: The Add New Page Screen

- Screen Options for Pages
- Toggling the Toolbar
- Switching Between Visual and Text Editors
- Adding Buttons to the Editor Toolbar

Module 10: Organising Media into Categories

- Installing a Plugin
- Creating Categories
- Uploading Images & Files
- Assigning Images to Categories
- Viewing Images From a Certain Category

Module 11: Creating Web Pages

- Viewing All the Pages
- Deleting a Page
- Undeleting a Page
- Adding Pages
- Inserting Images

Module 12: Creating a Menu

- Creating a New Menu
- Adding Pages to the Menu
- Adding a Custom Link Menu Item
- Re-Arranging Menu Items
- Setting the Menu Location
- Removing a Menu Item
- Setting the Home Page

Module 13: Inserting Hyperlinks

- Inserting a Hyperlink to Download a File
- Inserting a Hyperlink to an External Website
- Inserting a Hyperlink to an Internal Page
- Inserting an E-mail Address
- Removing a Hyperlink

Module 14: About Shortcodes

- What is a Shortcode?
- How to Use a Shortcode
- Shortcode Example

Module 15: Adding a Photo Gallery

- Installing a Plugin
- Creating the Photo Gallery
- Adding Shortcode to a Page
- Adding Page to the Menu

Module 16: Creating a Contact Form

- Installing a Plugin
- Adding a Shortcode to a Page

Module 17: Creating an Online Form

- Generating Google Keys for reCAPTCHA
- Adding the Google Keys to Contact Form
- Creating an Online Form
- Creating a Text Field
- Creating an E-Mail Field
- Creating a Radio Button Field
- Creating a Checkbox Field
- Creating a Drop-Down Field
- Adding a reCAPTCHA
- Adding a Submit Button
- Configuring the E-mail Message Body
- Creating an Autoresponder
- Adding the Shortcode to a Page
- Installing a Plugin to Save Information to a Database

Module 18: Themes and Appearance

- What is a Theme?
- Viewing Themes
- Changing the Theme
- Where to Find Free Themes
- Installing a Downloaded Theme
- Updating a Theme
- Deleting a Theme

Module 19: About Widgets and Sidebars

- What is a Widget?
- What is a Sidebar?
- Adding/Removing Widgets
- Activating the Sidebars
- Using the Text Widget to Add Text
- Using the Text Widget to Add Images

Module 20: Inserting an Image Slider

- Installing an Image Slider Plugin
- Creating a Slideshow
- Adding a Slideshow to a Page
- Adding a Slideshow to a Sidebar
- Using the Theme's Built-in Slideshow Feature

Module 21: Adding Social Media Buttons

- Using a Plugin to Add Social Media Buttons
- Using a Manual Method to Add Social Media Buttons
- Using the Theme's Option to Add Social Media Button

Module 22: Styling the Home Page

- Changing the Logo & Favicon
- Changing Home Page Content Area

Module 23: Inserting A Google Map

- Using Google Code to Add a Map

Module 24: WordPress Web Security

- Installing & Activating the Plugin
- Scanning Your Website for Vulnerabilities
- Using Strong Passwords
- Changing the Admin User
- Keeping WordPress & Plugins & Themes up to Date
- Avoiding Free Themes
- Making Regular Backups

Module 25: Redirecting Pages

- Installing a Plugin
- Configuring the Plugin

Module 26: Backing Up the Website

- Installing a Plugin
- Creating a Backup
- Locating the Backup

Appendix A: Making the Website Live

- Uploading Files
- Creating a Database, User and Password
- Restoring the Backup

Appendix B: Adding an Administrator

- Adding an Administrator
- Deleting a User
- WordPress Roles

Appendix C: Registering and Hosting a Website

- Domain Names
- Registering a Domain
- Hosting Options
- The Steps to Register a Domain
- Signing Up for Website Hosting