



## 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
- Activating the Rewrite Module
- Activating 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 Modules
- Collapsing the Menu

### Module 7: Changing WordPress Settings

- 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

- Toggling the Toolbar
- Switching Between Visual and Text Editors
- Adding Buttons to the Editor Toolbar

### Module 10: Creating Web Pages

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

### Module 11: 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 12: Inserting Hyperlinks

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

### **Module 13: Themes and Appearance**

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

### **Module 14: About Widgets and Sidebars**

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

### **Module 15: About Shortcodes**

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

### **Module 16: Adding a Photo Gallery**

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

### **Module 17: Creating a Contact Form**

- Installing a Plugin
- Adding a Shortcode to a Page

### **Module 18: Creating an Online Form**

- Generating Google Keys for reCAPTCHA
- Adding the Google Keys to Contact Form 7
- 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
- Adding the Page to the Menu
- Installing a Plugin to Save Information to a Database

### **Module 19: Inserting an Image Slider**

- Installing an Image Slider Plugin
- Creating a Slideshow
- Adding a Slideshow to a Page
- Adding a Slideshow to a Sidebar

### **Module 20: Inserting A Google Map**

- Using Google Code to Add a Map
- Using a Plugin to Add a Google Map

### **Module 21: Adding Social Media Buttons**

- Uploading the Images
- Applying Hyperlinks
- Placing it on a Sidebar
- Using a Plugin to Add Social Media Buttons
- Using the Theme to Add Social Media Buttons

### **Module 22: WordPress Web Security**

- Using an Extension to Implement Security
- Using Strong Passwords
- Changing the Admin User
- Keeping WordPress & Plugins & Themes up to Date
- Avoiding Free Themes
- Making Regular Backups

### **Module 23: Backing Up the Website**

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

### **Module 24: Making the Website Live (Demo)**

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

### **Appendix: Registering and Hosting a Website**

- Domain Names
- Registering a Domain
- Hosting a Domain
- Hosting Options
- The Steps to Register a Domain
- Signing Up for Domain/Website Hosting
- Changing the Nameserver

### **Appendix: Using FireFTP to Upload or Download Files**

- About FireFTP
- Installing FireFTP
- Starting FireFTP
- Connecting to the Server
- Downloading or Uploading Files

### **Appendix: Warp Framework**

Appendix: Adding an Administrator