



WordPress SYLLABUS

Section 1

Creating a WordPress Site (Installing WordPress)

- Installing WordPress with a Web Host's "1-Click Install"
- Manually Installing WordPress

Logging Into the WordPress Admin & General Site Settings

- Logging Into the WordPress Admin
- General WordPress
- Settings Editing Your Profile
- Setting Your Profile Picture (Gravatar)

Writing Posts & Formatting Text

- Posts versus Pages
- Creating a New Blog Post
- Using the Visual Editor
- Pasting Without Formatting & Clearing Formatting
- Formatting Headings
- Formatting Bulleted & Numbered Lists
- Formatting Blockquotes
- Publishing a Post Deleting a Post
- Restoring a Post from the Trash (or Deleting it Delete Permanently)

Publishing a Post (Making it Live)

- Publishing a Post (Making it Live)
- Status Visibility
- Publish Date & Time

Adding a Read More Link to a Post

- Adding the Read More Tag
- Changing the Text in the More Tag

Creating Links (Hyperlinks) Linking to Another Website Opening a Link in a New Tab

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Linking to a Page Within Your Site

- Editing & Removing Links

Adding Images & Managing the Media Library

- Adding an Image to a Post or Page
- Editing Images (Manually Resizing, Cropping, & Rotating)
- Media Settings (Customizing the Size of Thumbnail, Medium, & Large) Adding a Featured Image
- Uploading Images & Files Directly Into the Media Library Editing & Deleting Images in the Media Library
- Deleting Unused Images (Cleaning Out the Media Library)

Adding an Image Gallery

- Adding an Image Gallery
- Editing an Existing Image Gallery

Adding Video

- Embedding Responsive Videos
- Uploading a Video File

Section 2

Categories, Tags, & Reading Settings

- Categories & Tags Explained
- Creating & Editing Categories
- Changing the “Uncategorized” Default Category Name
- Setting the Default Category
- Creating & Editing Tags
- Changing Categories/Tags for Multiple Posts Reading Settings

Widgets

- Editing & Adding Widgets

Making Pages

- Pages versus Posts
- Creating a New Page
- Publishing a Page (Making it Live) Deleting a Page
- Changing the Page Order

Menus

- About Menus & Locations
- Adding & Removing Links in Menus Creating Submenus
- Opening Menu Links in a New Tab

Installing Themes

- What Are WordPress Themes? Where Do I Get WordPress Themes?
- Installing & Activating a Theme
- Manually Uploading & Activating a Theme Deleting a Theme
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Customizing Theme Appearance

- Customizing Appearance
- Customizing the Site Identity (Logo, Title, & Tagline) Adding a Site Icon (Favicon)
- Customizing the Header Customizing Colors

Changing the Template Layout for a Page/Post

Changing a Template Layout

WordPress Plugins: About, Installing, & Updating

- About WordPress Plugins
- Installing a WordPress Plugin
- Updating Plugins
- WordPress Plugins You May Want to Install

SEO (Search Engine Optimization)

- Creating SEO-Friendly Permalinks (URLs) for the Site
- Customizing the URL of an Individual Page/Post
- Setting Titles & Meta Descriptions with an SEO Plugin