

# ICT SKILLS FOR THE DIGITAL AGE

CORPORATE I.C.T TRAINING MANUAL

BER SECURITY SKILLS FOR THE

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## COMPANY PROFILE

# **Silex Secure** is a service oriented information technology (IT) provider and software development company. Our major is the development, implementation and deployment of integrated solutions and scalable infrastructure

Our products and services can be regarded as one of the best, because of our proactive and componential approach in executing jobs. Besides this, our team is made up of certified IT professionals who have both the conceptual/technical experience and are fully grounded in their area of professionalism.

# TRAINING OVERVIEW

to suit any business needs (private/governmental organizations/agencies).

We have enhanced skills through Training on topics including: web development, cyber security, Mobile Apps Development, web monetization, Graphics Design, and social media Marketting and more.

We also go beyond training with Workforce Optimization Solutions – a modern approach that improves the adoption of skills, and accelerates the implementation of technical and business processes required to improve IT service delivery .

#### **OUR UNIQUE SERVICES**

- 1. TRIANING 2. SOFTWARE DEVELOPMENT 3. MOBILE APPS DEVELOPMENT
- 4. CYBER SECURITY 5. PROCUREMENT AND INSTALLATION OF HARDWARES

#### PREVIOUS TRAINING GALLERY













### **NOTES**


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#### **TABLE OF CONTENTS**

This training will be quite extensive, so I thought it would be easier for you to see what we'll be talking about in advance. If you already know about some of these, use it as navigation to skip to the parts you're interested in.

#### WEBSITE DESIGN

- [\*] All about domain names
- [\*] WordPress.com and WordPress.org
- [\*] Choosing a hosting package
- [\*] Setting up a domain
- [\*] Installing WordPress
- [\*] A note about WordPress
- [\*] Choosing a theme and plugins
- [\*] Essential plugins
- [\*] Keeping WordPress secure
- [\*] Essential pages
- [\*] Website analytics

#### MOBILE APPS DEVELOPMENT

- [\*] Converting your existing website into Mobile Apps
- [\*] Custom Mobile App Development

#### **ALL ABOUT DOMAIN NAMES**

The domain name identifies your website to users. Silex Secure domain name is silexsecure.com. The domain name shouldn't be confused with the URL — domain names are a part of URLs.

To further our understanding, let's analyze a URL that has all components and see what's what.

#### This URL has four distinct parts:

http:// is the protocol that tells browsers how to retrieve data. Some well-known ones are http, https and ftp.

blog. is a subdomain that allows you to segment your website into different bits and pieces. You could use mywebsite.com/blog/ as well; it really depends on what you're trying to achieve.

mywebsite.com is the domain name. The www (which comes before the subdomain, if any) is optional; you'll need to decide on that. For the most part, it's a matter of preference, but it can have an impact on large websites. The end of the domain name (in this case, .com) is called a top-level domain (TLD). Others are .net and .org, country-specific ones such as .co.uk, .hu and .me and brand new ones like .xyz, .news and .media.

**#comment-** is an anchor that can be used to take the user to a specific place on the page right away. If you visit the link above, you will be taken lower down on the page to a specific comment.

If you don't understand all of that, don't worry about it; a lot of this isn't relevant in everyday use. The only part you'll need to focus on is the domain name because this is how users will refer to your website.

#### **CHOOSING THE RIGHT NAME**

Choosing a domain name might be difficult, especially considering that the top tips for domains always include keeping it short and easy to type. If you already have a brand consisting of proper English words — like "Vintage Shoes" — then the domain name will probably already be taken.

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#### **CHOOSING THE RIGHT DOMAIN NAME**

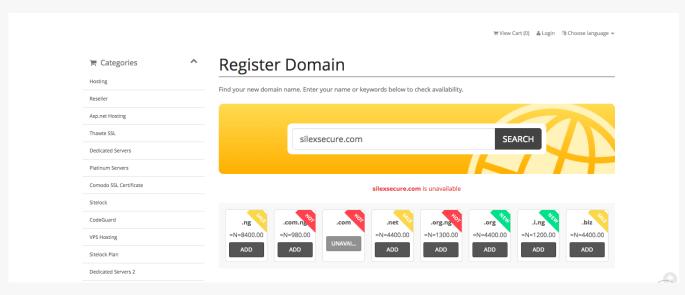
You can find all sorts of tips on choosing a domain name, but it almost always boils down to keeping it short and memorable. This is definitely good advice, but always have a brand strategy in mind as well.

Silexsecure Lab has a long-ish domain name, yet it is unlikely that much traffic is lost due to this — or that more could be gained by switching to silexsecure. com. Branding is, ultimately, the most important factor. A short and sweet domain name is great, but in the end, what you do with it is what counts.

#### **BUYING A DOMAIN NAME**

Most of the places where you can buy a domain name also allow you to grab hosting. As a rule of thumb for security, keep your domain and hosting separate.

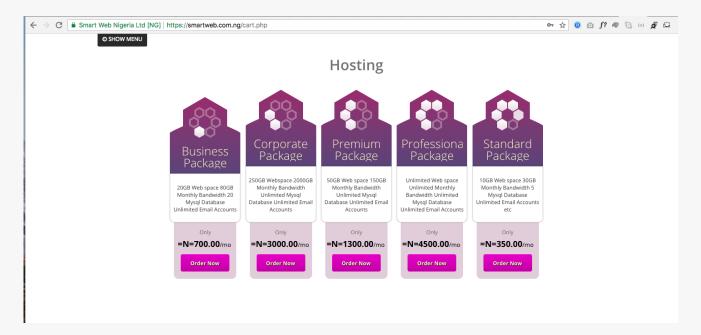
I have to confess that I don't always do that, for convenience's sake, but the rationale is this: If someone can get into your hosting account, then they can steal files and data. If your domain is registered in the same place, then they could potentially transfer the domain away, leaving you with nothing



If this is your first project, I suggest buying a domain name with the hosting provider you'll be using. It will make the process easier, and you can always transfer the domain to another company if needed. Most hosts have an easy interface for buying domain names: Just search for something and follow the on-screen instructions. When buying a domain, keep two things in mind.

If you're serious about branding and you have the funds, you might want to buy a number of TLDs with the same name. That is, if you are registering mydomain.com, then you might want to buy the .net, .org, .info and the local version as well (such as .com.ng).

You will also have the option to choose the length of your registration, the default being one year. There has been some debate and uncertainty about how domain age and registration factor into search engine optimization (SEO). Matt Cutts, a Google engineer, has said, "I wouldn't worry too much about that," which probably means you really shouldn't. Again, if you have the funds, registering for five or six years is a lot more convenient.



#### THE DIFFERENCE HOSTING AND DOMAIN REGISTRATION

Before moving on, I want to make the distinction between domain registration and hosting very clear. They are two completely separate things; many companies just happen to offer both as a service.

The situation is similar to city parking garages that also offer cars for sale. You could buy a car from one of them and also store your car in their garage, but you could also store your car in another garage because the car is legally yours.

Hosting is essentially a place to put your website's files. Registering a domain means you've gained legal ownership of a piece of Internet real estate.

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# WHAT YOU NEED TO KNOW ABOUT WORDPRESS.COM AND WORDPRESS.ORG

If you're new to this, you might be confused about the difference between WordPress.com and WordPress.org. To clear this up, let's start with what WordPress is.

WordPress is an open-source software package and is free to everyone around the world.

WordPress.org is the central location for the WordPress software project. You can download it, view the documentation, ask and answer questions in the forums and more.

WordPress.com is a service that offers websites that run on WordPress. You can sign up for a free account and get a fully functioning website. You will only be able to use a WordPress. com subdomain — such as mywebsite.wordpress.com — but for a first-time user, the restrictions are minimal.

This is just like WordPress.com. You're not paying to use WordPress the software. You're paying for use of a subdomain, file hosting and management of the software (which is kept up to date automatically).

If you want to test the waters and get started with WordPress with minimal fuss, then WordPress.com is a great way to go!

#### **Choosing A Hosting Package**

Choosing a hosting package can be difficult, even for seasoned veterans of the 'net. In this tutorials, I'll omit options that are clearly for huge websites or ones with highly customized needs. Switching hosts is easy enough, so you can change at any time.

There are two ways to go if you're looking for a good package:

- \* Shared hosting,
- \* VPS hosting,



Shared hosting is attractive an option of economies because οf scale. Α single server can house hundreds of websites, which translates to hundreds of users. A single server is not that expensive to run, so the costs can be split between all users of the server.

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While this is a great price to get started, there are numerous downsides — the largest of which is the bad-neighbor effect.

Because hundreds of websites are running from the same hardware, what happens if there's a coding bug in one of them that causes it to use up to 80% of available memory? The remaining websites (which could be hundreds) will grind to a halt and could become unavailable. The same issue arises with security; some attacks aim for a single website and end up affecting all of the other websites on the same server.

This boils down to decreased security and poorer uptime. What's most frustrating is that these problems are unpredictable.

The only reason to use shared hosting is if you are on a very tight budget and every dollar counts. It can work just fine, and your website will probably not go down for hours or days on end. Still, your website going down just as a potential client is viewing it could ruin a potential deal.



A virtual private server (or VPS) is similar to a shared environment, without the negative side effects. The hardware is still shared, but usually among a few users only, and the hardware is partitioned equally.

Another account on the same server cannot use up to 80% of the resources. If four accounts are on the server, each one may use only 25% of the assets. This effectively takes care of the unpredictability issues.

Attackers also have much more trouble accessing other accounts on the server through a single website. It is possible in very rare cases, but it is not something you should worry about.

Because you have your own corner of a server, you are free to do more with your account than you can with a shared host. This includes more server administration options, installation of tools, SSH access and more.

While some VPS accounts cost \$5, you will generally pay around \$15 to \$20 per month. If you have the money, then definitely do choose either managed WordPress hosting or a VPS over a shared environment.

VPS gives you the most flexibility out of the bunch. If you plan on trying out other content management systems, such as Joomla, Drupal or Laravel, then managed WordPress hosting is out of the question because it supports only WordPress.

#### **SETTING UP A DOMAIN**

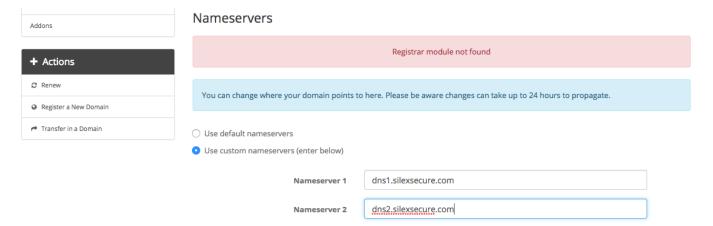


By now, you should have a hosting package and a domain name. If you've bought a domain through your hosting provider, then you can probably skip this step because it is taken care of automatically. The domain needs to be pointed to the hosting provider so that when someone accesses it through their browser, they are directed to the appropriate server.

This is most often done using nameservers, sometimes referred to as account DNS. You'll need to log into the website that you registered your domain with and change the nameservers for the domain. With Media Temple, you can add nameservers using a simple form.



To Point your domain from smartweb.com.ng to silexsecure secure, kindly find bellow screen view for guideline



Whenever you change your nameservers, you will have to wait up to 72 hours for them to take effect. The lag will also depend on where you are relative to the server.

I've found that if the server is in the US and I'm in Europe, the website will work fine within a couple of hours when viewed from within the US. The changes usually take more time to propagate overseas

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# HOW TO INSTALL XAMPP AND WORDPRESS LOCALLY ON PC/WINDOWS (OFFLINE MODE)

Setting up XAMPP on your Windows machine is by far no easy feat, let me tell you! But once it's installed, it's a breeze to run and will save you a bunch of time if you need to run WordPress locally. In fact, you'll forget it's even there.

Having a localhost environment is an essential part of my WordPress workflow – I couldn't do my day job without it. I regularly set up new installs of WordPress to test and play with new versions of themes and plugins, and I have multiple Multisite installs set up, too.

The great thing about running a localhost install is that your test site will run much more quickly than it otherwise would online

#### What is XAMPP?

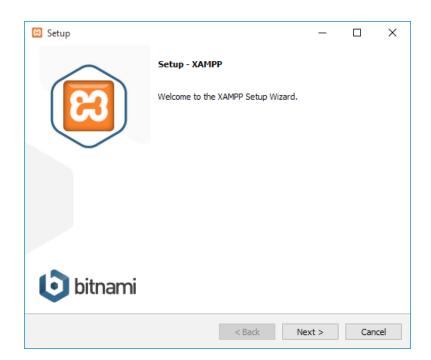
XAMPP stands for cross-platform, Apache, MySQL, PHP and Perl. It's a simple and lightweight solution that allows you to create a local web server for testing purposes.

Since XAMPP is cross-platform, it also works on Mac and Linux, but today we're going to focus on how to set up XAMPP on Windows 10.

WordPress isn't a stand-alone application and requires server software in order to run. XAMPP provides the necessary environment needed to run WordPress on a local machine.

The XAMPP file is 109MB. Once downloaded, launch the installer. (https://www.apachefriends.org/index.html)

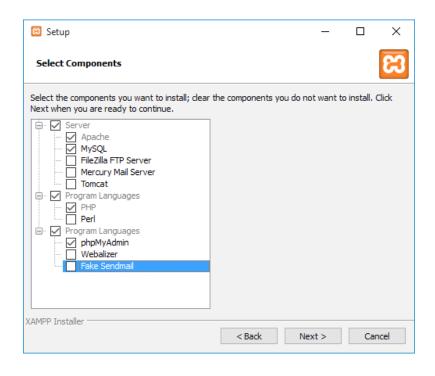
During the install process, you may receive warnings such as Windows asking you if you're sure you want to install the software and the installer prompting you about antivirus software. As you would when installing any software on Windows, use your best judgment, but you probably want to click "Yes" to continue with the install.



The XAMPP setup wizard will guide you through the installation. Click **Next.** 

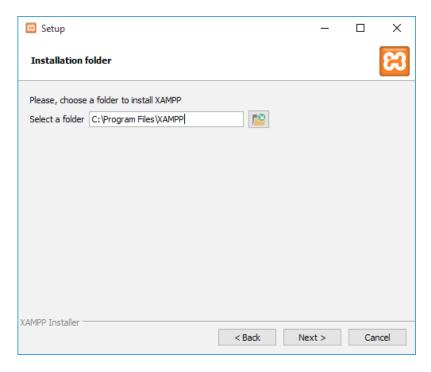
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It's up to you which components you want to install. Since we want to run WordPress in our localhost environment, leave MySQL and phpMyAdmin checked and uncheck the remaining options.



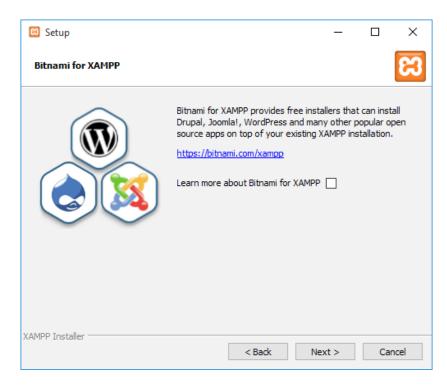
In the next window, you will be asked to select which components of the software you would like to install and which ones you don't want. Some options, such as Apache and PHP are essential to running the software and will at automatically installed, so they are grayed out so you can't select them.

Next, select the folder where you would like to install XAMPP on your machine. I'm going to create a new folder in **C:\Program Files\XAMPP**.



In the next window, you'll be asked whether you would like to install Bitnami for **XAMPP**, which offers free tools for installing WordPress, Drupal, and Joomla! on top of **XAMPP**.

Since we're going to install WordPress manually later in this tutorial and don't need free installers, untick "Learn more about Bitnami for XAMPP" and click Next.

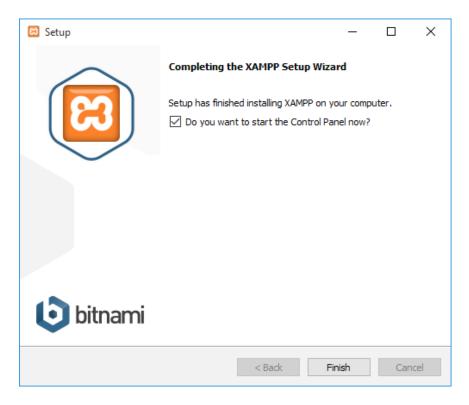


After going through all those initial installation steps, **XAMPP** is now finally ready to install. **Click Next.** 



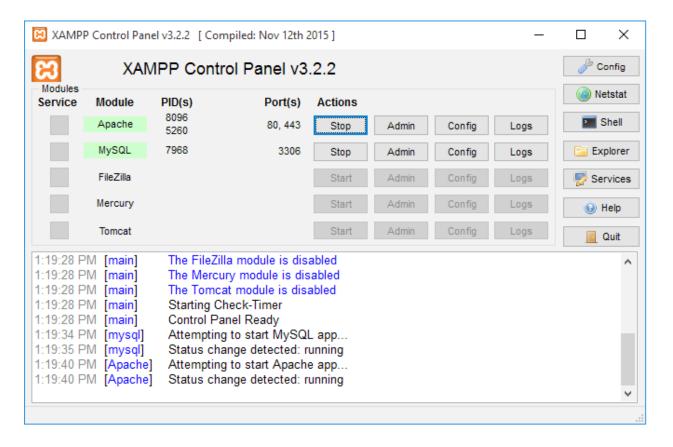
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Once installed, you'll be asked whether you would like to start the **XAMPP** Control Panel, which provides an interface for running your localhost environment. Leave this option ticked and click Finish.

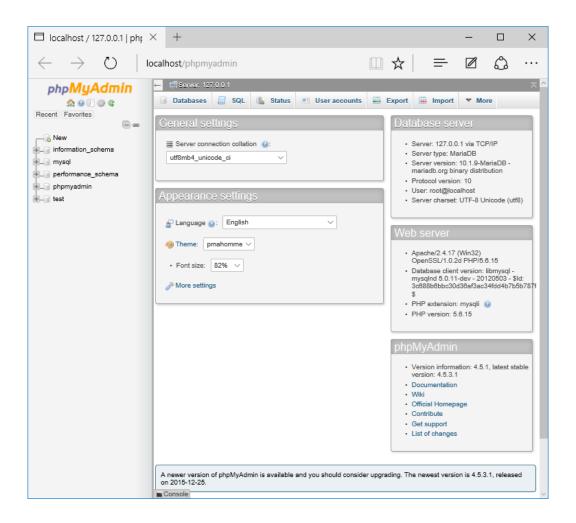


The Control Panel will automatically open, but if you unchecked the option in the previous window, you can go to the XAMPP folder on your computer and open **XAMPP Control** Panel instead.

If the installation process went well and everything is running smoothly, the control panel will open with black and blue text updates at the bottom. But if there are issues...



A new browser window will automatically open with the **phpMyAdmin** interface.



#### What is a Content Management System?

A content management system (CMS) in simple terms, is a platform of sorts or a mechanism which permits you to create your content and publish it on a website. Let's say that it is a coat hanger stand with the coat being your content.

It is software that is installed on your host's server. Your host provider will likely have a one click installation process to help you get your CMS installed. Once it is installed, you can log in to your site as the admin and add photos, text and other content. You can use the content you've added to create blog posts and other forms of content like a product page or display a work portfolio on your website.

A CMS is way more than just a means to an end, you can install a theme which is a modified template to suit the specific niche and purpose of your site. With the template added, you can customize the appearance of your site. You can add plugins to add function to your site, for example a social sharing plugin to help spread the word about your site via social networks.

All of this and more can be accomplished with a Content Management System.

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#### WORDPRESS-PROBABLY THE BEST OPTIONS FOR YOU!

If you are starting off with a new domain name with no traffic so to speak of, you are better off with WordPress. It is exceedingly easy to use, it is free and comes with an enormous number of premium quality free themes and plugins. The cost of hosting is low and many hosts provide for easy one click installation of WordPress. And since a growing percentage of online entrepreneurs do not know how to program in HTML, CSS and PHP, WordPress is the best choice as it offers excellent customizability even to WordPress newbies.

#### INSTALL WORDPRESS USING THE BITNAMI WORDPRESS STACK

Bitnami native installers automate the setup of a Bitnami application stack on Windows, OS X or Linux. Each installer includes all of the software necessary to run out of the box (the stack). The process is simple; just download, click next-next-next and you are done! Bitnami stacks are completely self contained and will not interfere with other software on your system

Download bitnami wordpress stack using this link <a href="https://bitnami.com/stack/wordpress/">https://bitnami.com/stack/wordpress/</a> installer



Setup - Bitnami WordPress Stack

Welcome to the Bitnami WordPress Stack Setup Wizard.

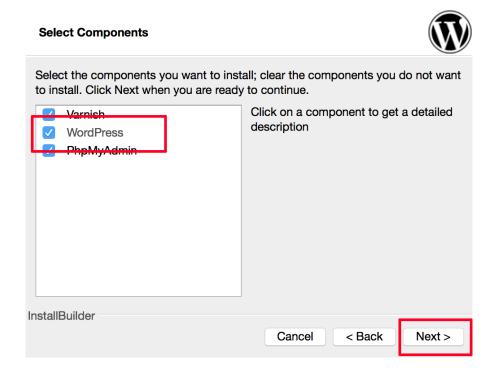




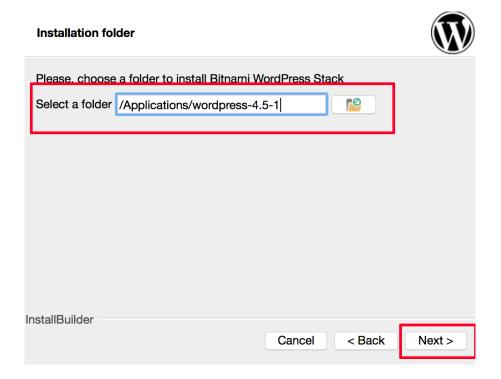
Select the installation language if prompted. You will be greeted by the welcome screen. **Click** "Next" to proceed.

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On the resulting component selection screen, select "WordPress". You may optionally also choose to install phpMyAdmin and Varnish. Click "Next" to proceed.

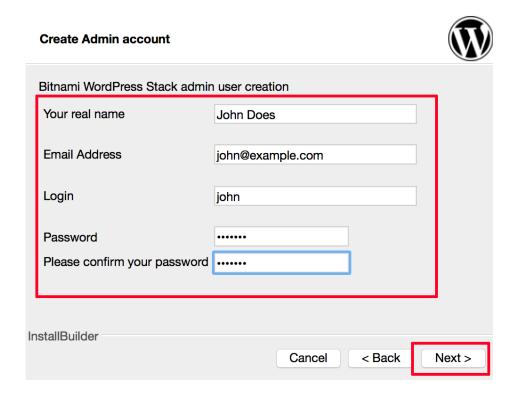


Select the installation directory for the Bitnami WordPress Stack. Click "Next" to proceed.

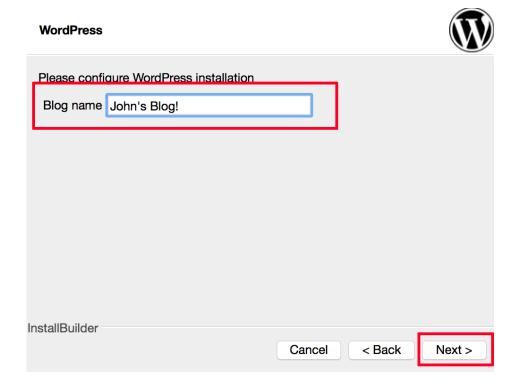


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Enter your name, email address, **WordPress username** and **WordPress password.** These last two values will be needed to log in to the WordPress administration panel in the next step, so note them carefully. **Click "Next" to proceed.** 



Enter a name for your WordPress blog (you can always change it later) and click "Next" to proceed.



Once installation is complete, you will see a success message. Check the box to launch the Bitnami WordPress Stack and click "Finish" to complete the installation.

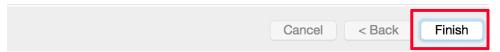


### Completing the Bitnami WordPress Stack Setup Wizard

Setup has finished installing Bitnami WordPress Stack on your computer.

✓ Launch Bitnami WordPress Stack





This should launch a new browser window with a welcome screen, as shown below. You can also access this welcome screen by launching your Web browser and entering the **URL http://localhost:8080** (depending on which platform you're using and whether you installed the stack as an administrator or regular user) into the browser address bar.



#### Awesome! WordPress is now installed.

**Access WordPress** 

You just installed WordPress using Bitnami - the fastest, easiest and most secure way to deploy your favorite app.

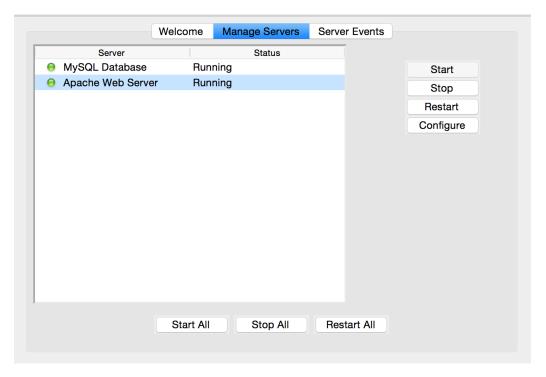


- Visit the Bitnami WordPress wiki page for more information on managing your installation.
- Access the built-in management tool <u>phpMyAdmin</u>. For security reasons it is only accessible when using 127.0.0.1 as the hostname.
- Find answers to common questions or pose a new question on our <u>community</u> forum.

Thanks for using Bitnami!

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Bitnami native installers include a graphical tool to manage the database and Web servers. This tool is named manager-windows.exe (on Windows), manager-osx (on Mac OS X) or manager-linux-x64.run (on Linux) and is located in the installation directory. To use this tool, double-click the file and then use the graphical interface to start, stop or restart servers. Server log messages can be checked in the "Server Events" tab.



#### Step 2: Log In And Start Using WordPress

At the end of this step, you will have logged in to WordPress and created a new blog post.

To log in to the WordPress dashboard, follow these steps:

Browse to the WordPress dashboard, usually at the URL http://localhost/wordpress/wp-admin or http://localhost:8080/wordpress/wp-admin.

Log in with the administrator credentials from the previous step.





Front End Design

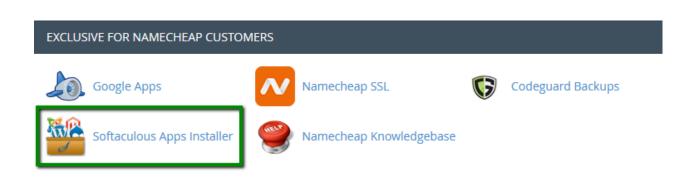
#### **HOW TO INSTALL WORDPRESSON WEBHOSTING**

#### (ONLINE MODE)

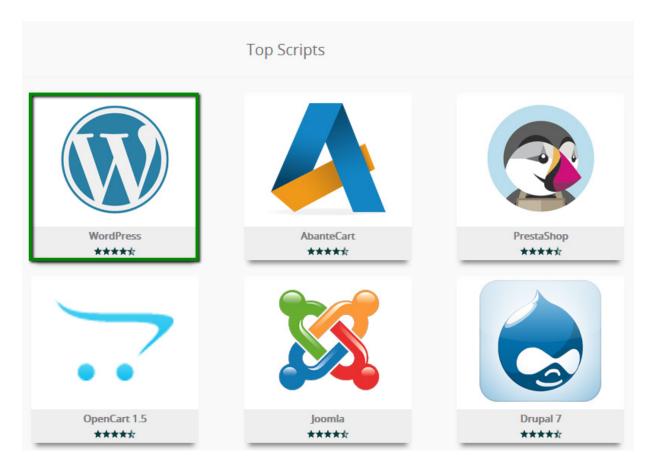
Once you order hosting service, you can start creating your own website. Using Softaculous automatic app installer you can install WordPress in a few clicks.

Below you can find step-by-step guidelines covering the process:

- 1. Log into your cPanel.
- 2. Navigate to Exclusive for Namecheap customers section > Softaculous Apps Installer menu:

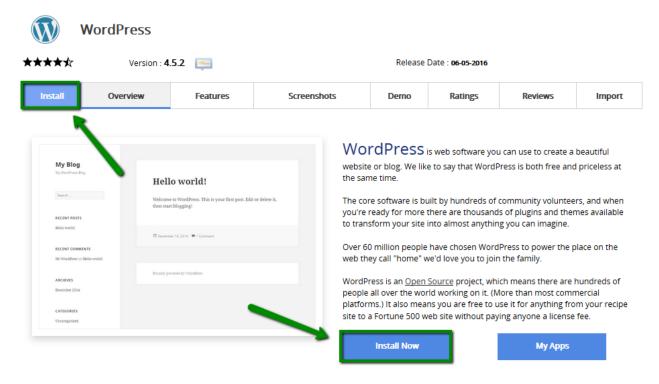


3. On the homepage, click on the **WordPress** icon:



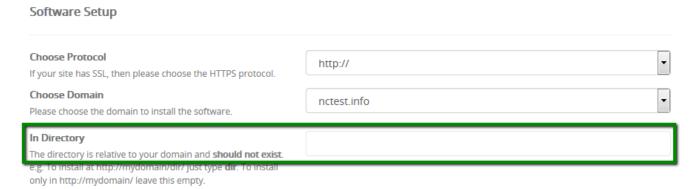
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4. Switch to the Install tab to proceed:

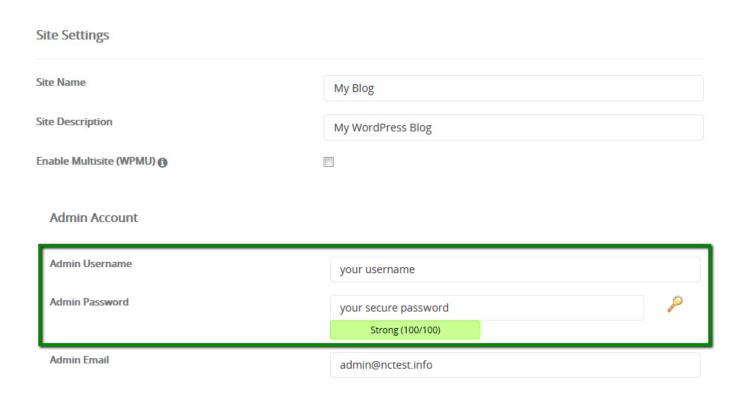


- 5. On the next page you will need to fill out the details of your WordPress installation.
- <\*> Choose the domain you wish to install WordPress for
- <\*> In the In **Directory** field you can specify the root folder for WordPress installation. By default, this field is empty, and it allows installing WordPress on yourdomain.com directly. If you wish to install it to a subfolder, like yourdomain.com/blog, simply type "blog" in this field.
- <\*> Database Name can be left default.
- <\*> Table Prefix can also be left default wp\_; however, due to security reasons it is better to change it, e.g., to ncwpsite\_.
- <\*> The Site Settings section should be filled out accordingly to your needs, though you can change it anytime later if required.

Make sure you set up secure and hard-to guess details in the Admin Account section:

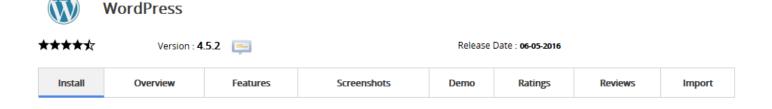


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6. When ready, scroll down and hit Install.

In a few moments you will see the message that WordPress has been successfully installed:



#### Congratulations, the software was installed successfully



We hope the installation process was easy.

**NOTE**: Softaculous is just an automatic software installer and does not provide any support for the individual software packages. Please visit the software vendor's web site for support!

Regards,

Softaculous Auto Installer

You can now go ahead and log into your WordPress Dashboard to start working on your website.

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TALK TO US NOW

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HTTPS://WWW.SILEXSECURE.COM

# CONTACT WITH US

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