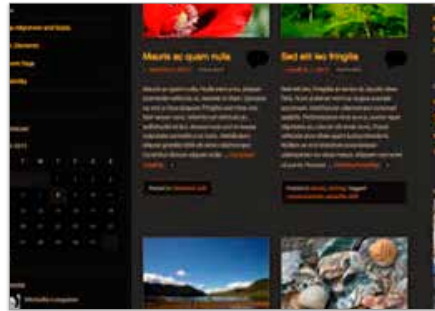# WordPress Essentials | Course Overview

COURSE DESCRIPTION

WordPress is very user-friendly software and is currently the most popular CMS (Content Management System) for creating all types of websites. This introductory course begins with an overview of what makes a successful WordPress site as well as how to create and update your own site. Topics explored include formatting text, inserting images and media, post types and post formats, custom menus, widgets, themes and plugins.

HOW DO I SETUP THE WORDPRESS SITE ON THE REAL WEB SERVER?

Many courses will show you how to design and add components for your WordPress website, but will not walk you through what can seem like the most daunting aspect - installing and administering your site to the server. We show you how to do this using MAMP (for Mac users) and XAMPP (for PC users).

$459 $420 (+GST)

1 DAY | 9–4:30PM

Please visit our website for enquiries and bookings:
www.cd.com.au
www.facebook.com/citydesktop
www.twitter.com/citydesktop

city
desktop training

www.cd.com.au
info@cd.com.au
1300 441 891

AUTHORISED
Training Centre

Why train with us?
- Certified trainers
- 4 city locations
- Mac and PC*
- Free course resit*
- Free after-course support*

*Conditions apply

Premium training for visual communication
Providing quality training since 1989 to the publishing, design, marketing, print and web industries. Join us in Sydney, Brisbane, Canberra & Melbourne.

Web Training Courses
Sydney, Melbourne, Brisbane and Canberra

Course outline

INTRODUCTION TO WORDPRESS
Background & Capabilities
Examples of WordPress-powered sites
Hosting requirements – finding a web host

SETTING UP WORDPRESS ON A LOCAL TEST SERVER
Setting up a database and user
Running the WordPress install script

TOUR OF THE WORDPRESS DASHBOARD
Settings and Navigating the Dashboard
The Right Now dashboard widget
QuickPress
Customising your Dashboard
Recent Comments
Exporting and Importing Site Content
Backing up Site Data and Files

CUSTOMISING SETTINGS
Customising General Settings
Configure Writing Settings
Reading Settings for Display
Discussion Settings
Media Settings
Permalink Settings
Backing up Site Data and Files

MANAGING ACCOUNTS
WordPress User Accounts
Configuring Your Account

ADDING CONTENT
Adding & Editing Posts
Adding & Editing Pages
Seting up Categories
Using Tags
Internal Linking

WORKING WITH MEDIA CONTENT
Using the Media Library
Uploading & Managing Audio Files
Uploading & Managing Video Files

MANAGING COMMENTS
Enabling and Disabling Comments
Moderating Comments

CREATING A MENU

ADDING WIDGETS TO THE SIDEBARS

FREE AND PREMIUM THEMES
Elements to consider when choosing a theme
Installing a free theme
Adding menus to the new theme
Adding widgets to the new theme

INTRODUCTION TO PLUG-INS
Finding, installing and activating plug-ins
Plugin settings

UPDATING YOUR SITE
Installing and administering your site to the Remote Server

"The trainer was a geyser of knowledge - there was no question he didn't know the answer to, and was extremely helpful (and patient!) throughout the whole course."
Linda Hehir, Graphic Designer

Please visit our website for enquiries and bookings:
www.cd.com.au