



# WordPress

## Long Course: Week 1

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INSTRUCTOR  
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# INTRODUCTION TO WP

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In this section, we are going to answer the following questions:

1. What is WordPress?
2. What is it used for?
3. Who are the Users of WordPress?
4. How are we going to learn WordPress?

# INTRODUCTION TO WP

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## **WHAT IS WORDPRESS?**

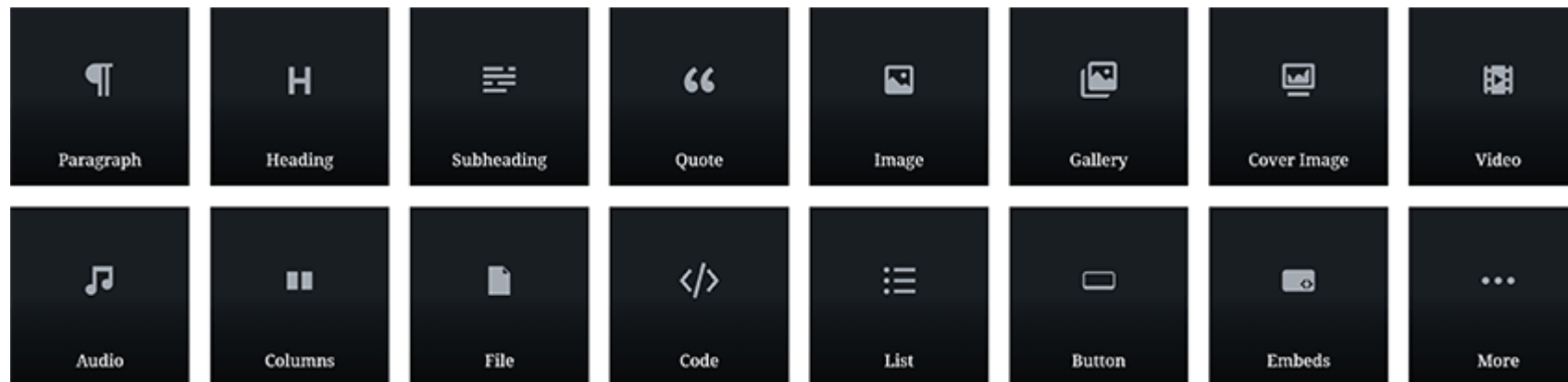
WordPress is an application that allows you to easily build websites and publish content online. It was launched back in 2003 and has since grown to become the most popular website building platform in the world.

# INTRODUCTION TO WP

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## WHAT IS WORDPRESS USED FOR?

With the functionality of WordPress being expanded so much over the years, I believe a better question today is “What Can’t WordPress Do?” as the software can be used to build just about any type of website including discussion forums, galleries, blogs and magazines, eCommerce websites, business websites, online courses, hotel bookings, question and answers, knowledge bases etc.



# INTRODUCTION TO WP

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## **WHO ARE THE USERS OF WORDPRESS?**

The users of WordPress is not limited to individuals only, as it spans up to organizations and corporations utilizing this powerful tool to manage their online space.

# INTRODUCTION TO WP

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## **HOW ARE WE GOING TO LEARN WORDPRESS?**

We are going to learn WordPress via the hosted version of WordPress found at [www.wordpress.com](https://www.wordpress.com).

We would be using a computer with an internet connection

# 1. REGISTERING ON WORDPRESS.COM

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- Register with email and password and it logs you into your profile environment
- Add new site
- Set site name
- Choose free domain
- Choose a design (Start with blank)
- Skip which features will you need
- Select a free plan of 0\$
- Close pop up and proceed to dashboard

## 2. SETTING UP OUR WORDPRESS DASHBOARD & HOMEPAGE ENVIRONMENT

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### **Update Homepage**

- From your dashboard click on edit homepage
- Give it a title (Home preferable)

### **Choosing a default starter theme**

- From your dashboard click on appearance
- Barnsbury theme for illustration - click bottom right button and activate, select "replace my homepage content with the barnsbury homepage" and activate
- View site

### **Editing our starter theme**

- Click on edit link at the bottom right of the website preview homepage
- Things to edit include texts, images, links, colors, sizes of elements, position of elements
- Make your edits and click on update at the top right to save your changes



# 3. CREATING NEW PAGES

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## **Creating a dynamic page (eg products page)**

- From your dashboard click on pages
- Click on add new page
- From the Featured items by your left, click on Blog
- Select one of the templates (We'll use "Intro with blog post" for illustration)
- Make any necessary edits or additions and click on publish at the top right

## **Creating a static page (eg about page)**

- From your dashboard click on pages
- Click on add new page
- From the Featured items by your left, click on About
- Select one of the templates (We'll use "About layout with intro and contact" for illustration)
- Make any necessary edits or additions and click on publish at the top right

# CLASS WORK

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Create a new static page to display a brief history of your business

# 4. CUSTOMIZING OUR WEBSITE

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- Click on customize link at the bottom right of the website preview homepage

## **Add a menu bar**

- Click on menus from items on the left
- Click on primary
- Click on Add items to add more menu link of your pages
- Select primary under menu location to display menu bar
- Click on save changes

NB: Whenever you create a new page, you have to follow this same process to add the link of the page to your menu bar

## **Setting the posts page**

- Click on Homepage settings
- Under posts page select the page we want to serve as our posts page, in this case it's products page
- Click on save changes

## **Other customizing we can do here include**

- Adding a tagline by selecting site identity item
- Adding our site icon by selecting site identity item

# QUIZ

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1. What is a dynamic page?
2. What is a static page?
3. Why do we need a menu bar?

# 5. CREATING OUR FIRST WP POST

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We are going to illustrate the creation of our post by adding some products to our products page

- From your dashboard click on Posts
- Click on add new post

## **Components of adding a new post**

- Add the title of the post you want to create/title of product you want to add (eg Infinix Hot 9, iPhone 13, Samsung A9 etc)
- Add the necessary information such as the name of the product, image, price, quantity, contact button etc
- Upload all necessary media (image, video, audio, document etc)
- Set the category the product you're adding falls into (eg phones, TVs, Computers etc).
- Set featured image
- Set Discussion options
- Click on publish to add product

# CLASS WORK

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Add a new product to your website by creating a new post. Display the name of the product, the price and the description of the product, with an order button.

# 6. USING CONTACT FORM

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We can add a contact form to our contact page so we can collect information, feedback, enquiries and orders from our customers. Let's create a contact form

- From your dashboard click on pages
- Click on add new page
- From the Featured items by your left, click on Contact
- Select one of the templates with a form (We'll use "Contact form with address" for illustration)
- Make any necessary edits or additions such as adding phone number, email, address etc and click on publish at the top right
- View your page and try sending a message using the contact form

**NB:** Note that all messages sent via the contact form is delivered into the email used while registering on wordpress.com

# 7. USING WP PLUGINS

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This feature works only on the paid plan of wordpress.com



# 8. LAUNCHING YOUR WEBSITE

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For your website to go live and be accessible by other users, you must first launch it.

## **Steps to launching your website**

1. Visit your homepage
2. Click on launch button at the top right
3. Select “Skip purchase”
4. Select the first item – Personal
5. Ignore checkout and cancel

Launch completed.

The link to your website is displayed in the url of your homepage view.

# IMPORTANT THINGS TO TAKE NOTE OF

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The following should be noted

1. When replacing your current theme with another one, after you click on activate (activating new theme) select “Switch theme, preserving my homepage content” in order to maintain your changes and contents.
2. You can add categories created to your menu bar by following same steps you followed while adding page link to your menu bar. If categories are too many to be added to the menu bar then use the categories block to display all the categories on any page or location.

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# GROUP PROJECT 1

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Create an e-library website that has different categories of downloadable books and materials. Add all necessary features and contents.

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# GROUP PROJECT 2

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Create a course website where you upload your course item and materials