



WordPress Site Building

WordPress is an easy-to-use software package that helps to create beautiful websites or blogs from templates. In this course, you will learn how to install WordPress, work with themes, install plugins and create a website.

Objectives

The WordPress site building course covers creating Web pages, creating a blog, adding categories, tags and optimising your site. You will learn how to create a complete website for your organisation.

Duration

1 day

Audience

Anyone who would like to build a simple website quickly and easily, from scratch. Suits anyone from private, government and non-profit organisations who does not have the time to learn HTML and traditional web design programmes.

Pre-Requisites

Computer literacy

Outline

- Login and Logout
 - Login using your username as per role
 - Logout of the wordpress
- Dashboard Overview
 - Understanding Site layout
 - Working with Widgets
 - Customizing Site
- Creating categories
 - Categories and Subcategories
 - Categories in Menus
 - Post and Categories
- Adding Posts and Pages
 - Create multiple post
 - Creating Pages and Subpages
 - Ordering Pages
 - Editing Posts and Pages
 - Remove reply to page options
 - Adding a Banner Image
 - Adding Logo
- Adding Media
 - Adding an Image
 - Resizing an Image

- Creating Image Gallery
- Adding a Video
- Working with Comments
 - Replying to comments
 - Rejecting bad comments
- Contact Form
 - Add Contact information