



## WordPress Training Course - introduction

*This two-day WordPress training class provides an introduction to WordPress and covers installing, administering, and designing a WordPress site. The class focus is on efficiently and effectively using WordPress as a content management system for your website. In this WordPress training we will cover the core functionality of WordPress, how to leverage the power of additional plugins, and how to customize and create your own WordPress themes.*

### What you'll learn in this WordPress training course

- How to get started in WordPress, and how to customize your options
- The difference between posts and pages, and how to create posts and edit them
- Uploading and manipulating media
- Adding links and categories
- Creating pages in WordPress
- Adding and removing comment capabilities
- Managing the appearance of your page
- Writing, reading, discussion, privacy and media settings

### Audience for this training course

This WordPress training class is for professionals who want to build and maintain WordPress sites. No previous WordPress training is required

### Training course duration

This class is a two-days in length. As a public class it runs from 9:30 am- 4:30 pm. Lunch is approximately from noon - 1:00 pm. As a private course, the duration and class times can be customized.

### Training course curriculum

This training course uses provided lesson files and instructor selected resources.

### Enrolling in this WordPress training course

You can register for this training class online at [agitraining.com](http://agitraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this WordPress training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this WordPress training course

The goal for this WordPress course is to provide participants the skills they need to effectively create and operate WordPress sites. American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.

## WordPress class introductory topics:

### Getting started

- Installing WordPress
- Custom installation
- One-click installation
- Logging in to WordPress

### The WordPress dashboard

- Screen options
- Customizing your dashboard
- Editing your profile
- Logging out
- Must have WordPress plugins

### Updating WordPress installations

- Updating plugins, and themes

### Posts in WordPress

- Difference between posts and pages
- Creating a new post
- Visual and HTML editor
- Adding media
- Inserting a gallery
- Full screen editing
- Autosave
- Categories and tags
- Using custom fields
- Previewing, publishing, and saving
- Editing an existing post
- Quick edit
- Deleting and viewing a post
- Changing post status and visibility
- Permalinks and shortlinks

### Media in WordPress

- The library
- Scaling and cropping images
- Media metadata
- Uploading media

### Adding Links in WordPress

- Adding links
- Link categories

### Pages in WordPress

- Adding, editing, and deleting pages
- Page attributes
- Parent pages
- Templates
- Ordering pages

### Comments

- Enabling and disabling comments
- Setting default behaviors for comments
- Viewing comment
- Comment approval process
- Dealing with spam
- Deleting comments

### Appearance

- Installing and managing themes
- Widgets
- Menus
- Appearance Editor
- Editing the CSS files

### WordPress Plugins

- What are plugins?
- Finding plugins
- Installing plugins
- Activating and deactivating plugins
- Editing plugin settings
- Deleting plugins

### WordPress Users

- Adding, editing, and deleting users
- User roles and permissions

### WordPress tools

- Importing content from another site
- Exporting your WordPress data

### WordPress Settings

- General settings
- Changing the site title and tagline
- Changing your URL
- Using a different homepage
- Updating the admin email address
- Changing time zones

- Date/Time formats

### Writing settings

- Changing the post box size
- Using emoticons
- Changing default post and links
- Post to your site via email
- Remote publishing

### Reading settings

- Changing default page behaviors

### Discussion settings

- Default article and comment settings
- Comment moderation settings

### Media settings

- Image sizing
- Embedding media
- Changing the default folder for uploaded files

### Privacy settings

- Permalink settings
- Photo Album configuration

### WordPress theme overview

- Anatomy of a theme
- Creating child themes
- Theme stylesheets
- Functions file
- Referencing files from a template
- Overview of WordPress theme customization