

WordPress Administrator Training 3 Hour - Outline

Session Aims

This training session will enable you to manage the up keep of your WordPress website or installation. From changing settings to adding functionality, updating and backing up. The training follows a defined structure but includes time and space to explore topics of interest that may occur.

Prerequisite

This course will usually follow my WordPress User Training. Competency in the content outlined in that course is a prerequisite for this course.

Training Schedule

Section	Contents	Approximate Length
Introduction	General recap and discussion of what we find helpful or not so helpful about WordPress Expectations for the Course	20m
Images, Videos and Other Media	Housekeeping: managing your images and other files	20m
Comments	A look at the settings for comments Protect your comments from spam	20m
Widgets	What and where are widgets Adding, Editing and removing widgets	20m
Plugins	Introduction to the plugins that your site uses Finding and adding new plugins	20m
Users	Managing Users The different user roles	20m
Backing Up & Updating	Backing up your site files & database (from your HostingByDavid control panel) Updating WordPress Updating Plugins Backup Up Plugins	20m
Free Time	To Play and answer questions	30m
Feedback	An opportunity to asses and comment on the course	10m

