

## WordPress 3 Hour Training Outline

### Session Aims

This training session will enable you to maintain your WordPress website. From adding content, including images and changing some settings, to keeping the site software up to date. The session follows a defined structure but includes time and space to explore topics of interest that may occur.

### Training Materials

The lovely people at [interconnectit](http://interconnectit.com) have put together a rather good WordPress User Guide. The training will refer to the WordPress User Guide throughout. It is available from here: <http://interconnectit.com/products/wordpress-user-guide>

### Training Schedule

*This is probably a bit ambitious, so the content in [Blue Italics](#) may be skipped!*

Introduction	Introduction to Web Technology (What makes a web page) Introduction to WordPress Logging In to the WordPress administration area (Dashboard) WordPress Dashboard Tour
Pages and Posts	The difference between posts and pages Adding posts and pages Editing posts and pages Page attributes Categories and tags
Navigation Menu	Managing the website's Navigation Menu
Images, Videos and Other Media	Uploading images and other files Using Featured Images Housekeeping: managing your images and other files <i>Galleries</i>
Comments	A look at the settings for comments Disabling and enabling comments on a per post basis <i>Protect your comments from spam</i>
Widgets	What and where are widgets Adding, Editing and removing widgets
<i>Plugins</i>	<i>Introduction to the plugins that your site uses</i> <i>Finding and adding new plugins</i>
<i>Users</i>	<i>Managing Users</i> <i>The different user roles</i>
Backing Up & Updating	Backing up your site files & database (from your HostingByDavid control panel) <i>Updating WordPress</i> <i>Updating Plugins</i>

