

WordPress User Training 3 Hour - Outline

Session Aims

This training session will enable you to manage the content of your WordPress website. From adding posts and pages, including images, creating links and managing media.

The session follows a defined structure but includes time and space to explore topics of interest that may occur.

Training Schedule

Section	Contents	Approximate Length
Introduction	Greetings and Expectations for the Course Introduction to Web Technology (What makes a web page) Introduction to WordPress	30m
Managing WordPress	Logging In to the WordPress administration area (Dashboard) WordPress Dashboard Tour	15m
Pages and Posts	The difference between posts and pages Adding posts and pages Editing posts and pages Hyperlinks and formatting Page attributes Categories and tags	45m
Navigation Menu	Managing the website's Navigation Menu	15m
Images, Videos and Other Media	Uploading images and other files Using Featured Images Galleries	30m
Comments	Disabling and enabling comments on a per post basis	5m
Free Time	To play, try real world examples and answer questions	30m
Feedback	An opportunity to asses and comment on the course	10m

