

# WordPress

## **Prerequisites**

You should have a good knowledge of [HTML, CSS and XHTML](#) .

## **Intended Audience**

Anyone who wants to become a better web designer.

## **Further Training**

[Introduction to Computer Programming](#) if you are considering to go into Programming.

## **Course Material**

Included in the course price.

## **Course Contents**

<p style="text-align: center;"><b>Day 1</b></p> <ul style="list-style-type: none"> <li>• Thinking like WordPress</li> <li>• Planning your site for WordPress <ul style="list-style-type: none"> <li>• Installing WordPress</li> <li>• Admin Area Overview</li> <li>• Basic Admin Settings</li> </ul> </li> <li>• Adding a new post – overview</li> <li>• Working with the text editor <ul style="list-style-type: none"> <li>• Laying out text</li> </ul> </li> </ul> <p style="text-align: center;"><b>Day 2</b></p> <ul style="list-style-type: none"> <li>• Advanced Post Postings <ul style="list-style-type: none"> <li>• Adding a new Page</li> </ul> </li> <li>• The basics of handling media files</li> <li>• The upload / insert window tabs <ul style="list-style-type: none"> <li>• Image options in detail</li> </ul> </li> <li>• Editing and laying out images</li> <li>• Working with Image galleries.</li> </ul> <p style="text-align: center;"><b>Day 3</b></p> <ul style="list-style-type: none"> <li>• Adding video and audio <ul style="list-style-type: none"> <li>• Adding documents</li> </ul> </li> <li>• Managing posts and pages <ul style="list-style-type: none"> <li>• Managing media files</li> </ul> </li> <li>• Managing post categories and tags <ul style="list-style-type: none"> <li>• Managing widgets and menus <ul style="list-style-type: none"> <li>• The links manager</li> <li>• Managing comments</li> </ul> </li> </ul> </li> <li>• Bringing in content from other sites</li> </ul>	<p style="text-align: center;"><b>Day 4</b></p> <ul style="list-style-type: none"> <li>• Helping others to connect to your site <ul style="list-style-type: none"> <li>• Having multiple site users</li> <li>• Overview of WordPress themes <ul style="list-style-type: none"> <li>• Creating a child theme</li> </ul> </li> </ul> </li> <li>• Basic customisation of your design <ul style="list-style-type: none"> <li>• Optimising your content</li> </ul> </li> <li>• Optimising your site as a whole <ul style="list-style-type: none"> <li>• How is your site doing?</li> </ul> </li> </ul> <p style="text-align: center;"><b>Day 5</b></p> <ul style="list-style-type: none"> <li>• Keeping up to date <ul style="list-style-type: none"> <li>• Backing up your site</li> </ul> </li> <li>• Installing and activating plugins <ul style="list-style-type: none"> <li>• Two example plugins</li> <li>• Other common uses for plugins</li> </ul> </li> <li>• Running multiple sites with WordPress <ul style="list-style-type: none"> <li>• Customising WordPress</li> <li>• Troubleshooting WordPress</li> </ul> </li> </ul>
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## Duration and pricing

- In Pricing [Group A](#)

## Certificate

Read about our [certificates](#)

## Schedule

On the calendar on this page below.

If your browser doesn't display the calendar below, please click on [this link](#) or try using [Google Chrome](#), alternatively please enquire via our 'Contact Us' page.

## Bookings

You can download the course registration form on our home page or by clicking [here](#)

### **Brochure**

You may download a pdf copy of this page by [clicking here](#).

### **Questions**

Please [email us](#)