



WordPress Training Courses

Sydney, Melbourne, Brisbane and Online

WordPress Essentials | Course Overview

COURSE DESCRIPTION

This one-day **hands-on WordPress course** will fast-track your expertise and productivity with using WordPress. Attend our live and real-time online courses or schedule a course at one of our training centres.

We will provide you with a solid foundation in the methods used to plan, build, maintain and customise responsive mobile-friendly WordPress websites. Learn **best practice workflows** as well as plenty of tips, so you can start working on your own site with confidence.

Our certified instructors work in the industry on real WordPress projects and can share with you, current industry trends, recommendations and examples.

The topics explored in training will provide you with the skills and knowledge key to managing any WordPress website. They can be directly applied to your own site on completion of the course.

Plan, create, design and extend: Learn how to plan a website, configure WordPress, create pages and posts, insert images, upload and link to PDFs, extend WordPress with plugins, install mobile-friendly themes, customise design elements, explore methods for keeping your site secure and choose web hosting.

Should you wish to work specifically on your own website, it is recommended you book a private training session. Similarly, if you have a WordPress site that uses a complex theme, private training may be a better option. Please contact us for further information.

WHAT YOU WILL LEARN

In the one-day WordPress Essentials course, participants will learn to:

- Build and maintain responsive, mobile-friendly WordPress websites.
- Plan, create, and manage website content including pages, posts, and media.
- Extend functionality with plugins and customise design with mobile-friendly themes.
- Implement site security measures and manage user accounts and comments.
- Understand and apply best practices for effective website management and customisation

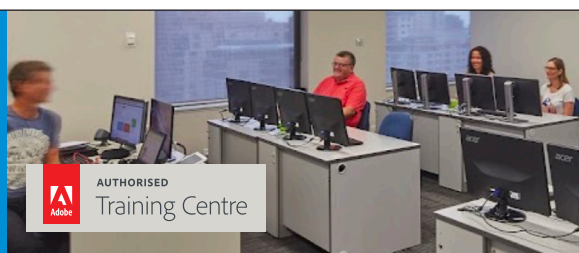
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1 DAY | 9-4:30PM

Please visit our website for enquiries and bookings:
www.cd.com.au

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 **AUTHORISED**
Training Centre

Why train with us?

- Certified trainers
- Face-to-Face & Online
- Free course resit*
- Free after-course support*

*Conditions apply

Premium training for visual communication

Providing quality training since 1989 to the publishing, design, marketing, print and web industries. Join us in Sydney, Melbourne, Brisbane & Online.



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Course Outline: WordPress Essentials

INTRODUCTION TO WORDPRESS

- What is a CMS?
- Background & Capabilities
- WordPress Powered Site Examples
- Common WordPress Terminology

TOUR OF WORDPRESS ADMIN

- Switching between Admin & Live View
- Exploring Faster Workflows
- Using the Dashboard
- Navigating WordPress Tools

SITE PLANNING & CONFIGURATION

- Planning a New Website
- Configuring WordPress
- Apply Home Page Settings
- Apply Regional Settings
- Define Search Friendly Permalinks

CONTENT: CREATE PAGES & POSTS

- Pages vs Posts
- Create & Edit Pages & Posts
- Use the Block Editor
- Use the Classic Editor (On Request)
- Create a Page Using a Page Builder
- Apply Document & Block Settings
- Work with Page & Post Indexes
- Create Post Categories & Tags

CONTENT: IMAGES & MEDIA

- Upload & Insert Images
- Image Optimisation: Size & File Types
- Apply Image Settings & Accessibility
- Set Post Featured Images
- Insert a YouTube Video
- Work with the Media Library

CONTENT: LINKING

- Create Links to Pages & Posts
- Upload & Link to PDFs
- Link to Other Websites
- Create Image Links

MANAGING USER ACCOUNTS

- Managing your User Account
- WordPress User Permissions
- Create a New User Account
- Remove the Default Admin User

SITE SECURITY

- Manage WordPress & Plugin Updates
- Creating Secure Passwords
- Creating Website Backups
- Recommended Security Plugins
- Hide the WordPress Login Screen

MANAGING COMMENTS

- Customise WordPress Comment Settings
- Comment Spam Management
- Moderating Comments
- Disabling Comment Functionality

CHOOSING & INSTALLING THEMES

- Choosing Suitable Themes
- Sourcing Free & Premium Themes
- Installing & Uploading Themes
- Designed Themes vs Page Builders
- Using Child Themes

CHANGING SITE APPEARANCE

- Creating and Editing Menus
- Using the Customizer to Edit Themes
- Link to Social Media Profiles
- Working with Widgets & Sidebars

INTRODUCTION TO PLUGINS

- Plugin Best Practices
- Choosing Plugins
- Installing & Configuring Plugins
- Configuring Plugin Settings
- Recommended Plugins

NEXT STEPS

- Finding Help Online
- Recommended Hosting Providers
- Post training Tips, Tricks & Resources

Please visit our website for enquiries and bookings:

www.cd.com.au