



# Introduction to WordPress

Course ID #: 7000-850-ZZ-Z

Hours: 7

## Course Content

### Course Description:

The Introduction to WordPress course provides a comprehensive overview of the popular content management system, teaching students how to create, manage, and customize their own WordPress websites. The course covers essential topics such as setting up a new site, navigating the WordPress dashboard, creating and managing posts and pages, working with categories and tags, and managing comments and feedback. Students will also learn how to customize the appearance of their sites using themes, logos, and menus. Through hands-on exercises and real-world examples, learners will gain the skills necessary to build and maintain a successful WordPress website.

### Prerequisites:

Experience in HTML and CSS is required for this course. PHP and SQL would be useful.

### Topics:

#### Lesson 1: Getting Started and Setup Options

- Introduction and Setup Options
  - Versions of WordPress
  - WordPress Sites
- Exercise 1: Create a New Site

#### Lesson 2: WordPress Dashboard

- WordPress Dashboard
  - Features
  - Navigate to and from Reader
- Exercise 2: Adjust Site Settings

#### Lesson 3: Posts

- Categories
- Exercise 3: Working with Categories
- Tags
  - Option 1: Create tag when writing post
  - Option 2: Manage tags in Settings
  - Deleting Tags
- Exercise 4: Working with Tags
- Posts
  - Editing Posts
  - Deleting Posts
- Exercise 5: Creating a Post

#### Lesson 4: Comments and Feedback

- Comments
  - Reviewing Comments
- Exercise 6: Working with Comments
- Feedback
  - Viewing Feedback



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## Lesson 5: Appearance

- Appearance
  - Themes
  - Choosing a Theme
  - Modifying a Theme
- Adding a Logo and Site Icon
- Changing Fonts
- Changing Menu Options
- Adding a Widget
- Exercise 7: Working with Appearance

## Lesson 6: Pages

- Creating Pages
  - Adding a New Page
  - What's Next
- Exercise 8: Creating a New Page

## Lesson 7: Reader Page

- Reader Page
  - Features
  - Searching for Posts
- Exercise 9: Searching for a Topic Using Reader Page

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## NASBA Information

**Level:** Intermediate

**Attendance Requirement:** To be awarded the full credit hours, you must sign in and attend the entire course.

**Fields:** Computer Software & Applications

**CPEs:** 14

### **Policies: Course Registration, Cancellation, Refund and Complaint Resolution**

For more information regarding administrative policies such as complaint and refund, please contact our offices at 800-639-3535 or visit us at: [www.tcworkshop.com](http://www.tcworkshop.com)

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