

WordPress Training Itinerary - Thurs Jan 19th 2012

Registration & Coffee/Tea: 9.30am

Course begins: 10.00am

Working with WordPress

- WordPress explained
- Installing WordPress in a couple of clicks
- Creating Content for your website
- The difference between 'Posts' and 'Pages'
- Managing your content
- Managing WordPress Posts and Pages
- Creating and managing WordPress links
- WordPress 'Categories' and 'Tags' explained
- Managing WordPress Categories and Tags
- Adding 'Media' to your website
- Managing the WordPress Media Library
- Updating your WordPress Profile (includes changing your password)
- WordPress 'Comments' explained
- Managing WordPress Comments

Coffee/Tea: 11.45am

Configuring WordPress

- WordPress Settings explained
- Discussion Settings
- Permanent Link Settings
- Privacy Settings
- Reading Settings
- Writing Settings
- Miscellaneous Settings

Lunch: 1.00pm (Lunch not included)

Afternoon session begins: 1.45pm

Customising WordPress

- Installing and Activating WordPress Themes
- WordPress 'Plugins' & 'Widgets' explained
- Working with Plugins
- Working with Widgets
- Using WordPress as a Content Management System (CMS)
- How to make your WordPress website Search Engine-friendly (SEO)

Upgrading WordPress

- Best Practices for Upgrading WordPress

WordPress Administration

- WordPress 'Users' explained
- Managing Users

Summary

- Questions & Answers

Course ends: 4.00pm

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