



Build a WordPress site in a day

What is WordPress? What is it for? What does it do?

WordPress began life as a blogging system, but has developed into a full content management system with almost every widget plugin and theme you can imagine.

WordPress is used by over 13% of the 1,000,000 biggest websites.

As they say on their site "WordPress is limited only by your imagination".

This Course will enable you to build a basic WordPress site in a day. From adding pages and images to customizing widgets.

Who is this course for?

This course is for anyone who wants to be able to build their own website or blog using WordPress. Or for those who have already built a website using WordPress and want a structured training course to help them achieve more.

What do you need to start?

You will need a reasonable knowledge of the way websites work. If you have used Microsoft Word or similar word processing application to edit documents, this would be an advantage.

As long as your computer has the ability to access the Internet, any of today's Internet browsers will enable you to access and manipulate your WordPress Site.

In the future to run WordPress your website hosting provider just needs a couple of things:

- [PHP](#) version 4.3 or greater although many new plugins require PHP5
- [MySQL](#) version 4.1.2 or greater

The Venue

We use a variety of venues in Bristol, Bath and Swindon. All are clean and modern and have refreshments available and luncheon facilities nearby. It is best to use your own laptop and wi-fi and electricity sockets will be available for you. If you need a laptop, we can lend you one for the day.

What do you get?

This Course will enable you to build a basic WordPress Site in a Day. From adding pages and images to customizing widgets.

The course follows a defined structure but includes time and space to explore topics of interest that may occur as the course progresses.

The course runs from 9:30 to 4:30. Refreshments are included, but you will need to provide your own lunch.

The course includes a comprehensive set of training notes.

Course Schedule

Installation	<ul style="list-style-type: none">• Uploading files via FTP• creating a database• the one click install process
Introduction	<ul style="list-style-type: none">• Logging in• The WordPress Dashboard
Pages and Posts	<ul style="list-style-type: none">• How to create edit and publish posts and pages• The difference between posts and pages• Page attributes• Categories and tags
Images and Media	<ul style="list-style-type: none">• Uploading images• Uploading other media• Managing your media files• Using the medial library• Galleries
Comments	<ul style="list-style-type: none">• How to configure comments, disable and enable comments on post and protect you comments from spam
Appearance	<ul style="list-style-type: none">• Themes• Choosing and implementing different themes, editing themes and special themes• Widgets• Installing, updating and using widgets.
Plug-ins	<ul style="list-style-type: none">• Searching for and adding plug ins.• Plugins for Twitter and Facebook• Some recommended plug-ins and what to do if a plug-in causes a conflict.
Users	<ul style="list-style-type: none">• The different user levels how to implement them and use them.
Tools	<ul style="list-style-type: none">• Importing and exporting data
Upgrades and back-ups	<ul style="list-style-type: none">• Upgrading WordPress• upgrading plug-ins• Backing up your site• Backing up your database
Settings	<ul style="list-style-type: none">• How to use all the settings to configure your site.• The media manager• Configuring permalinks