

# WordPress

## Introduction to WordPress

This two-part class is an introduction to WordPress, the most popular software used today to create websites and blogs. Because it includes easy-to-use editing tools, WordPress lets non-technical users create, maintain and update a website without needing to know HTML or any other coding language. WordPress is free, open source software that runs on most web servers and is constantly evolving and being improved by volunteers who update the code regularly.

During the class, you will create a sample WordPress website. You'll learn how to log in to the WordPress dashboard and how to navigate the available options. You'll practice customizing the site with a title, tagline, front page, menus and color scheme. You'll learn how to change the theme, search for themes, and upload a theme. You'll learn how to upload images, videos and other media to your site, and how to insert them into pages as objects or links. You'll learn the difference between posts and pages, as well as how to create and edit both. You'll create a new menu for website navigation and learn how to add pages to a menu, manually or automatically. You'll practice using different layouts with widgets and sidebars, and you'll learn how to search for and install plug-ins to add functionality to your site.

The class will also cover general settings and configuration options available in WordPress. Finally, you'll access the editor to view the CSS and PHP code underlying your website. However, editing CSS or PHP code is not within the scope of this class.

**Prerequisites:** None.

## Course Outline

### What is WordPress?

#### WordPress.com vs. WordPress.org

#### The WordPress Dashboard

- Logging In
- Using the Dashboard

#### Customizing a Website

- Site Identity
- Setting the Home Page
- Setting the Primary Menu

#### Themes

- Changing the Theme
- Searching for Themes
- Uploading a Theme

#### Using the Media Library

- Adding Images
- Editing Images
- Adding Videos

### Creating and Editing Pages

- Posts vs. Pages
- Page Options
- Editing a Page

### Creating a New Post

- Post Formats
- Editing a Post
- Managing Comments

### Navigation

- Creating a Main Menu
- Custom Menus

### Sidebars

### Widgets

### Plug-ins

### Settings and Configuration

### The Editor