

# WordPress: Create a Website or Blog

Learn how to create and maintain a website using WordPress, even if you have no web design background or coding experience. This comprehensive course will cover everything from installing WordPress to customizing themes and optimizing your site for search engines.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.graduateschool.edu/courses/wordpress>



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## Course Outline

### Getting Started with WordPress

#### Creating a WordPress Site (Installing WordPress)

- Installing WordPress with a Web Host's "1-Click Install"
- Manually Installing WordPress

#### Logging Into the WordPress Admin & General Site Settings

- Logging Into the WordPress Admin
- General WordPress Settings
- Editing Your Profile
- Setting Your Profile Picture (Gravatar)

#### Writing Posts & Formatting Text

- Posts versus Pages
- Creating a New Blog Post
- Using the Visual Editor
- Pasting Without Formatting & Clearing Formatting
- Formatting Headings
- Formatting Bulleted & Numbered Lists
- Formatting Quotes
- Publishing a Post
- Deleting a Post
- Restoring a Post from the Trash (or Deleting it Delete Permanently)

#### Publishing a Post (Making it Live)

- Publishing a Post (Making it Live)
- Status

- Visibility
- Publish Date & Time

### **Adding a Read More Link to a Post**

- Adding the Read More Tag
- Changing the Text in the More Tag

### **Creating Links (Hyperlinks)**

- Linking to Another Website
- Opening a Link in a New Tab
- Linking to a Page Within Your Site
- Editing & Removing Links

### **Adding Images & Managing the Media Library**

- Adding an Image to a Post or Page
- Editing Images (Manually Resizing, Cropping, & Rotating)
- Media Settings (Customizing the Size of Thumbnail, Medium, & Large)
- Adding a Featured Image
- Uploading Images & Files Directly Into the Media Library
- Editing & Deleting Images in the Media Library
- Deleting Unused Images (Cleaning Out the Media Library)

### **Adding an Image Gallery**

- Adding an Image Gallery
- Editing an Existing Image Gallery

### **Adding Video**

- Embedding YouTube Videos
- Uploading a Video File

## **Diving Deeper into WordPress**

### **Categories, Tags, & Reading Settings**

- Categories & Tags Explained
- Creating & Editing Categories
- Changing the “Uncategorized” Default Category Name
- Setting the Default Category
- Creating & Editing Tags
- Changing Categories/Tags for Multiple Posts
- Reading Settings

### **Widgets**

Editing & Adding Widgets

### **Making Pages**

- Pages versus Posts
- Creating a New Page
- Publishing a Page (Making it Live)

- Deleting a Page
- Changing the Page Order

## **Menus**

- About Menus & Locations
- Adding & Removing Links in Menus
- Creating Submenus
- Opening Menu Links in a New Tab

## **Installing Themes**

- What Are WordPress Themes?
- Where Do I Get WordPress Themes?
- Installing & Activating a Theme
- Manually Uploading & Activating a Theme
- Deleting a Theme

## **Customizing Theme Appearance**

- Customizing Appearance
- Customizing the Site Identity (Logo, Title, & Tagline)
- Adding a Site Icon (Favicon)
- Customizing the Header
- Customizing Colors

## **Changing the Template Layout for a Page/Post**

Changing a Template Layout

## **WordPress Plugins: About, Installing, & Updating**

- About WordPress Plugins
- Installing a WordPress Plugin
- Updating Plugins

## **WordPress Plugins You May Want to Install**

Recommended WordPress Plugins

## **SEO (Search Engine Optimization)**

- Creating SEO-Friendly Permalinks (URLs) for the Site
- Customizing the URL of an Individual Page/Post
- Setting Titles & Meta Descriptions with an SEO Plugin

## **Customizing WordPress**

Page Builders: Customizable Page Layouts

Theme Builders: Control the Website's Look

Child Themes

Custom Post Types

Advanced Custom Fields

## **WordPress Best Practices**

Automated Backups  
WordPress Security