WordPress Training Outline

1. How to navigate through WordPress dashboard
   1. Don’t use Internet Explorer
   2. How to use the top admin bar
   3. How to navigate back into the dashboard from the admin bar at the top.
   4. Resize the editor box, resize sidebars/boxes
   5. Change your password and personalized your dashboard
2. Pages
   1. New/Edit/Delete page
      1. Title and permalinks
      2. Publish Box – Schedule a published time
      3. Page Attributes – Parent, Template
      4. Featured Image
      5. Editor Box
         1. Bold, Italic, bullets, ordered lists, Headings (1-6)
         2. Kitchen sink icon
         3. Shift + Enter = One space, Enter = Double space
         4. Plane text icon
         5. Create a link
         6. Add PDF links
         7. Add images – (left, middle, right align - caption)
         8. Change text color
         9. Add a YouTube video
3. Menus
   1. Select menu to edit
      1. Move around links
      2. Pages, Links, Categories
      3. Save menu changes
4. Widgets
   1. Which sidebar is connected to what part of the website
      1. Custom Menu widget – controlled in the Menus tab
      2. Image widget
         1. If you check \*Automatic add paragraphs ( this will wrap your content inside a p tag which means it will create spacing at the top and bottom.)
      3. Slideshow widget
      4. Text Widget
5. TablePress
   1. Create a new table
   2. Import a table from an Excel file
   3. Make sure the JavaScript checkbox at the bottom is checked off
   4. Add it into the page you want it to show up
   5. Shortcode or editor icon
   6. Export a table into Excel for record keeping
   7. Edit/Delete a table
6. Slideshow
   1. Edit/Delete/New slider (Home Slide dimensions 1200px X 290px)
      1. Edit/Delete/New slider image
      2. Manage Slides
      3. Dimensions
      4. Transitions
      5. Next & Previous Arrows
      6. Pagination Icons
      7. Automatic Playback
      8. Add link to image
      9. Title to image
   2. Add a slideshow into pages