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WordPress level 1 beginner course outline (2-day)

Introduction

- About WordPress
- WordPress Installation
- Login
- Dashboard Menu Options
- Toolbar
- Posts
- Pages

Adding Your Site Content

- Adding a New Page
- Adding a New Post
- Adding Content with the Visual Editor
- Switching to the HTML Editor
- Changing your Post Format
- Editing Existing Content
- Deleting Content
- Full-screen Editing
- Full-screen Editing
- Saving and Publishing Content
- Adding Categories within your Post
- Adding Tags within your Post

Adding Images and Other Media

- Inserting an Image
- Edit or Delete an Image
- Setting a Featured Image
- Insert an Image Gallery
- Edit or Delete an Image Gallery
- Inserting Video, Audio or Other File Type
- Embedding a Video, Image or Other Content

- Viewing a File in the Media Library
- Adding a File to the Media Library
- Editing the File Properties
- Deleting a File from the Media Library

Adding HTML Links

- Inserting an HTML Link
- Editing an HTML Link
- Removing an HTML Link
- Adding a New Link
- Edit an Existing Link
- Delete an Existing Link
- Updating Link Categories

Comments

- Replying to a Comment
- Editing a Comment
- Unapproving and Approving Comments
- Marking Comments as Spam and Trash

Appearance

- Selecting your Theme
- Previewing and Customising your Theme
- Widgets
- Theme Options
- Background
- Header

Creating a Menu

- Updating the Menu
- Editing an Existing Menu Item
- Adding a New Menu Item
- Adding a Custom Link Menu Item
- Deleting a Menu Item

Users

- Adding a New User
- Deleting a User
- Editing your Profile

Tools

- Press This
- Categories and Tags Converter
- Import
- Export

Settings

- General
- Writing
- Reading
- Discussion
- Media
- Privacy
- Permalinks

END