

# WordPress

## Introductory training for clients

### Scope

Basic introduction to the WP framework. Not a full WP training session. Most items will be manageable by a basic admin user however some will require a deeper understanding of WordPress or deeper still understanding of code. This is where we demark the CMS and the developer areas of work.

### Managing site content

- Images
- Library
- Media
- Text
- Formatting
- Tagging
- SEO
  - Yoast
- Adding pages and blogs
  - Title
  - Content
  - Slug
  - Visual Editor
  - Categorising
  - Tagging

### Managing the backend of the website

- Control panel
- Security
- Plugins
- Theme
- Widgets
- users



## Users

- Types
- Passwords
- Levels
- Creation

## Security & maintenance

- Background
- iThemes / Wordfence
- Theme update
- Core updates
- Plugin updates
- Backups

## Bespoke

Every website is different, and every website owner has specific needs. Where there is such bespoke content or functionality in a website, this too will be covered in the introductory training.



### WordPress Introductory Training Schedule i2

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