

## **Month 1: Introduction & Basics**

### **Introduction to WordPress (1st week)**

How to login in WordPress

How to change password, use forget password

How to access the dashboard

Overview of the dashboard's layout and components

Overview of user roles and their respective permissions

How to add a new user and assign different roles

Permalink and basic settings

Menu creation and adding menu

Exam on the covered topics

### **Wordpress Posts (2nd week)**

Creating, editing, and organizing posts

Using categories and tags effectively

Creating, editing, and organizing posts

Adding links and embedding content

Edit or delete a post

How to use Lorem ipsum

Exam on the covered topics

### **Wordpress Pages (3rd week)**

Creating, editing, and organizing pages

Differences between posts and pages

Discussion about basic page types

Edit or delete a page

How to use Lorem ipsum

Exam on the covered topics

### **Media Management (4th week)**

Uploading and managing images, videos, and other media

Image optimization for the web

Using the media library

Add feature image in pages and posts

How to crop the image for different page or posts

Exam on the covered topics

## **Month 2: Website Creation & Plugin Management**

### **Setting Up WordPress (1st week)**

Installing WordPress on a server

How to change database information

Configuring basic settings

How to use FTP for wordpress

Exam on the covered topics

### **Plugins and Widgets Part 1 (2nd week)**

Introduction to plugins

Differences between free and premium plugins

Where to find and how to select quality plugins

How to install and activate plugins

Managing and updating plugins

Exam on the covered topics

### **Plugins and Widgets Part 2 (3rd week)**

Essential Plugins for Every WordPress Site

Manage plugin using FTP

How to use plugin shortcuts

Understanding widgets and sidebars

Using contact forms

Exam on the covered topics

**SEO & Analytics (4th week)**

Introduction to SEO (Search Engine Optimization)

Using SEO plugins (e.g., Yoast SEO)

Integrating Google Analytics with WordPress

How to manage analytics account

Exam on the covered topics

**Month 3: Theme Management & Maintenance**

**Themes and Customization (1st week)**

Understanding themes and how they work

Installing and customizing free and premium themes

Introduction to the WordPress Customizer

Exam on the covered topics

**Advanced Customization (2nd week)**

Introduction to child themes

Basic custom CSS and functions

Using page builders (e.g., Elementor, Bakery Builder)

Exam on the covered topics

**E-commerce with WordPress (3rd week)**

Overview of WooCommerce

Setting up an online store

Managing products, orders, and customers

Shipping and tax configuration

Payment method setup

Exam on the covered topics

## **Security and Maintenance (4th week)**

Importance of website security

Best practices for WordPress security

Backing up and updating WordPress, themes, and plugins

Website security plugin configuration

Integrating Google captcha with WordPress

Exam on the covered topics

## **Conclusion & Next Steps**

Recap of the course content

Further resources and learning pathways

Q&A session