

## **L1 - WP Administrator Training - 8 hrs Total**

### **Fundamentals - 4 hrs**

- **Installing and Migration - 2 hrs**
  - WordPress Hosting Options
    - Set up hosting
  - Installing WordPress on a Dedicated Server
    - Create Database
    - Create file structure
  - Local Development
    - XAMPP/MAMP/DesktopServer
  - Migration of website to live server
  
- **Theme Options and Settings - 1 hrs**
  - The Dashboard Overview
  - Settings Overview
  - Users Overview
  - Theme Overview
  - Plugin Overview
  
- **Content Management - 1 hrs**
  - Creating Pages/Posts
  - Canvas Walkthrough
  - Menus Overview
  - Widget Areas Overview
  - Plugin Recommendations

## Website Customization - 2 hrs

- **Advanced Canvas**
  - Hook Manager
  - Child Themes
  
- **CSS**
  - Basic CSS Syntax
  - Working with FireBug
  - Desktop CSS
  - Responsive CSS
  
- **Custom Post Types**
- **php Basics**
  - WordPress Codex

## WP SEO - 1 hr

- **SEO Intro**
  - What is SEO
  - Why it Matters
  - Optimizing Your Homepage
  
- **Internal SEO Efforts**
  - SEO Plugins
    - Yoast
    - All in One
    - SEO Rank Reporter
  - Your Meta Information
  - XML Sitemaps
  - SEO for Blog Pages and Posts
  - Content Extension
    - Blogging for SEO Results
  - Our SEO 12 Step Program
  - WP Super Cache
  - Site Speed
  - Review WP Security Doc

## WP Security - 1 hr

- **Update WordPress, plugins and passwords**
  - Generate Password Lists
  
- **INSTALL: BackupBuddy**
  - Download Importbuddy Script
  - Full Backup
  - download backup zip file
  - delete backup file from server
  
- **INSTALL: Wordfence Premium**
  - Options
    - enter email
    - security level 4
    - setup alerts
  - Run scan