

WordPress Website Foundations

Build, customise and maintain a small WordPress site

FA-0711 · 3 days

Software Development

Introduction

Build a small blog or business website in a local or isolated WordPress training environment. Learn content editing, theme-based design and selected plugins, then review the security, backup and hosting decisions needed before launch.

The practical project uses sample content and a compatible theme. Hosting deployment is optional and depends on approved access; the course does not require a paid service or changes to an existing live website.

Learning outcomes

- Explain the difference between self-hosted WordPress and a hosted WordPress.com service.
- Install and configure a training site and manage posts, pages, categories, tags and media.
- Customise navigation and appearance using the editing tools appropriate to the selected theme.
- Evaluate and configure a small set of plugins for a demonstrated need.
- Apply basic roles, maintenance and backup practices and outline a launch checklist.

Prerequisites

- Basic computer literacy (file management, using web browsers)
- Familiarity with using the internet and search engines
- Basic understanding of how websites work (optional but helpful)

- No prior coding or WordPress experience required

A computer able to run the approved local environment or access the supplied isolated site; installation privileges where required.

Training outline

1. Day 1 – WordPress and a working site

- WordPress.org software versus WordPress.com hosting: control, installation and plan-dependent capabilities.
- Install or access the training site, explore the dashboard and configure basic settings.
- Distinguish posts and pages; organise blog content with categories and tags.
- Create Home, About and Contact pages and sample posts using the block editor.
- Practical work: build a simple content structure and check navigation between its pages.

2. Day 2 – Themes, navigation and plugins

- Select and activate a compatible theme; distinguish block themes and the Site Editor from classic themes and the Customizer.
- Use the appropriate navigation, template or widget tools for the theme; configure the home page and blog listing.
- Evaluate plugin need, compatibility, maintenance and permissions; avoid treating a fixed plugin list as universally essential.
- Configure selected contact-form, search-optimisation or caching functionality in the lab; confirm the actual features available.
- Practical work: customise header, footer and relevant layout areas, then test the sample form and navigation.

3. Day 3 – Content, maintenance and launch preparation

- Upload and organise media, optimise image dimensions and file size, and embed supported media.
- Assign appropriate user roles; review updates, strong authentication, least privilege and basic security-plugin configuration where useful.
- Back up both site files and database, and demonstrate or review restoration in the isolated environment.
- Assess caching and performance using the selected host and plugins; discuss compatibility rather than assuming a cache plugin alone solves performance.
- Review hosting, domain, DNS, HTTPS and local-to-hosted migration considerations.

- Practical work: finish sample content and a maintenance/launch checklist; an optional staging deployment requires approved hosting access and is not promised as free or production-ready.