**Ubong Essien - ICT Officer 2**

**Course Title:** WordPress Administrator

**Institution:** LASU CBT18

**Location:** GRA Ikeja, Lagos

**Date:** 12th – 17th April 2021

**Training Overview**

This training covers WordPress development which includes themes and plugins, PHP modifications, WordPress security and advanced SEO techniques, as well as WordPress administration which spans Local development and migration to a hosting provider. The entirety of the training was practical based, applying the techniques in developing a dummy NGF homepage which can be temporarily found at <http://leonsciences.com/>. The training was conducted for 5 days. Below is a breakdown of the training and some personal takeaways.

**Day One**

**Local Environment Set up:**

In this exercise, participants were tasked with setting up a local host server. To enable WordPress to run locally, a localhost server had to be configured on a desktop. Several tools can be used to set up a localhost server on a computer such as WAMP, XAMPP, LAMP. However, for this training, XAMPP was installed on the desktop as the localhost.

**WordPress Set up:**

Participants were charged with installing WordPress on the desktop configured with the localhost server. This exercise required participants to download WordPress executable file from WordPress.org, run the installation locally by transferring the WordPress file content into the htdocs directory of the XAMPP directory found in the computer’s local hard drive. Afterward, all necessary configurations such as the Database and site admin configuration were performed.

**Day Two**

**Purchase of Hosting Plan from a Host Provider:**

A domain name and a shared hosting plan was purchased from a host provider “**HostNowNow”** found at “<https://hostnownow.com/>.” This took some hours for the domain name to propagate over the internet. At this point, participants were taught how to edit images using two online tools known as **Canva** and **Pixel**. The former is used to customize images to any size needed for your WordPress post, while the latter is used to reduce images to a particular pixel and dimension.

**Day Three**

**WordPress Customization**

In this lab exercise, participants performed the following activities.

* Configured the WordPress settings by going to the “Settings” on the Dashboard.
* Created 5 web pages named - Home, About Us, Policy Area, Blog, Contact.
* Added the Pages to the “Menu” and styling it. This was done from the “Appearance” tab on the Dashboard.
* Set the site identity options which included site name, logo, description, favicon, etc.

**Day Four**

**WordPress Home Page Customization:**

In this lab exercise, participants performed the following activities.

* Used Canva to edit some images we got from the internet for the home page.
* Customized all sections of the home page.
* Added various elements to the page, such as the image carousel.

**WordPress Blog Page Customization:**

Participants performed the following activities.

* Added contents to the site and published it from the “Post” area on the Dashboard.
* Installed a popular and widely recommended blog post management plugin called “The Post Grid.”
* Organized the display of posts on the Homepage and Blog Page using “The Post Grid.”

**Day Five**

Participants were taken through WordPress plugins that can be used to achieve Search Engine Optimization (SEO) and WordPress security as well as considerations to have when choosing a plugin. SEO is considered to improve the quality and quantity of website traffic to a website from a search engine. Recommended WordPress SEO plugins include Yoast SEO, Squirrly SEO, Google Analytics Dashboard, All in One SEO Pack, etc. Also, the importance of WordPress security cannot be overemphasized. Recommended plugins include Sucuri Security, All-in-One WordPress Security and Firewall, Defender, VaultPress.

The actions performed by these WordPress security plugins include and are not limited to security activity auditing, file monitoring, and malware scanning, spam, bot-blocking, and two-factor authentication for all users.

**Other notable concepts taught include:**

1. Site management: Using plugins such as **W3 Total Cache** which checks the speed of your WordPress site and helps reduce page load time.
2. Cpanel administration: Which includes storage, compute, backups, email setup, etc.
3. Old website content retrieval: Using the website “**archive.org.**”

**Personal Takeaways from the Training**

1. Exposure to best- in -class, instructor-led training.
2. Hands-on approach learning through the lab activities.
3. Access to Professional WordPress books and reading materials.
4. Networking opportunities with fellow professionals.
5. Phone and Email support from the instructor.
6. Award of Certificate of Completion from the training center.

**Conclusion**

This training has further improved my skills in WordPress development and administration. I will recommend this training for other staff who seek to improve their capacity in this area.

**Annexes attached to the Report.**

1. Training Materials: Professional WordPress (2nd Edition), Presentation Slides
2. Training Certificate