

Kursus Asas Pembangunan Laman Sesawang (WordPress)

- Presented by: Sohailah Safie
- Date: 7 August 2025
- Location: Makmal Mikrokomputer 1

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

KURSUS ASAS PEMBANGUNAN LAMAN SESAWANG (WORDPRESS)

31 JULAI, 2025 (KHAMIS)
8.00 PAGI - 5.00 PETANG
MAKMAL MIKROKOMPUTER

MATA CPD DISEDIAKAN UNTUK STAF UTM
E-SIJIL AKAN DIBERIKAN KEPADA PESERTA

CPD
KOMPETENSI
DIGITAL

PUAN SOHAILAH BINTI SAFIE
PEGAWAI PENYELIDIK
CCIN UTM KUALA LUMPUR

ANJURAN:
PEJABAT TIMBALAN NAIB CANSELOR (PENYELIDIKAN DAN INOVASI)
UTM KUALA LUMPUR

Learning Objectives

- Understand the WordPress dashboard
- Add and edit content (pages, posts, media)
- Customize menus and appearance
- Install and manage basic plugins (not available for UTM website)
- Maintain and update the site

Tentative

- Morning session:
 - Introduction to Wordpress
 - Learning usual practices
 - Hands-on
- Afternoon session:
 - Presentation and discussion
 - Way forward

What is WordPress?

- Free, open-source CMS
- Powers 40%+ of websites
- Used for blogs, corporate, e-commerce
- WordPress.com vs WordPress.org

Accessing the Website

- For training purpose , visit:

<https://people.utm.my>

- Enter email UTM, PIN
- Access the Dashboard

- For official purpose, visit:

<https://research.utm.my/office-kl>

Navigating the Dashboard

- Posts
- Pages
- Media
- Appearance
- Plugins
- Users
- Settings

Pages vs Posts

- Pages:
 - Static content (e.g., About, Contact)
- Posts:
 - Dynamic content (e.g., News, Blog)

Creating Pages & Posts

- Pages > Add New or Posts > Add New
- Use Block Editor
- Add title, content, media
- Preview > Publish
- Use Visual Builder (Divi)

Managing Media

- Media > Library
- Upload images, PDFs, videos
- Optimize file size
- Use meaningful filenames

Customizing Appearance

- Appearance > Customize
- Change logo, colors, fonts
- Edit menus and widgets

Plugins – Basics

- Extend website functionality
- Plugins > Add New (not applicable for UTM website)
- Examples:
- WPForms- Formidable

User Roles in WordPress

- Administrator
- Editor
- Author
- Contributor
- Subscriber

Basic Site Maintenance

- Keep WordPress, plugins, themes updated
- Backup regularly
- Use security plugins
- Monitor spam comments

Hands-On Exercise

- Create a page, options:
 1. Create a page to show your lab profile
 2. Create a page to promote an event for your lab
 3. Create a page to show a product/service that your lab offers
- Edit menu
- Upload a PDF
- Create a form to get customer's feedback/inquiries

Tips & Best Practices

- Update content regularly
- Use relevant images with alt text
- Avoid too many plugins
- Test before publishing

Q&A

- Any questions or issues you'd like to discuss?

Support & Contact

- IT Support: digitalcare@utm.my
- WordPress Support: wordpress.org/support