

Blogger Tutor

WordPress Tutorial for Beginners

2027 Edition · Built on WordPress 7.1 · Printable workbook

Twelve lessons that take you from never having logged in to running a secured, backed up WordPress site with your first post live. Checklists to tick off, screenshots from a real WordPress 7.1 install, and the exact settings to change.

By Rahul Singh, bloggertutor.com

Prices, versions and statistics checked October 2026

Full tutorial with every source: bloggertutor.com/wordpress-tutorial-for-beginners-pdf-download/

How to use this workbook

Work through it in order, one lesson at a time. Each lesson ends with a checklist; do not move on until every box is ticked. The online tutorial explains the reasoning behind each step and links to every source.

The 12 lessons

1. **Try WordPress free** in WordPress Playground
2. **Get a domain and hosting**, and read the renewal price
3. **Install WordPress** with your host's one click installer
4. **Learn the dashboard** and the Ctrl or Cmd plus K command palette
5. **Change six settings** before publishing anything
6. **Choose a theme** and set colours, fonts and logo
7. **Create your pages and menu**
8. **Write your first post** with blocks
9. **Manage images** and alt text
10. **Install essential plugins**, about five
11. **Set up SEO** and connect Google Search Console
12. **Secure, update and back up** the site

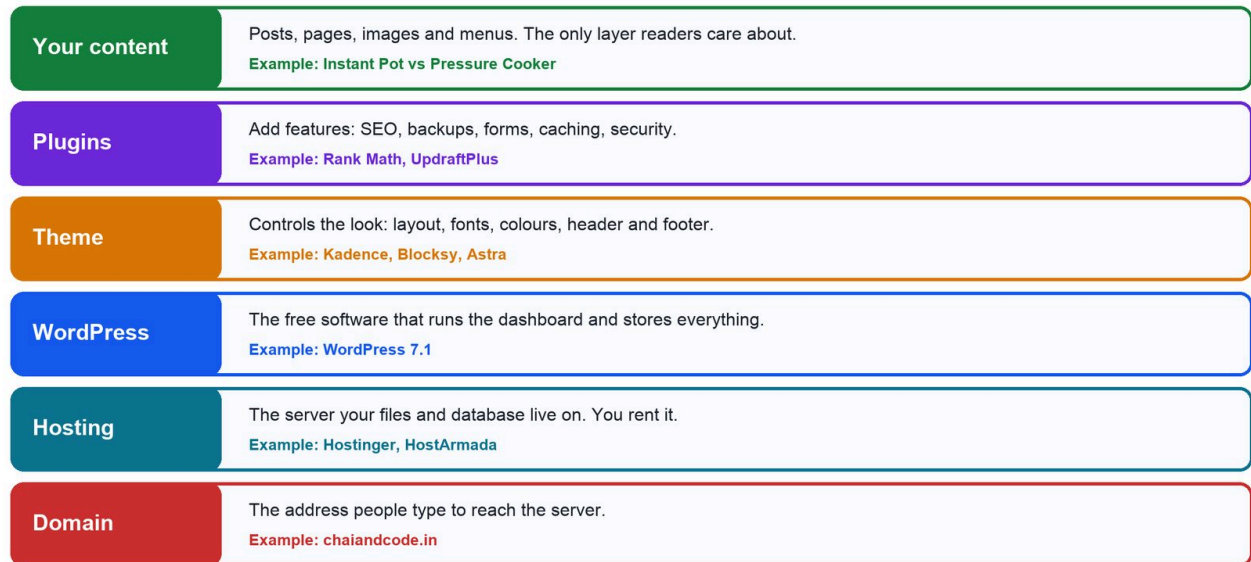
The short answer. Try WordPress free in Playground, get a domain and hosting, install WordPress in one click, change six settings, pick a theme, create your core pages and menu, write your first post with blocks, add five essential plugins, and set up updates and backups. Most people can do it all in about 7 days at an hour a day.

Lesson 0. What WordPress is

WordPress is free, open source software for building websites. It runs **40.2% of all websites** and holds **58.6% of the CMS market** (W3Techs, 3 October 2026). Think of a site as six layers:

How a WordPress site fits together

Six layers. Change one and the others keep working, which is why WordPress is so flexible.



Visitors see the top layer. You pay for the bottom two. Everything in between is free to start.

WordPress.org or WordPress.com?

	WordPress.org (self hosted)	WordPress.com
Software cost	Free	Free plan, or \$4 a month billed yearly for Personal
Hosting	You rent it from a host such as Hostinger	Included
Plugins	Any of the 70,000+ free plugins , plus premium ones	Every paid plan from \$2.75 a month on a 3 year term; not on the Free plan
Themes	Any theme, free or premium	Large library, custom uploads on paid plans
Ads on your site	Only the ones you add	WordPress.com ads on the Free plan
Updates and backups	Your job (or your host's)	Handled for you
Best for	Blogs and sites you want to earn from and fully own	People who never want to touch hosting

Lesson 1. Try it free

- ☐ Opened playground.wordpress.net and logged in
- ☐ Created a post, a page and changed the theme on the Playground site
- ☐ Bookmarked the free [Beginner WordPress User course](#) (4 hours, 24 lessons)
- ☐ Optional: installed [Local](#) for a practice site that persists

Lesson 2. Domain and hosting

Plan	Price today	Renews at	Free domain	Notes
Hostinger Premium (India)	Rs 149 a month	Rs 449 a month	Yes, 1 year	48 month term, rupee pricing, LiteSpeed servers
Hostinger Premium (US)	\$2.99 a month	\$10.99 a month	Yes, 1 year	48 month term, paid up front
HostArmada Start Dock	\$1.99 a month	\$9.95 a month	Yes	36 month term, cloud SSD
SiteGround StartUp	\$3.99 a month	\$17.99 a month	Yes, 1 year	Excellent support, highest renewal here

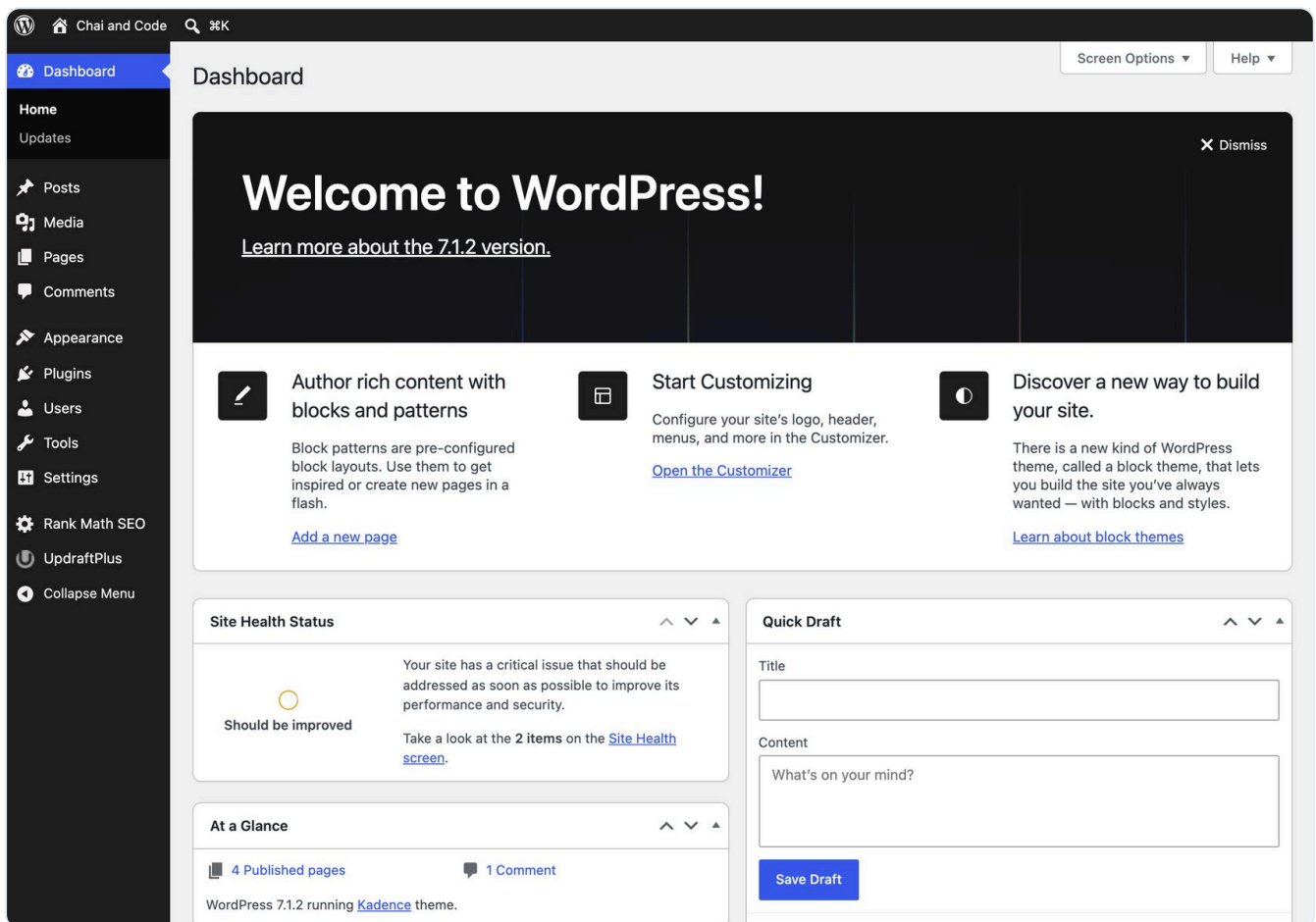
Checked on each host's own pricing page, 26 September 2026, taxes extra. In India I would start with [Hostinger Premium](#); outside India, [HostArmada](#) is the cheapest entry. WordPress recommends PHP 8.3+ (8.4+ for live sites), MySQL 8.0+ or MariaDB 10.11+, and HTTPS.

- ☐ Compared the **renewal** price, not only today's price
- ☐ Domain is short, easy to say, no hyphens or numbers
- ☐ My payment method (UPI, RuPay, card) is accepted
- ☐ Free SSL certificate is switched on

Lesson 3. Install WordPress

- ☐ Chose WordPress in the host's setup and picked my domain
- ☐ Admin username is **not** "admin"
- ☐ Long password generated and saved in a password manager
- ☐ Site loads on https://
- ☐ Bookmarked yourdomain.com/wp-admin

Lesson 4. The dashboard

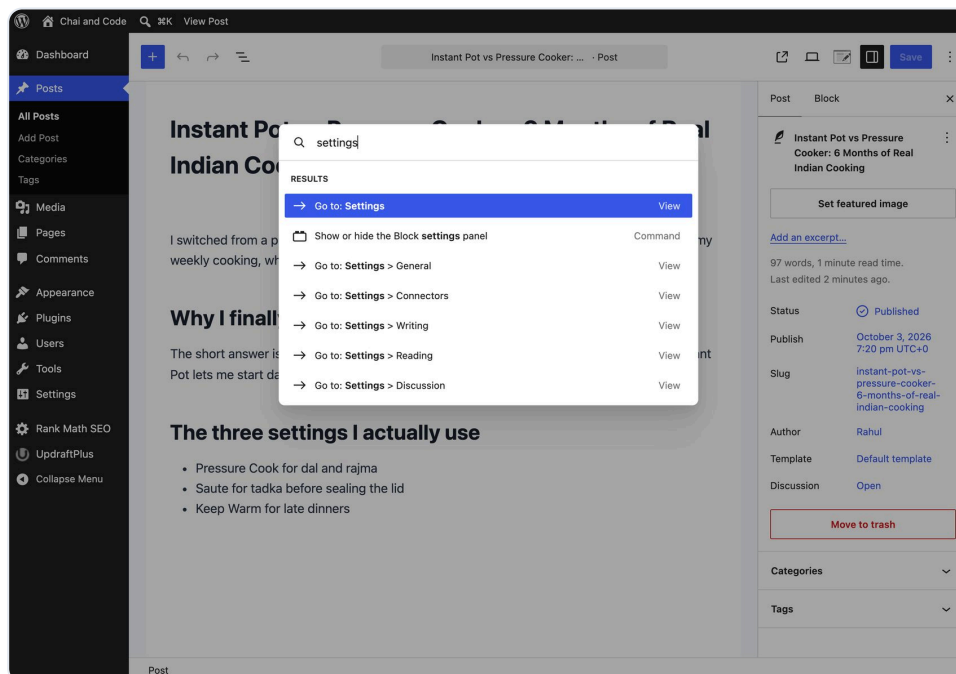


Dashboard map

Menu item	What it does	How often you will use it
Dashboard	Home screen with Site Health, drafts and updates	Check it once a week for update notices
Posts	Your dated blog articles, categories and tags	Daily, if you blog
Media	Every image, PDF and video you upload	Fix alt text here
Pages	Timeless pages such as About and Contact	Set up once, edit rarely
Comments	Approve, reply to or bin reader comments	Weekly
Appearance	Themes, the Site Editor or Customizer, menus	During setup
Plugins	Install, update and remove plugins	Monthly review
Users	Accounts and roles for everyone who logs in	When you add a writer
Tools	Site Health, import, export, privacy tools	Monthly Site Health check
Settings	Site title, URLs, reading, discussion, permalinks, Connectors	Once, on day one

The command palette

Press **Ctrl + K** (Windows) or **Cmd + K** (Mac) anywhere in the dashboard and type what you want: permalinks, new post, plugins.



Lesson 5. Six settings to change on day one

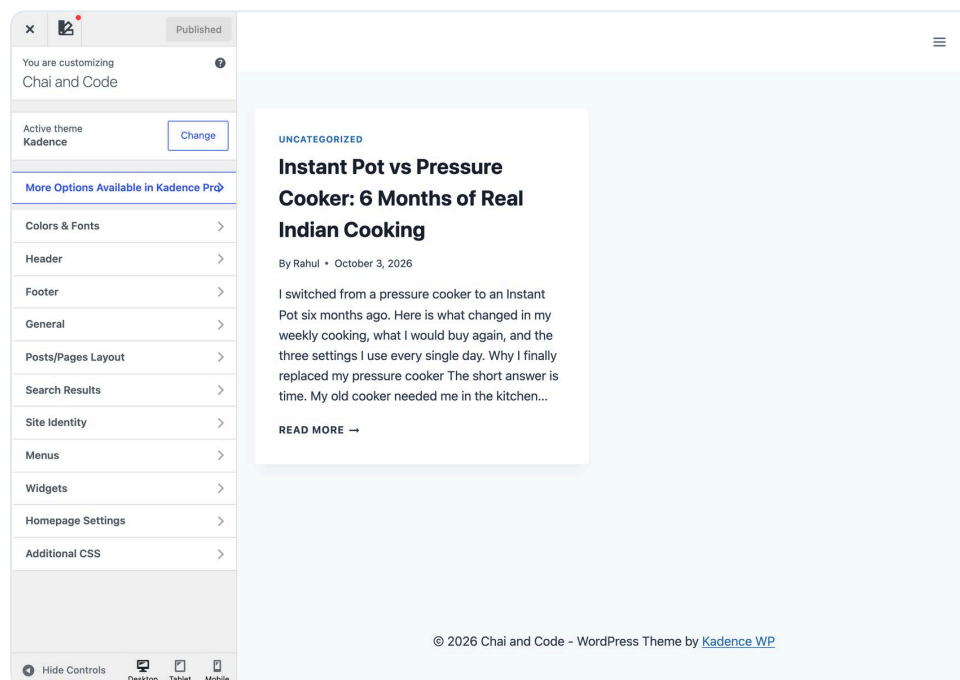
Where	What to set	Why it matters
Settings, General	Site title, tagline, timezone and admin email	Your title shows in Google results and browser tabs
Settings, Permalinks	Choose Post name	Clean URLs like /instant-pot-review/ instead of /?p=123
Settings, Reading	Untick "Discourage search engines" once the site is ready	Leaving it ticked keeps you out of Google entirely
Settings, Discussion	Require approval for a commenter's first comment	Stops spam going live while you are away
Users, Profile	Set a display name and a short bio	Your name, not your username, should show on posts
Pages	Delete "Sample Page" and the "Hello world!" post	Default content looks abandoned to visitors and to Google

- ☐ Settings, General: site title, tagline, timezone
- ☐ Settings, Permalinks: **Post name**
- ☐ Settings, Reading: **Discourage search engines** is UNTICKED when ready
- ☐ Settings, Discussion: first comments need approval
- ☐ Users, Profile: display name and bio
- ☐ Deleted "Hello world!" and "Sample Page"

Lesson 6. Choose a theme

Theme	Active installs	Rating	Type	Premium option
Kadence	500,000+	98 out of 100 (455)	Classic, uses the Customizer	Kadence Essentials \$99 a year
Blocksy	300,000+	100 out of 100 (873)	Classic, uses the Customizer	Pro from \$69 a year, \$199 lifetime
Astra	1,000,000+	98 out of 100 (6,534)	Classic, uses the Customizer	Astra Pro \$69 a year
Twenty Twenty-Five	Bundled with WordPress	Default theme	Block theme, uses the Site Editor	Free only

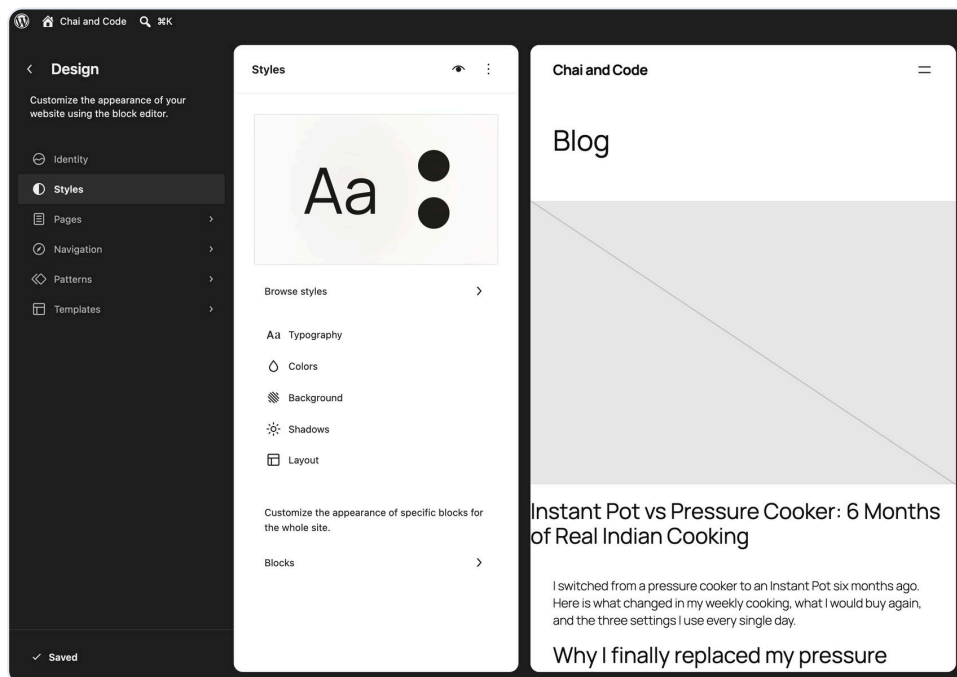
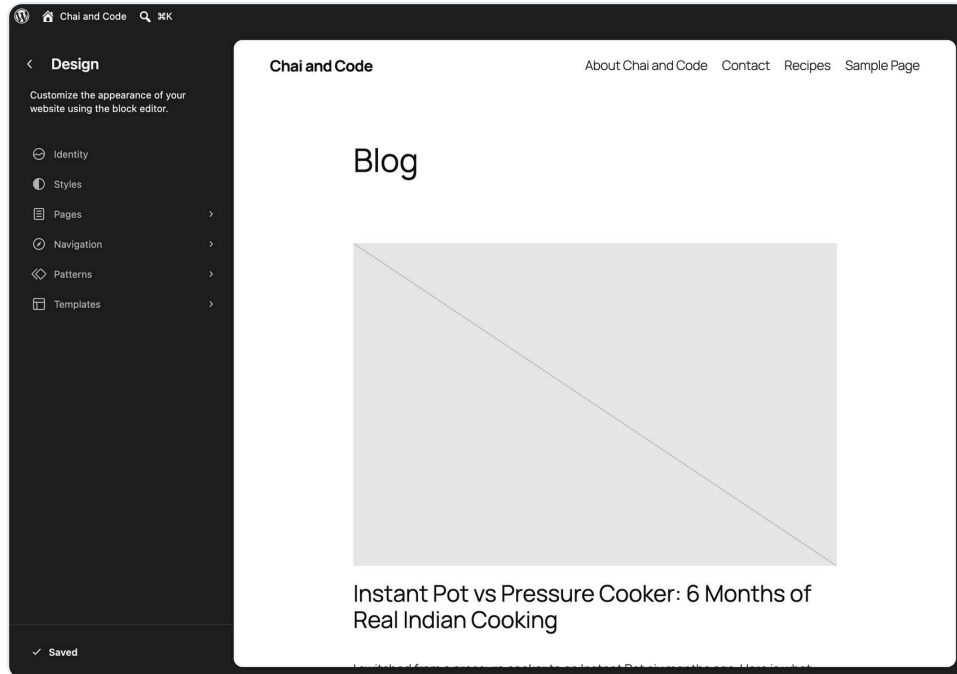
Classic theme (Kadence, Blocksy, Astra): Appearance, Customize. **Block theme** (Twenty Twenty-Five): Appearance, Editor.



- ☐ One theme installed and activated, previewed first
- ☐ Logo and site icon uploaded (Site Identity)
- ☐ Brand colours and fonts set once, site wide
- ☐ Unused themes deleted, keeping one default theme as a fallback

Block themes: the Site Editor

Six sections: Identity, Styles, Pages, Navigation, Patterns, Templates. Styles sets colours, typography and spacing for the whole site; the Style Book previews every block. WordPress 7.1 added responsive styles without CSS.



Lesson 7. Pages and menu

Posts or pages? The two kinds of WordPress content

Pick the type by asking one question: will this still be true and relevant in two years without a date on it?

Posts

Dated articles in a feed

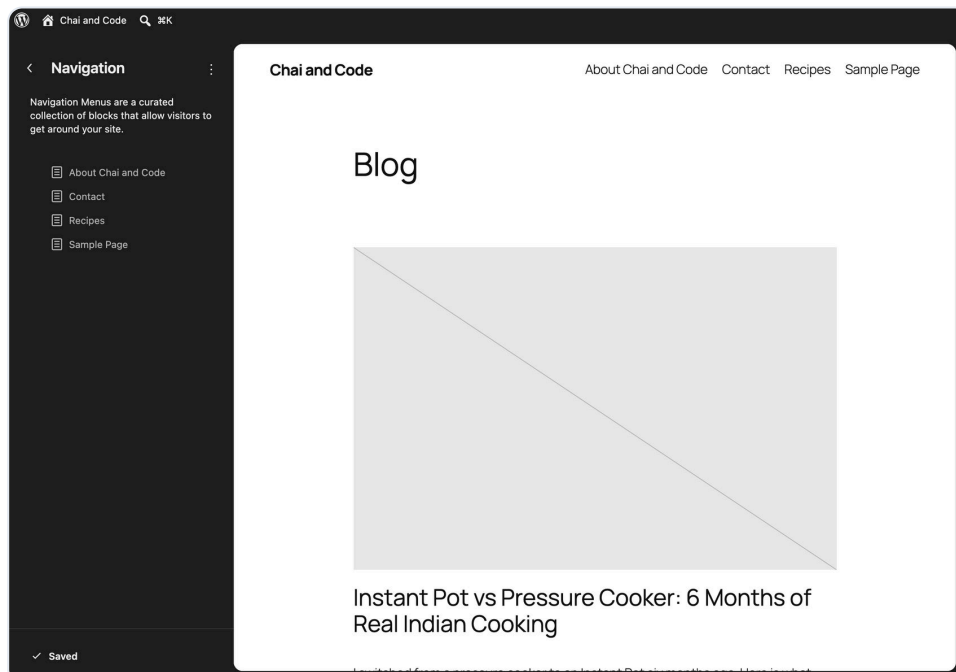
- Shown newest first on your blog page
- Have categories, tags and an author
- Appear in your RSS feed
- Get comments by default
- Examples: reviews, tutorials, news, recipes

Pages

Timeless, standalone content

- Not part of the blog feed
- No categories or tags
- Can have parent and child pages
- Usually linked from the main menu
- Examples: About, Contact, Privacy Policy, Start Here

- ☐ About page published: who I am and why readers should trust me
- ☐ Contact page published
- ☐ Privacy Policy published (Settings, Privacy drafts one for you)
- ☐ Pages added to the main menu (Appearance, Menus or Editor, Navigation)



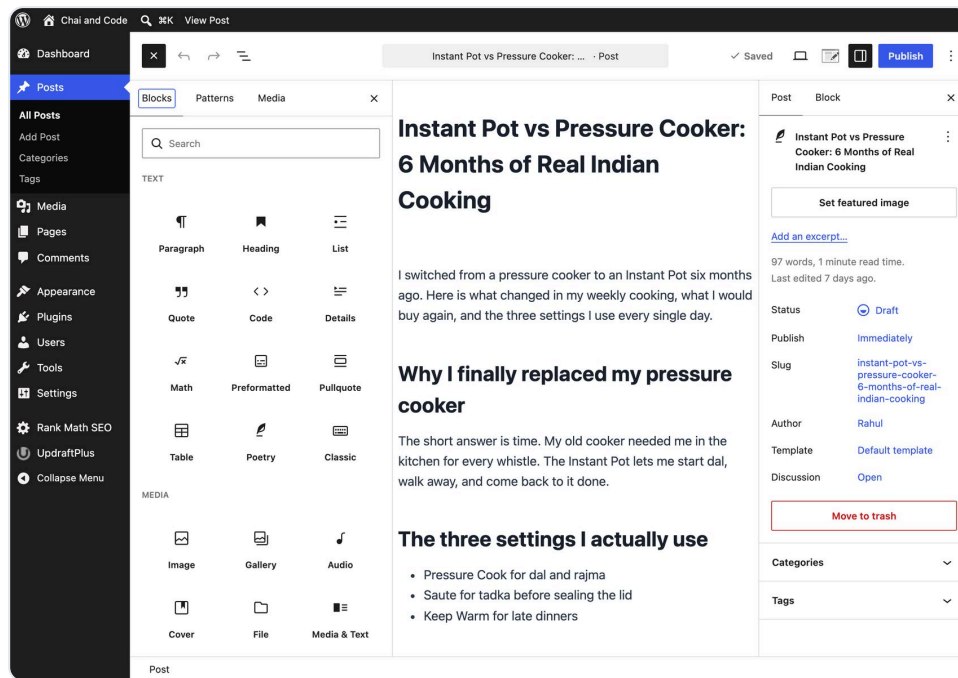
Lesson 8. Your first post: block cheat sheet

Block	Use it for	Fastest way to add it
Paragraph	Body text. Just start typing	Enter
Heading	H2 and H3 section titles that build your outline	## then space
List	Bulleted or numbered lists	- then space
Image	Upload or pick from Media, always add alt text	/image
Table	Comparisons, prices, specs	/table
Buttons	Calls to action, download links	/buttons
Embed	Paste a YouTube or X link on its own line	Paste the URL
Details	A collapsible question and answer	/details
Columns and Group	Layout containers for other blocks	/columns
Tabs (new in 7.1)	Tabbed content without a plugin	/tabs

Keyboard shortcuts

Action	Windows	Mac
Open the block inserter search	Type / on an empty line	Type / on an empty line
Command palette	Ctrl + K	Cmd + K
Save draft	Ctrl + S	Cmd + S
Undo	Ctrl + Z	Cmd + Z
Add a link to selected text	Ctrl + K inside text	Cmd + K inside text
Duplicate the selected block	Ctrl + Shift + D	Cmd + Shift + D
Show all shortcuts	Shift + Alt + H	Ctrl + Option + H

Before you press Publish



- ☐ The first two or three sentences answer the reader's question
- ☐ H2 for main sections, H3 inside them, no skipped levels
- ☐ At least one image or screenshot of my own, with alt text
- ☐ Two or three links to my other posts where they help
- ☐ One category chosen, short URL slug set
- ☐ Previewed and read on my phone

Lesson 9. Images

- ☐ Resized photos to about 2,000 pixels wide before upload
- ☐ Every image has alt text describing what it shows
- ☐ Descriptive file names, not IMG_4021.jpg

Lesson 10. The starter plugin stack

Job	Plugin	Active installs	Rating	Paid version	What it does
SEO	Rank Math SEO	4,000,000+	96 (7,508)	PRO available	Titles, meta descriptions, sitemaps, schema
Backups	UpdraftPlus	4,000,000+	96 (8,665)	Premium from \$70 a year	Scheduled backups to Google Drive or Dropbox
Caching	LiteSpeed Cache	7,000,000+	96 (2,774)	Free	Full page caching on LiteSpeed hosts like Hostinger
Search data	Site Kit by Google	5,000,000+	84 (1,011)	Free	Connects Search Console and Analytics in two clicks
Forms	WPForms Lite	5,000,000+	96 (14,381)	Pro from \$49.50 first year	Contact form in minutes
Security	Wordfence	5,000,000+	94 (5,015)	Free	Firewall, malware scan, two factor login

WordPress.org figures, 4 October 2026. Rating out of 100, reviews in brackets. Never run two caching or two SEO plugins at once.

Worth paying for later

Job	Product	Price	Refund policy	Worth it when
Speed	WP Rocket	\$59.95 a year, 1 site	14 days	Your host does not run LiteSpeed
Speed	FlyingPress	\$59 a year, 1 site	No refunds, 14 day free trial	You want the fastest scores; Bloggertutor runs it
CDN	Bunny CDN	\$0.01 per GB in Europe and North America, \$1 a month minimum	14 day trial	Readers spread across countries
Theme	Blocksy Pro	\$69 a year or \$199 lifetime, 1 site	14 days	You want more header, layout and WooCommerce options
Backups	UpdraftPlus Premium	\$70 a year, 2 sites	14 days	You want incremental backups and more storage destinations

Lesson 11. SEO and Search Console

- ☐ SEO plugin installed and setup wizard completed ([Rank Math](#) free is enough)
- ☐ XML sitemap created by the SEO plugin
- ☐ Site Kit by Google installed and Search Console connected
- ☐ Sitemap submitted in Search Console
- ☐ Checked Core Web Vitals in PageSpeed Insights

Metric	Good score	What it measures
Largest Contentful Paint (LCP)	2.5 seconds or less	How fast the main content appears
Interaction to Next Paint (INP)	200 milliseconds or less	How quickly the page reacts to a tap or click
Cumulative Layout Shift (CLS)	0.1 or less	How much the layout jumps while loading

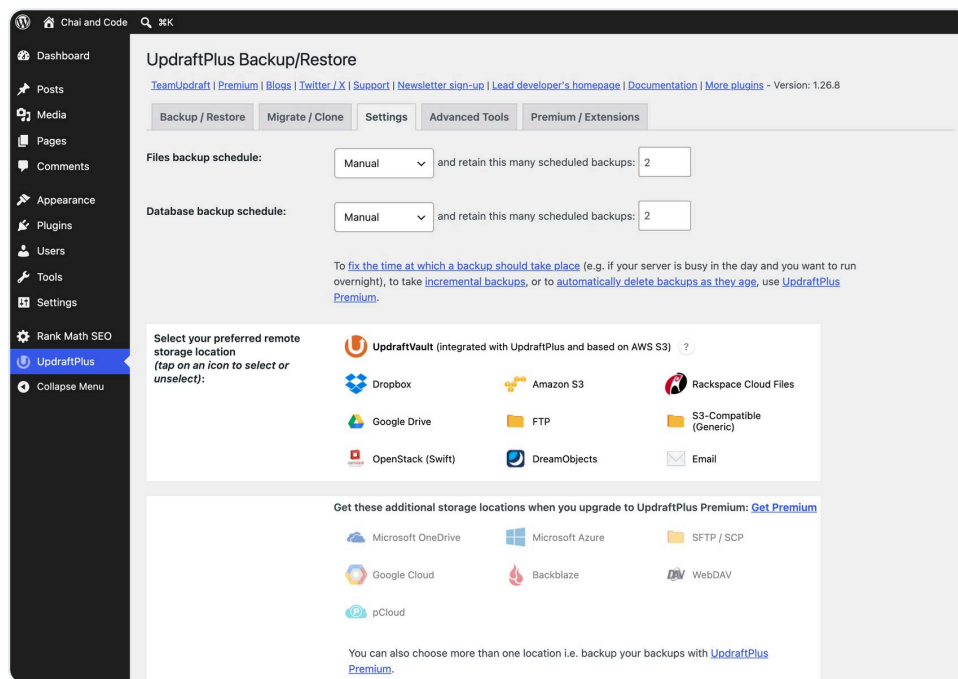
Lesson 12. Security, updates, backups

Patchstack counted **11,334 new WordPress vulnerabilities in 2025**, 91% in plugins, 9% in themes and only 6 in core. Updates are the most important habit.

- ☐ Turn on automatic updates for plugins you trust, from the Plugins screen.
- ☐ Use a long, unique password and add two factor login (Wordfence includes it free).
- ☐ Never use "admin" as a username, and give writers the lowest role that works.
- ☐ Delete themes and plugins you are not using. Inactive code can still be attacked.
- ☐ Keep one backup off the server, in Google Drive or Dropbox, and test a restore.
- ☐ Only install plugins from WordPress.org or the developer's own site, never "nulled" copies of premium plugins.

User roles and backups

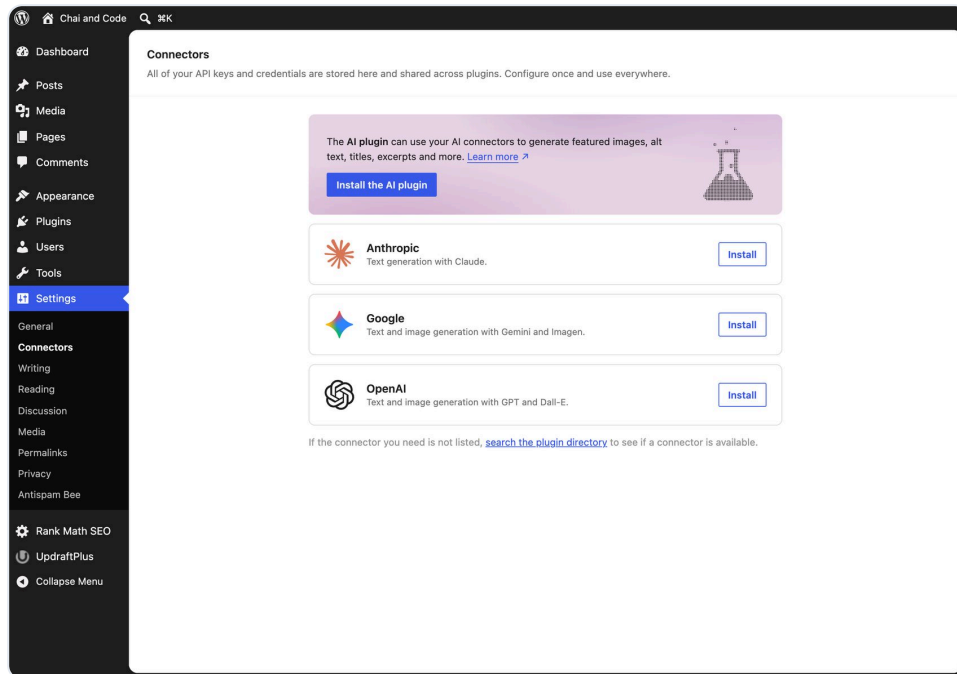
Role	Can do	Give it to
Administrator	Everything, including plugins, themes and users	Only you
Editor	Publish and edit anyone's posts and pages	A trusted co-editor
Author	Publish and edit their own posts	A regular writer
Contributor	Write drafts, cannot publish or upload	A guest writer
Subscriber	Manage their own profile only	Readers on a membership site



- ☐ Backup plugin installed ([UpdraftPlus](#) free works)
- ☐ Files backed up weekly, database daily
- ☐ Remote storage connected: Google Drive or Dropbox
- ☐ One test restore done on a staging or Playground site
- ☐ Tools, Site Health checked: status is Good

WordPress and AI in 2027

WordPress 7.0 (May 2026) added an AI client to core and a **Settings, Connectors** screen to link Anthropic, Google or OpenAI once for every plugin. The optional AI plugin suggests titles, excerpts and alt text. You pay the AI provider directly. Real time collaborative editing was pulled from 7.0 and is not on the 7.2 roadmap. WordPress 7.2 is scheduled for 8 to 10 December 2026.

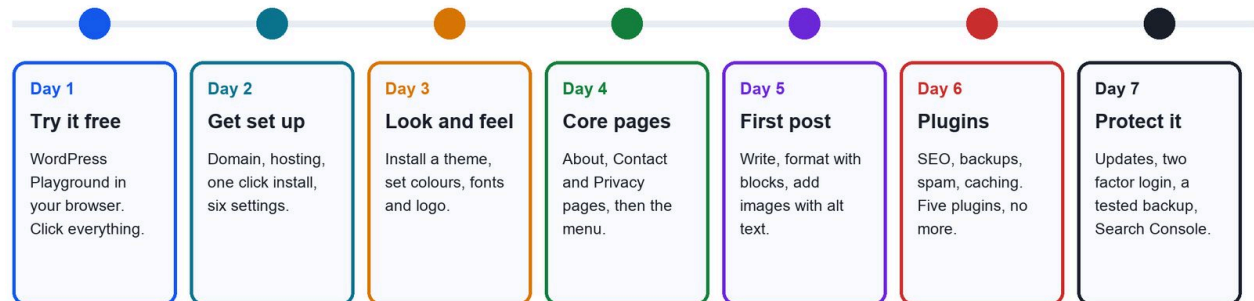


My rule: use AI for the boring parts, alt text drafts, excerpt ideas, explaining errors, and keep the writing yours.

Learn WordPress in 7 days

Learn WordPress in 7 days: the plan I give beginners

About an hour a day. By day 7 you have a real, secured site with your first post live.



- ☐ Day 1: Playground, clicked everything
- ☐ Day 2: domain, hosting, install, six settings
- ☐ Day 3: theme, colours, fonts, logo
- ☐ Day 4: About, Contact and Privacy pages, menu
- ☐ Day 5: first post published with images and alt text
- ☐ Day 6: five plugins, no more
- ☐ Day 7: updates on, two factor login, tested backup, Search Console

My notes

Recommended tools

The products I recommend in this tutorial. Some links are affiliate links: if you buy through them I may earn a commission at no extra cost to you, and I only list things I would use myself.

- **Hosting in India:** [Hostinger Premium](#)
- **Hosting outside India:** [HostArmada](#), [SiteGround](#)
- **Themes:** [Blocksy Pro](#), [Kadence](#), [Astra Pro](#)
- **SEO:** [Rank Math](#)
- **Backups:** [UpdraftPlus Premium](#)
- **Speed:** [WP Rocket](#), [FlyingPress](#), [Bunny CDN](#)
- **Forms:** [WPForms](#)

Keep going

The full tutorial, with the reasoning behind every step, more screenshots, sources and answers to the most common questions:

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- [Complete blogging guide for beginners \(free PDF\)](#)
- [How to start a blog, the short version](#)
- [Kadence vs Blocksy theme comparison](#)
- [Rank Math review](#)
- [WordPress migration to any host](#)
- [Hosts that accept UPI and RuPay](#)

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