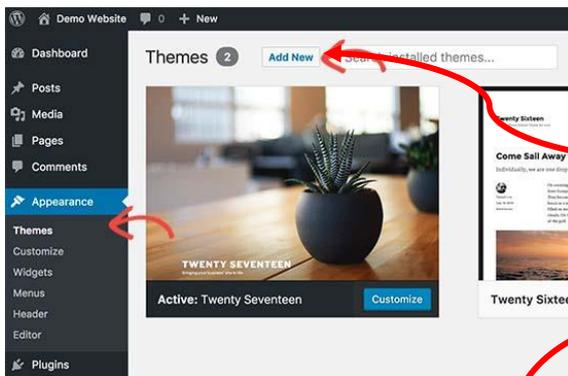


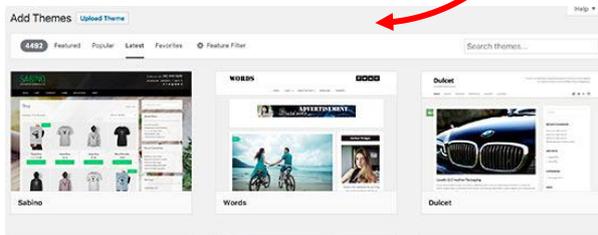
This week you will learn about themes (also known as templates) that you can use to modify the appearance of your website. You will also learn how to use tables to format your website's content, and how to use code snippets.

The default WordPress site uses a basic theme that looks something like this. But you can change this appearance by selecting a theme from thousands of [free and paid WordPress themes](#).



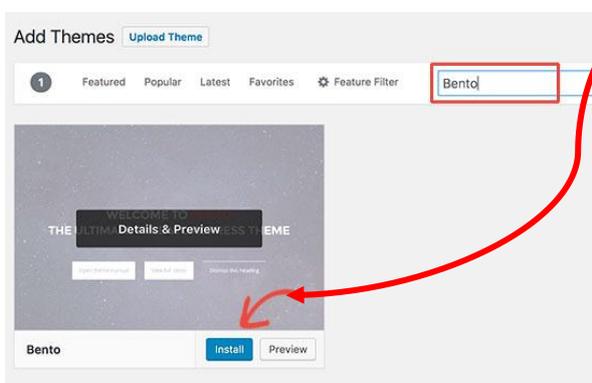
To do this you need to go to the WordPress admin dashboard. Then click on **Appearance** select **Themes** and then click on **Add New** button.

You will then be taken to a new screen where you can search over 4,000 free WordPress themes! (see the online guide about how to [select the perfect WordPress theme](#)).



Also watch a short video about themes:

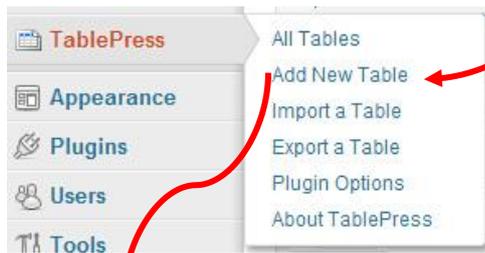
<https://www.youtube.com/watch?v=DXebqII9WEI>



An example of an all-purpose theme is [Bento](#). When you have selected a Theme that you think will suit your website move the mouse over the theme and then click on the Install button. Once your theme is installed you can customize it further by clicking on **Customize** in the Appearance menu. This will allow you to modify your theme settings with previews of your website. The theme and how you customize it will impact how your content is displayed. You can change Themes and customize them to suit your needs.



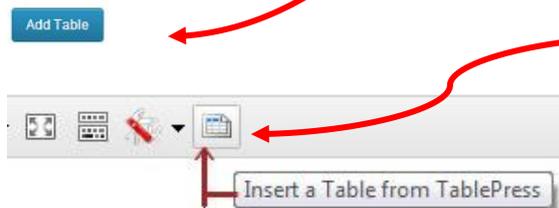
There will be times when you need to display your data in tables. To do this you need to install the [TablePress](#) plugin. This will add the **TablePress** menu item in your WordPress admin area.



To create a new table click on **Add New Table**. Give your table a name and description, choose the number of rows and columns you think you need (if needed you can add/remove columns and rows later).

When you complete this click the **Add Table** button.

This will take you to the Edit Table screen, where you can add data to your table. When you finish this you can add this table to your posts or pages.



To do this open an existing post/page or create a new one. In the visual editor, you will see the **tables icon**. Click on this to open a pop up showing your tables. Press **Insert Shortcode** to the table you want, and it will add a shortcode to your post or page.



You can also insert the shortcode manually by clicking on the **TablePress** menu item, in the admin area. This will give you a list of all your tables. You can select the one you want by moving the mouse over it. Then click on **Show Shortcode**, to open a pop-up window with the table shortcode. Copy the *shortcode* and paste it in your post or page in the area you want the table to appear.

Code snippets or shortcode is ready made WordPress code that allows you to include a variety of online resources on your website. Here is a select list of some of these code snippets:

### Video

- [flickr] embeds a Flickr video. » [Full instructions](#)
- [vimeo] embeds a Vimeo video. » [Full instructions](#)
- [youtube] embeds a YouTube video. » [Full instructions](#)

### Audio

- [audio] displays uploaded audio file as an audio player.» [Full instructions](#)
- [playlist] displays a playlist for uploaded audio files.» [Full instructions](#)
- [soundcloud] embeds audio from SoundCloud. » [Full instructions](#)
- [spotify] embeds music from Spotify. » [Full instructions](#)

### Images and Documents

- [gallery] inserts an image gallery into a post or page. » [Full instructions](#)
- [instagram] embeds an image from Instagram. » [Full instructions](#)
- [slideshare] embeds a slideshow from Slideshare.net. » [Full instructions](#)
- [presentation] embeds a slideshow presentation. » [Full instructions](#)
- [googleapps] embeds a document from Google Docs. » [Full instructions](#)
- [office] embeds documents from Microsoft Office Live
  - Excel documents » [Full instructions](#)
  - Powerpoint documents » [Full instructions](#)

- Word documents » [Full instructions](#)

### Others

- [archives] displays an archive index of your blog posts. » [Full instructions](#)
- [display-posts] lets you list posts of a specific category, author, or tag » [Full instructions](#)
- [googlemaps] embeds Google Maps. » [Full instructions](#)
- [list-pages] lets you list pages, sibling pages, and child pages. » [Full instructions](#)
- [sitemap] generates a sitemap of your site's pages » [Full instructions](#)
- [twitter-timeline] embed a Twitter timeline. » [Full instructions](#)
- [rss] embeds RSS feed from a specified URL, e.g. a news feed. » [Full instructions](#)

You can watch a video about how to include twitter in your website here: <https://en.support.wordpress.com/twitter/twitter-embeds/>

For a full list of code snippets see:

<https://en.support.wordpress.com/shortcodes/>