**Administrator role:**

In WordPress, the administrator role is the default user role. In other words, the admin role is automatically given to the first user. Basically, it gives the admin full authority over the WordPress website. Thanks to this role, I am able to perform all actions on a WordPress website and have full access to all of the backend features. Any user-created posts and pages can be added, edited, and deleted by me. I can also add, change, and remove plugins and themes. Most significantly, I have the ability to add, remove, and modify user information, including passwords, for already-existing users. This user role is considered to be the most powerful one. In short, this is the highest level of role in the WordPress that has rights to edit any elements in the dashboard.

**Explain the way to write an article, and the way to group articles into topics.**

First of all, I want to emphasize that posts and pages are two distinct components of a WordPress website.

* Posts are sections of text that appear in reverse chronological order on a blog page. They frequently appear as articles and are released online.
* Pages, like a home page or a contact page, are designed for timeless, static content. Although pages occasionally get updated, they often remain unchanged.

Next, we'll take you through the steps of writing an article step by step. You must first go to the dashboard. Click add new in the 'Posts' tab, or a pin icon to begin a new article. You then see a blank page where you can freely edit and add any elements for your post.  In the default setting, a tool called "a block editor" allows you to use a drag-and-drop interface for adding and editing content. The content is formatted in blocks so they can be moved around the page with ease. At the top of the visual editor page, there's a place for you to add the post title.

Right below the title field is space to add any type of content using blocks. To add blocks, click on the "+" icon on the editor's right side or in the upper left corner of the screen next to the WordPress logo. The website provides the writers with many common content types, such as a paragraph, column, and heading. There are also the blocks developed exclusively for embedding external content, for example, YouTube or Spotify link. To make additional edits, click on the Settings icon on the top right corner of the screen, then select the Block section. This will provide more editing options to the blocks you select. Here, you are free to use your ideas and creativity when designing. It gives you a space to express your identity. You can ask the administrator to install extra features so you can easily decorate your articles. For instance, in our group, I, the administrator, has activated the justify feature so that all the writers could align the text margins of the column by adding spaces between words as necessary. It's a tool that helps your work looks neat and clean on both sides of a post or page.

Implementing categories and tags to your posts is the way you can group your articles and simply keep the WordPress website organized. WordPress tags are more particular to the content, whereas categories cover the blog's broad subject matter. Our category examples here are Cat owner’s handbook, and Our cat story. To add a new category or tag, go to Dashboard -> Posts -> Categories or Tags. You may then browse all the posts under the categories and tags and update the name, URL slug, and description. After creating categories and tags, the writers can group the articles by clicking on the Settings icon on the top right. In the post section, scroll down to the categories. You then see the default category of your article is uncategorized. You can uncheck the uncategorized box and check the preferred categories instead. Also, you can group your article by tags you created. Find the ‘Tags’ section and add new tags to your article. Importantly, it is possible to add more than one category and tag.

You can publish your content right after the settings are complete. That’s all for my part.