

# WordPress Lesson Plan – Session 7

## Topic: Menus & Widgets – Navigation Best Practices

Duration: 2 Academic Hours (90 minutes) | Level: Beginner – Intermediate

Time	Activity	Focus
0–15 min	Intro & theory	What menus and widgets are, why they matter
15–40 min	Hands-on: Menus	Create and organize site navigation
40–60 min	Hands-on: Widgets	Add and manage widgets in sidebars & footers
60–75 min	Best practices	Navigation UX, accessibility, hierarchy
75–90 min	Practice + mini-quiz	Apply everything learned

### ■ Theory

#### ■ What Are Menus?

Menus are navigational links that guide visitors through your website. They appear in the header, footer, or sidebar and form the backbone of user navigation.

#### Types of Menus:

Type	Usage
Primary Menu	Main navigation bar (usually top of the site)
Secondary Menu	Used for sub-pages, categories, or quick links
Footer Menu	Contains legal pages, privacy policy, contact info

#### ■■ Creating Menus (Demo Steps)

1. Go to Appearance → Menus.
2. Click 'Create a New Menu' and name it (e.g., Main Menu).
3. Add pages, posts, or custom links.
4. Arrange items by drag-and-drop.
5. Assign the menu to a display location.
6. Save and preview the result.

#### ■ Tip: Use nested items to create dropdown menus.

Mini Task: Create a menu with Home, About, Blog, Contact, and a dropdown under Blog (Tutorials & News).

#### ■ Custom Menu Items

- Add custom links or categories.
- Use page hierarchy for structure.
- Rename menu labels for clarity.

## ■ Widgets

### ■ What Are Widgets?

Widgets are small content blocks placed in sidebars, footers, or other widget areas. They display dynamic or static information to enhance user experience.

#### **Common Widgets:**

- Search box
- Recent posts/comments
- Categories
- Custom HTML/Text
- Social links
- Contact info/map

### ■■ Adding & Managing Widgets

1. Go to Appearance → Widgets.
2. Drag a widget (e.g., Search) to Sidebar or Footer.
3. Configure its title or settings.
4. Click 'Update' or 'Publish' to save changes.

Mini Task: Add Search, Recent Posts, and Custom HTML widgets with contact info.

## ■ Navigation Best Practices

### ■ Usability Principles

- Keep menus under 7 items.
- Use simple, descriptive labels.
- Place important pages first.
- Limit dropdown depth to 2 levels.
- Always include a Contact or CTA link.
- Test navigation on desktop and mobile.
- Maintain consistent layout site-wide.

### ■ Widget Placement Best Practices

Area	Ideal Widgets	Why
Sidebar	Search, Categories, Recent Posts	Helps readers navigate quickly

Footer	Contact info, Quick links	Keeps utility info accessible
Homepage	Featured post, CTA button	Improves engagement

## ■ Practice Task

1. Build a Main Menu with 5+ items and one dropdown.
2. Create a Footer Menu with Privacy Policy, Terms, and Contact.
3. Add 3 widgets: Search, Recent Posts, Text Widget.
4. Test on mobile and desktop.
5. Take screenshots of menus and widgets for review.

## ■ Quick Quiz

1. What's the main difference between a menu and a widget?
2. How do you create a dropdown in a WordPress menu?
3. Where can you add widgets in most themes?
4. Name three good navigation practices.
5. Why should you limit top-level menu items?

## ■ Homework

- Create a full navigation system for your portfolio site.
- Add widgets that improve engagement.
- Write a short reflection: 'How do menus and widgets affect user experience?'