

# 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?'