**Task Performed**

**On**

**websiteusage.xyz**

**WordPress Admin Dashboard**

* **Upload New Theme:** Upload a new theme **(Theme Name: Ocean wp)** and activate the theme.
* **Add Plugin:** Add new plugin **(Name: Yoast SEO)** from dashboard and activate the plugin.
* **Create Menu:** Created a new menu **(Footer Menu, Primary Menu)** for website
* **Delete Menu:** Delete a menu from Dashboard.
* **Create a Page:** Create a new page **(Name: New Blog)** and publish it.
* **Upload Media Library:** Select new file and upload it.
* **Add Featured Image:** Add featured image into Pages and Posts.
* **Create Post:** Created a new Post **(Name: New Post)** and publish it.
* **Create Category:** Create a new Category **(Name: Post Category)** and assign that category to new post **(New Post).**
* **Create Tag:** Create new tag **(Name: Post tag)** and assign that tag to a new post
* **Add widgets:** Add widgets from Dashboard
* **Export Data:** Export data from dashboard
* **Change Permalinks:** Change URL’s using permalinks
* **Assign Home Page:** Assign Website a static homepage
* **Approve/Unapproved Comment:** Approve and unapproved user’s Comment.
* **Delete Comment:** Delete Comment from Dashboard comment.
* **Update Plugins:** Update Installed Plugins
* **Update Themes:** Update Installed Themes
* **Update WordPress:** Update WordPress Version
* **Change Site Title**: Change the site title for website
* **Remove Tagline**: Remove/Add tagline content from Settings
* **Add Header Logo Image:** Add Header Logo Image from dashboard
* **Change Media Settings:** Change media settings from settings
* **Add New user**: Add new user from Dashboard.
* **Add Site Icon:** Add site icon for the website
* **Change New User Default Role:** Change default role for user.
* **Change Default Avatar:** Change default avatar for all User’s.
* **Comment Settings:** Change comment settings from settings
* **Admin User Profile:** Change admin user password from user profile
* **Change No. of Items per page:** Change no. of items per page from screen options.
* **Change Visibility Status of Page:** Change the visibility status of test page.
* **Change Date Format:** Change date format from general settings.