**For setting up a simple site I have used these functions below. These are the functions that I usually use during creation of every site.**

Added theme

Added page builder (plugin)

Set up permalinks

Customize > set home page

Created pages

Edited pages

Setting up menu

Edited footer

Published a post

Removed sidebar for blog page in customizer

**The functions that are mostly used in wordpress are:**

1. Editing pages
2. Using customizer to change the settings of the theme or the site
3. Adding plugins
4. Creating pages
5. Editing menu
6. Editing footer
7. Editing posts
8. Adding custom CSS

**The functions that are rarely used in wordpress:**

1. Setting > general: this option is just used when a new site is created, when all the information is uploaded, after that admins don’t update info in this section.
2. Setting > writing: this setting is not usually used in wordpress websites.
3. Setting > reading: this setting is used just once to set up a number of blog posts to show at once on the page. Admins don’t tend to use this function after setting it once.

**The feature in wordpress that i have never used, and i think they are not useful:**

Users > profile > all personal options e.g admin color scheme

**I usually work on editing websites and fixing bugs so these are the functions that is use daily:**

Plugins > add new

Pages > create new page

Pages > edit page

Posts > create new post

Posts > edit post

Appearance > customize (changing theme settings)

Appearance > theme settings

Appearance > theme editor

Plugins > plugin editor

**functions that i don't use in my daily work:**

1. All users
2. Add new user
3. User profile
4. Tools > Available tools
5. Tools > Import
6. Tools > Export
7. Tools > site health
8. Tools > export personal data
9. Erase personal data
10. Settings > general
11. Settings > writing
12. Settings > reading
13. Settings > discussion
14. Settings > media
15. Settings > privacy