**Task List on websiteusage.xyz**

**1) Upload Theme:** Upload new theme and activate the theme.

**2) Add Plugin:** Add new plugin (Plugin Name: Contact form 7) from dashboard and activate the plugin.

**3) Create Page:** Create a new page (Page Name: Test Page) and publish it.

**4) Upload Media Library:** Select new file and upload it.

**5) Add Featured Image:** Add featured image into Pages

**6) Create Menu:** Created a new menu (Footer Menu) for website

**7) Create Post:** Created a new Post (Post Name: Test Post) and publish it.

**8) Create Category:** Create a new Category (Category Name: Test Category) and assign that category to new post (Test Post).

**9) Create Tag:** Create new tag (Tag Name: test tag) and assign that tag to a new post

**10) Change Permalinks:** Change url’s using permalinks

**11) Assign Home Page:** Assign Website a static homepage

**12) Approve/Unapprove Comment:** Appove and unapprove user’s Comment.

**13) Update Plugins:** Update Installed Plugins

**14) Update Themes:** Update Installed Themes

**15) Update Wordpress:** Update Wordpress Version

**16) Change Site Title**: Change the site title for website

**17) Add New user**: Add new user from Dashboard.

**18) Add Site Icon:** Add site icon for the website

**19) Add Header Image:** Add Header Image from dashboard

**20) Change Media Settings:** Change media settings from settings

**21) Change New User Default Role:** Change default role for user.

**22) Change Default Avatar:** Change default avatar for all User’s.

**23) Comment Settings:** Change comment settings from settings

**24) Admin User Profile:** Change admin user password from user profile

**25) Change No. of Items Per page:** Change no. of items per page from screen options.

**26) Change Visibility Status of Page:** Change the visibility status of test page.

27) **Change Date Format:** Change date format from general settings.