INDIVIDUAL ACTIVITY (*WordPress Settings and Management*)

Objective: To configure essential site settings and manage users with proper roles.

Instructions:
1. Open your WordPress dashboard.
2. Navigate through all settings (General → Privacy) and configure them according to your site's theme or purpose.
3. Create the following users:
    - admin1 – Administrator
    - editor1 – Editor
    - author1 – Author
    - contributor1 – Contributor
    - subscriber1 – Subscriber

4. Log in as each user to explore available features.
5. Take screenshots of your configurations and user accounts.
6. Prepare a short reflection on the difference between user roles.

Expected Output:
- SCREENSHOT DOCUMENTATION OF SETTINGS PAGES.
    1. General Setting
    2. Writing
    3. Reading
    4. Discussion Settings
    5. Media Settings
    6. Permalink Settings
    7. Privacy Settings

- SCREENSHOT LIST OF USERS WITH ROLES.
    1. Admin
    2. Editor
    3. Author
    4. Contributor
    5. Subscriber

- 3–5 sentence reflection on the importance of correct role assignment.

INDIVIDUAL ACTIVITY: (Create a Blog Page with Images and Categories)

Objective
Students will create a simple blog-style page using Posts, Categories, and the Gutenberg Editor.

Instructions
1. Create **three (3) blog posts** on any topic.
   - Each post must include:
     - ✔ featured image
     - ✔ at least one embedded image in the content
     - ✔ assigned **category**
     - ✔ at least **two tags**
2. Create a **Blog Page** using the "Posts Page" setting or by inserting a "Latest Posts" block.
3. Ensure the blog displays:
   - Post titles
   - Featured images
   - Excerpts
   - Categories and tags
4. Upload at least three images to the **Media Library** and use them in your posts.
5. Checking

INDIVIDUAL ACTIVITY: (Customize a Theme & Create a Homepage Layout)

Instructions:

1. Install and activate the chosen theme (e.g., Astra, OceanWP, Hello Elementor, Protostar for Joomla).
2. Go to Appearance → Customize.
3. Perform the following customizations:
   - Change color scheme (at least 3 elements: header, buttons, background).
   - Modify fonts for headings and body text.
   - Adjust layout (sidebar position, container width, spacing).
   - Customize the header (logo, menu location).
   - Customize the footer (widgets, copyright).

4. Create a static homepage layout that includes:
   - Hero section (title + subtitle or background image)
   - About/Introduction section
   - Services or Features section (3–4 columns)
   - Contact section or call-to-action
5. Save the customization settings.

EXPECTED OUTPUT

A. Visual Output

Students must produce a fully customized homepage that includes:

1. Visible color changes
   - Primary color
   - Background or section color
   - Button or link color
2. Typography customization
   - Heading font (e.g., Montserrat)
   - Body font (e.g., Open Sans)
3. Customized layout
   - Homepage set as static
   - Header edited (logo + menu)
   - Footer edited (widgets or text)
   - Sidebar changed or removed
4. Homepage sections (minimum 4)
   - Hero section (The most important message Example: **"Welcome to Our Website"**)
   - About section
   - Services/features (icons or images)
   - Contact

SCREENSHOT

1. **Screenshot 1** – Theme installed and activated
2. **Screenshot 2** – Color customization
3. **Screenshot 3** – Font customization
4. **Screenshot 4** – Layout settings (sidebar, header/footer)
5. **Screenshot 5** – Final homepage

(2–3 sentences each) describing what was changed.

INDIVIDUAL ACTIVITY: (Install and Configure Plugins + Widgets)

A. Plugins Installation Task
Install and Activate:
1. **Yoast SEO**
2. **Contact Form 7**
3. **Elementor Page Builder**

After installing, complete these actions:
1. Yoast SEO
- Enable SEO features
- Set title format
- Connect to search console (optional)
- Add SEO title + meta description to your homepage

2. Contact Form 7
- Create a simple contact form with:
    - Name
    - Email
    - Message
- Copy the shortcode → add to a new page named **"Contact Us"**

3. Elementor
- Create a sample page using Elementor:
    - Hero section
    - 3-column services/features
    - Button

B. Widgets Task
Add the following widgets to your site:
1. **Search Widget** → Sidebar
2. **Recent Posts Widget** → Sidebar
3. **Text Widget** → Footer (Write: "Created by [Your Name]")
4. **Categories Widget** → Footer

Arrange them neatly.

EXPECTED OUTPUT
Students must submit the following:

A. Website Output
1. Installed Plugins
Your dashboard must show:
- Yoast SEO – Activated, Contact Form 7 – Activated and Elementor – Activated

2. Functional Outputs
✔ A page built using **Elementor**

✔ A functional **Contact Us page** with Contact Form 7

✔ Homepage with SEO title/meta via Yoast

✔ Widgets visible in sidebar and footer

B. Documentation Output
Students submit a **2–3 page document or PDF** with screenshots:
Screenshots

EXPECTED OUTPUT
Screenshots
1. **Plugins → Installed Plugins**
    - Showing Yoast, Elementor, Contact Form 7 active
2. **Yoast SEO Settings**
    - SEO title & meta description
3. **Contact Form 7 editor**
    - Show form fields
    - Show Contact Us page with short code output
4. **Elementor Page**
    - Screenshot of edited page sections
    - At least 2 sections visible
5. **Widgets Page**
    - Sidebar with Search & Recent Posts
    - Footer with Text widget and Categories

INDIVIDUAL ACTIVITY: (Build Full Website Navigation)

Required Pages
Before starting the lab, make sure students have created these pages:
- Home
- About
- Services
- Blog (or News)
- Contact Us

Task 1: Build the Header Menu
Create a **Main Menu** and add:
- Home
- About
- Services
  - ✓ Web Development
  - ✓ Graphic Design
  - ✓ Digital Marketing
- Blog
- Contact Us

Assign this menu to the **Primary / Header Location**.

Task 2: Build the Footer Menu
Create a **Footer Menu** and add:
- About
- Privacy Policy
- Terms of Service
- Contact Us
- Facebook Link (custom URL)

Assign this menu to the **Footer Location**.

Task 3: Linking Pages, Categories, and Custom Links
Students must:
1. Link a **category** (e.g., Blog > Tutorials)
2. Add a **custom link** to their social media
3. Link at least **5 pages**

EXPECTED OUTPUT

A. Website Output
Header Navigation (Visible on the Website)
✔ Home
✔ About
✔ Services (with dropdown items)
- Web Development
- Graphic Design
- Digital Marketing
  - ✔ Blog
  - ✔ Contact Us

Footer Navigation (Visible at bottom of site)
✔ Privacy Policy
✔ Terms of Service
✔ About
✔ Contact Us
✔ Social Media Link (custom URL)
Functionality
✔ All menu links must be working
✔ Dropdown (submenu) must appear properly
✔ Header menu must display on desktop and mobile view
✔ Footer links must be clickable and visible

B. Documentation Output (for submission)
Students must submit a **2–3 page documentation** with:
1. Screenshot – Menu Dashboard
- Showing main and footer menus
- Showing menu locations assigned

2. Screenshot – Header Menu on website

- Navigation bar with all menu items

3. Screenshot – Dropdown Menu

- Showing Services and its submenu items

4. Screenshot – Footer Menu

- Full footer navigation with links

5. Screenshot – Custom Link

- Example: Facebook, Google Form, or external website

Short Explanation (1–2 sentences each)

- Purpose of the main menu
- Purpose of footer menu
- Why submenus help in organizing site structure