



## SHREE H. N. SHUKLA COLLEGE OF I.T. & MGMT.

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**Lt. Shree Chimmanbhai Shukla**

**BCA– SEM-3 - WORDPRESS**

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Sr No.	Topic	Details
1	Introduction Installation & Configuration	<ul style="list-style-type: none"> <li>• <a href="#">What is Content Management System</a></li> <li>• <a href="#">Introduction of Wordpress</a></li> <li>• <a href="#">Advantages &amp; Disadvantages of Wordpress</a></li> <li>• <a href="#">Installation of wordpress</a></li> <li>• <a href="#">Wordpress Directory &amp; file structure</a></li> <li>• <a href="#">Dashboard overview</a></li> <li>• <a href="#">How to add, edit and delete page, category, post, tag</a></li> <li>• <a href="#">Add new media file (image, pdf, doc etc.) &amp; attach to post or page</a></li> <li>• <a href="#">User Roles and Capabilities</a></li> <li>• Updating wordpress : <a href="#">One-click Update</a>   <a href="#">Manual Update</a></li> <li>• <a href="#">Database Structure</a></li> </ul>
2	Theme	<ul style="list-style-type: none"> <li>• <a href="#">What is theme?</a></li> <li>• <a href="#">How to install &amp; activate theme</a></li> <li>• Theme Customize Options (Site Identity, Menus, Widgets, HomePage Settings, Additional CSS)</li> </ul>
3	Widget	<ul style="list-style-type: none"> <li>• <a href="#">What is widget &amp; widget Areas?</a></li> <li>• <a href="#">Widget Management (Archive, Calendar, Catagories, Custom Menu, Meta, Pages, Recent comments, Resent Posts, RSS, Search, Tag cloud, Text)</a></li> <li>• <a href="#">Inactive Sidebar (not used)</a></li> <li>• <a href="#">Inactive Widgets</a></li> </ul>
3	Plugin	<ul style="list-style-type: none"> <li>• <a href="#">What is plugin?</a></li> <li>• <a href="#">How to install and activate plugin</a></li> <li>• Useful plugins for website : <a href="#">Seo yoast</a>, <a href="#">Contact Form7</a>, <a href="#">Woocommerce</a>, <a href="#">WP super catch</a>, <a href="#">Regenerate Thumbnails</a>, <a href="#">Advanced custom fields</a></li> </ul>
4	Theme development	<ul style="list-style-type: none"> <li>• <a href="#">Anatomy of a Theme header.php footer.php sidebar.php</a></li> <li>• <a href="#">Template files : style.css ,index.php, page.php, home.php, archieve.php, single.php, comments.php , search.php, attachment.php,404.php, category.php, author.php, tag.php, date.php</a></li> <li>• <a href="#">The Loop (have_posts(), the_psts())</a></li> <li>• <a href="#">Template Tags</a></li> <li>• <a href="#">General tags</a></li> <li>• <a href="#">wp head(), get footer(), get header(),get sidebar(),, get search form(),</a></li> </ul>



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		<p><a href="#">bloginfo(wp title(),single post title(),wp footer, comments template()),</a>  <a href="#">add theme support(),get template directory(), body class()</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Author tags</a>  <a href="#">the author(),get the author(),</a>  <a href="#">the author link(),get the author link(),,</a>  <a href="#">the author meta(),the author posts()</a></li> <li>• <a href="#">Category tags</a>  <a href="#">category description(), singl cat title(), the cataegory()</a></li> <li>• <a href="#">Link tags</a>  <a href="#">the permalink(), get permalink(), home url(), get home url(),</a>  <a href="#">site url(), get site url())</a></li> <li>• <a href="#">Post tags</a>  <a href="#">the content(), the excerpt(), the ID(), the tags(), the title(),</a>  <a href="#">get the title(), the date(), get the date(), the time(),</a>  <a href="#">next post link(), previous post link(), posts nav links(),</a>  <a href="#">post class()</a></li> <li>• <a href="#">Post thumbnails tags</a>  <a href="#">has post thumbnails(), get post thumbnail id(),</a>  <a href="#">the post thumbnail(), get the post thumbnail()</a></li> <li>• <a href="#">Navigation menu tas</a>  <a href="#">wp nav menu()</a></li> <li>• <a href="#">Conditional tags</a>  <a href="#">is archieve(), is category(), is front page(), is home(), is page(),</a>  <a href="#">is single(), is search(), is attachment(), is active sidebar()</a></li> <li>• <a href="#">Functions.php file</a></li> </ul>
5	Advanced development	<ul style="list-style-type: none"> <li>• <a href="#">Advanced functions</a>  <a href="#">Add action()</a>  <a href="#">Add filter()</a>  <a href="#">Add shortcode()</a>  <a href="#">Do shortcode()</a>  <a href="#">Register nav menu()</a></li> <li>• <a href="#">Custom Post Types</a>  <a href="#">Register post type()</a>  <a href="#">Register taxonomy()</a></li> <li>• <a href="#">Widget Area</a>  <a href="#">Register sidebar()</a>  <a href="#">Dynamic sidebar()</a></li> </ul>

## Unit : 1



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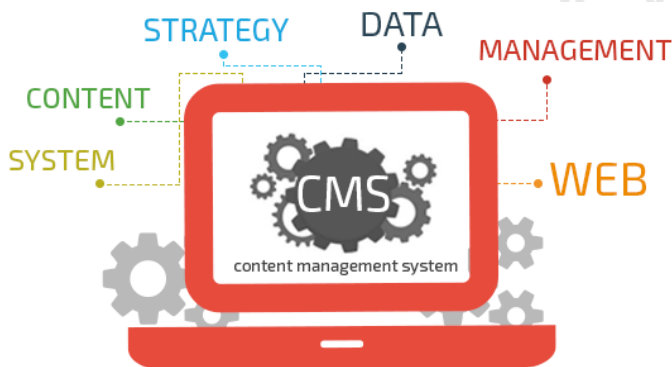
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## INTRODUCTION INSTALLATION & CONFIGURATION

**Topic 1 : What is content management system (CMS)?**

**Marks-2**

**Ans.:**



**Detailed :**

- CMS stands for Content Management System.
- The definition of a CMS is an application (more likely web-based), that provides capabilities for multiple users with different permission levels to manage (all or a section of) content, data or information of a website project, or internet / intranet application.
- Managing content refers to creating, editing, archiving, publishing, collaborating on, reporting, distributing website content, data and information.
- An example of a CMS application is a Web Application that provides the following administration, control panel or website management functionalities:

**Administration or Control Panel:**

- Create, Edit, Publish, Archive web pages
- Create, Edit, Publish, Archive articles
- Create, Edit, Publish, Archive press releases

### 1 Word Question Answer

Sr. No.	Question	Answer
1.	CMS stands for?	Content Management System
2.	Wordpress is CMS Application.	True
3.	CMS can manage website content.	True

**Topic 2 : What is WordPress?**

**Marks-3**

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Ans.:



Detailed :

WordPress is web publishing software you can use to create your own website or blog. Since it was released in 2003, WordPress has become one of the most popular web publishing platforms. Today it powers more than 70 million websites!

WordPress is open source software you can use to create a beautiful website or blog. It just may be the easiest and most flexible blogging and website content management system (CMS)

WordPress enables website owners to update page content and operate a blog page through a friendly interface.

There are several reasons WordPress is a great choice for building your blog or business website.

→ Open Source

First of all, WordPress is **Open Source**. That means that there are hundreds of people all around the world working on improving WordPress. And because WordPress is an open source project it's also completely FREE.

→ User-Friendly

Second, it's **user-friendly**. Rather than having to hire a web designer or contact a “webmaster” every time you want to make a small change to your website, you can easily manage and update your own content — without having to learn HTML. In fact, if you know how to use the basic formatting tools in a program like Microsoft Word, you can edit your site.

→ Flexible and Extensible



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Third, it's **flexible and extensible**. There are thousands of plugins and themes that enable you to easily change the entire look of your website, or even add new features like polls or contact forms, with just a few clicks.

→ **Easy to find support**

Next, if you run into problems, or you want to add custom features, it's **easy to find support** or hire someone to help you. In addition to the WordPress tutorials on this site, there are also thousands of WordPress developers and designers who can help you. The official WordPress Forum is a great place to get answers to your questions.

→ **SEO-friendly**

**WordPress is SEO-friendly**. Right out of the box, WordPress includes everything you need to ensure that your content is optimized for search engines. This is critical to your site's visibility and online success.

→ **Control of your own content**

Last, you're in **control of your own content**. Other publishing platforms limit what you can and can't do on your own website. And, you're locked in to that service. If it should ever shut down, your content could simply disappear. With WordPress, you can import your data from other systems like Blogger. You're in control of your site... and your content.

### 1 Word Question Answer

Sr. No.	Question	Answer
1.	WordPress is open source software.	True
2.	In past wordpress is used to create	Blogs
3.	We can create e-commerce websites in wordpress.	True

**Topic 3 : Installation of WordPress.**

**Marks-5**

**Ans.:**



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Below you should enter your database connection details. If you're not sure about these, contact your host.

Database Name	<input type="text" value="wordpress"/>	The name of the database you want to use with WordPress.
Username	<input type="text" value="username"/>	Your database username.
Password	<input type="text" value="password"/>	Your database password.
Database Host	<input type="text" value="localhost"/>	You should be able to get this info from your web host, if localhost doesn't work.
Table Prefix	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.

Detailed :

## Step 1: Download and install XAMPP on your computer

- The first step on your way to install WordPress locally is to download and install the XAMPP software. You can download the Windows installer file from Apache Friends.
- Once the download finishes, run the file you downloaded to launch the XAMPP installer.
- After installing XAMPP now you should be able to test that your local server is working by going to <http://localhost/> in your web browser.

## Step 2: Add the WordPress files

- First, you need to go to [wordpress.org](http://wordpress.org) and download the latest version of WordPress. Then, in Windows, navigate to the folder where you installed XAMPP. C://xampp folder, find the htdocs subfolder.
- In htdocs, create a new folder for your test site. This folder name will become the sub-name used to access your site. For example, if you make the folder testsite, you'll access your site by going to <http://localhost/testsite>.
- Once you create the folder, extract the WordPress .zip file you downloaded from [wordpress.org](http://wordpress.org) into it.

## Step 3: Create a database for WordPress

- Next, you need to create a MySQL database for your WordPress install. To do that, launch PHPMyAdmin from your XAMPP control panel.
- Enter a name for your database and click Create. Your name can be anything – just remember it because you'll need it for the next step.



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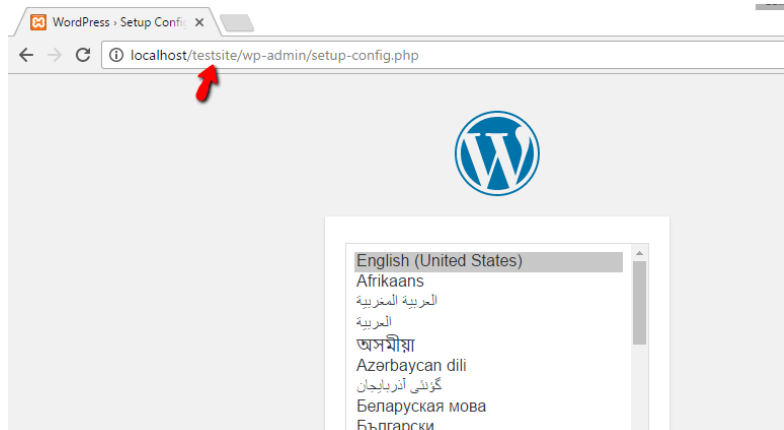
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## Step 4: Install WordPress locally via the on-screen installer

- When you visit your test site, you should see the normal WordPress installer. Remember, your test site is just `http://localhost/FOLDERNAME`.
- You will see this first screen, where you need to select the default English language.



When you get to the database details, enter them like this:

Database Name = Name of the database you created in PHPMyAdmin

Username = "root"

Password = leave blank

Below you should enter your database connection details. If you're not sure about these, contact your host.

<b>Database Name</b>	<input type="text" value="testsite"/>	The name of the database you want to use with WordPress.
<b>Username</b>	<input type="text" value="root"/>	Your database username.
<b>Password</b>	<input type="text"/>	Your database password.
<b>Database Host</b>	<input type="text" value="localhost"/>	You should be able to get this info from your web host, if localhost doesn't work.
<b>Table Prefix</b>	<input type="text" value="wp_"/>	If you want to run multiple WordPress installations in a single database, change this.

Then finish the rest of the WordPress install process like normal.

Once you complete the process, you should see your brand new WordPress install running perfectly on your local host.





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## 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where you can download wordpress?	wordpress.org
2.	Where you can put your wordpress folder?	C:/xampp/htdocs
3.	Database should be blank, when creating it.	True
4.	How many tables are in WP database?	11

### Topic 4 : Features of WordPress.

Marks-3

Ans.:



Detailed :

WordPress is the most desired website development platform today and its popularity can indeed be evaluated with the fact that it powers over 25 percent of the websites.

Although WordPress has considerably high competition in the website development market, this powerful CMS (i.e. Content Management System) combines a group of features

#### → Quick Installation and Upgrade

WordPress has simple and quick processes of installation and upgrade. Simply create your web pages online and upload the database. In case of using the FTP program, simply create a database and upload WordPress, and subsequently install it to continue.

#### → User Management



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A website has several different roles associated with it. For instance, the administrator to manage the web pages, writers and editors to manage content, users or subscribers to create and manage their profiles. WordPress makes the management quick and easy.

## → Simplicity of Operations

The simplicity and ease of operations make the process efficient and the productivity level enhances as a result. With WordPress, you can anytime create a new web page and publish content with quickness, thereby following the standard Internet culture.

## → Inbuilt Themes

WordPress has multiple inbuilt themes and allows you create more as per your personal or business requirements. WordPress API powers you create themes that can be very simple as well as complex in design.

## → Inbuilt Comments

You write and publish a blog of your WordPress website. Your friends and followers can put their comments, as WordPress' built-in comments feature provides them with a space or forum for discussion. You can manage or moderate those comments.

## → Extensions & Plug-ins

WordPress is a feature-rich website development platform that meets your different needs. A plug-in directory full of plug-ins extend its features. Use these plug-ins enhance the features and functionality of your website.

## → Flexibility

WordPress is an Open-source platform for website development and you can proceed with any type of theme, i.e. a personal blog to a full-fledged professional website. Choose any of the existing designs or create a new one.

## → Media Management

You can add images, videos, and other media items to your WordPress website and enhance the richness of content. Simply drag the media content from your computer and drop it into the uploader to get it uploaded. Use the image editing tools if required.

### 1 Word Question Answer

Sr. No.	Question	Answer

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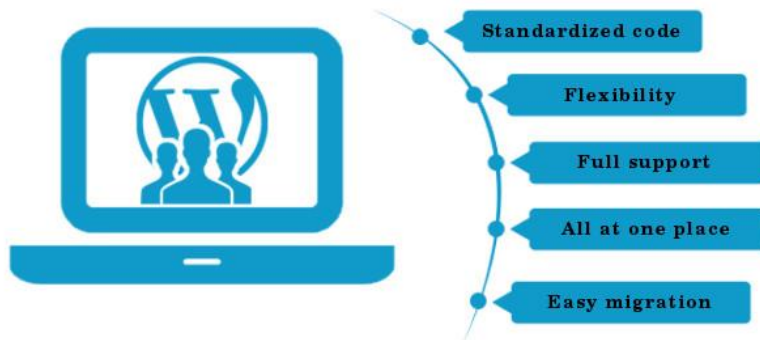
- |    |  |      |
|----|--|------|
| 1. | Wordpress installation is very easy & quick. | True |
| 2. | Friends & followers can put their comments   | True |
| 3. | We can drag & drop the media files.          | True |

## Topic 5 : Advantages and Disadvantages of WordPress.

Marks-3

Ans.:

### ADVANTAGES OF WORDPRESS THEME FRAMEWORK



Detailed :

#### Advantages:

→ Easy to Use

WordPress comes with rich preinstalled features that are literally point and click, installing plugins is simple, and their templates make designing easy.

It comes loaded with rich features without any tweaking, coding or other bumbling around. If you are a beginner user then seriously consider using WordPress.

→ Menus

WP has some great menu options, making it prettier and simpler than other CMS due to its custom menus that can be rearranged to include categories, pages, etc.

→ Community

Having a large community to draw on for support and tricks is important to many people and WP has one of the largest online communities around.

→ Themes

There are thousands of free themes available online to use to help you choose a design for your site. There are also premium themes available for purchase for those who want an added touch of professionalism to their site.

→ Plugins



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There are almost 13,000 plugins available for the WP platform. It is through these plugins that WP gained its CMS title as plugins opened up WP to a world of possibilities. Most of these plugins are free which is cool.

→ Custom Fields

Through the use of custom fields you can turn WP into a CMS by going beyond the typical blogging activities like posting, categorizing and tagging. They have made this process easy for beginners as well with the addition of custom field plugins like 'Custom Fields Template.

## Disadvantages:

→ WP Scripting

For advanced users who are familiar with more advanced techniques like scripting, WP uses its own script. And knowledge of the WP script is necessary for things like adding or removing post dates.

→ Design Knowledge Required

While WP does have plenty of nice-looking templates many people want to design a unique website as WP themes often look too similar to one another. To make unique designs in WP you need knowledge of the CSS style sheet language.

→ Too Many Plugins

WP needs a lot of plugins to be able to do the things. While the plugins are available they can slow your page down if you install too many of them.

→ Documentation

While there is a large online community of users to help and support you there is little to no offline documentation.

→ Needs Regular Updates

WP is constantly changing and growing and it needs regular updates. This is not a big deal unless you are looking for a set-it-and-forget-it solution, in which case this might not be the solution for you as it needs periodic updates.

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	For any kind of support wordpress have...	Large community
2.	Give any one disadvantages of wordpress.	WP Scripting
3.	Give any one advantage of wordpress.	Easy to use

**Topic 6 : File and Directory structure of WordPress.**

**Marks-3**

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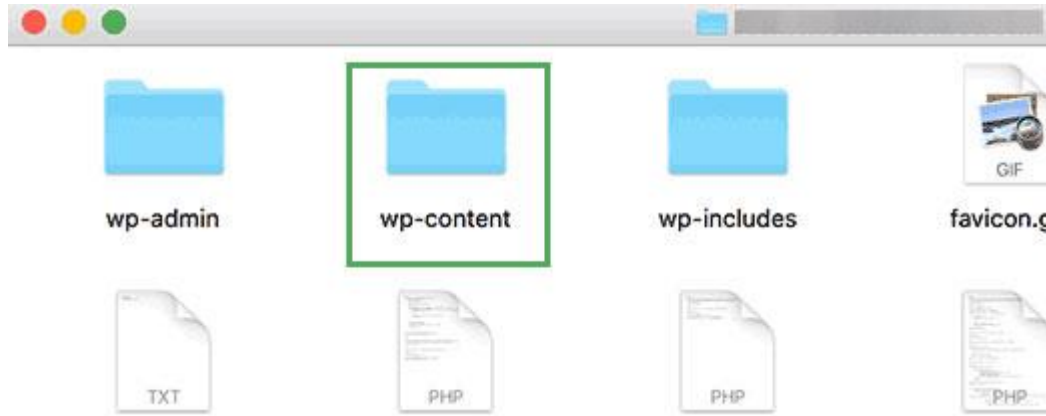
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Ans.:



**Detailed :**

The directory structure is the organization of files into a hierarchy of folders. It describes how files are arranged for an application. A hierarchy is similar to a tree structure.

The WordPress Directory Structure

- wp-admin : Folder
- wp-content : Folder
- wp-includes : Folder
- index.php
- license.txt
- readme.html
- wp-activate.php
- wp-blog-header.php
- wp-comments-post.php
- wp-config-sample.php
- wp-cron.php
- wp-links-opml.php
- wp-load.php
- wp-login.php
- wp-mail.php
- wp-settings.php
- wp-signup.php
- wp-trackback.php
- xmlrpc.php
- .htaccess
- wp-config.php

These are the core WordPress directories and files. Now, let's see some of the important files and folders in detail. Keep in mind that the first three are folders and rest are files.

➔ wp-admin



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The admin tools are powered by this folder. As it's name indicates, this deals with the administrator. The main file inside this directory is the admin.php. It enables the connection to the database, displays the WordPress dashboard.

→ wp-content

The next folder we are going to see is the wp-content. The Themes and Plugins are familiar to every WordPress user. These are stored inside this directory.

→ Plugin

The plugins are used to add more functionality to the WordPress site. Plugins can offer custom setup to the WordPress installation while the default WordPress installation is designed to be light weight.

→ Themes

The WordPress themes provide the graphical interface to the website. There are many files that work together to achieve this.

The themes and plugins are the major parts in the wp-content directory.

→ wp-includes

The wp-includes is the final top-level folder and is large in size. This folder is where most of the WordPress core files are stored. A fresh WordPress install will include over 140 different files in the main directory, and fourteen different folders including certificates, fonts, js, theme-compact, and widgets.

→ index.php

The index file loads and initializes all your WordPress files when a page is requested by a user.

→ license.txt

This is WordPress license file. The WordPress is a free software and is licensed under the GNU General Public License as published by the Free Software Foundation.

→ readme.html

This core file contains the instructions to the user as its name indicates.

→ wp-config.php

It is one of the core WordPress files which contains information about the database, including the name, host (typically localhost), username, and password.

There are many other folders and files, but these are the most important folders and files in the WordPress directory structure.

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	Which folder deals with administrator?	wp-admin
2.	Which folder contains plugins and theme?	wp-content
3.	Which file contains database details?	wp-config.php



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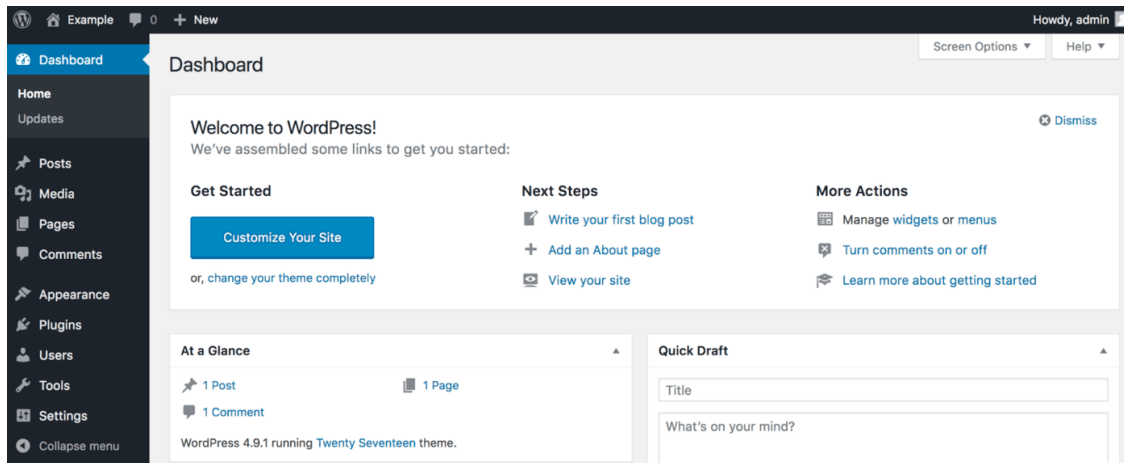
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## Topic 7 : WordPress Dashboard overview.

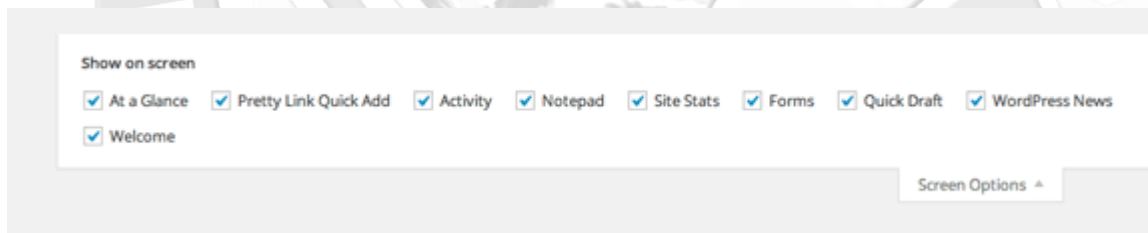
Marks-5

Ans.:



Detailed :

- The WordPress dashboard area gives you a general overview of your website. It also displays many useful quick links for performing common tasks such as writing a quick draft or replying to the latest comment.
- The dashboard area is built up of many different widgets. Each widget can be enabled or disabled.
- To do this, click on the “Screen Options” drop down menu at the top of the page. This will show you a list of default widgets and widgets that have been added by plugins. Simply uncheck the widgets that you want to remove and they will automatically be hidden.



Let us take a closer look at the default widgets that populate the WordPress dashboard.

### → Welcome to WordPress!

The welcome widget is displayed at the top of the dashboard. On the left hand side is a large “Customize” button that takes you to the WordPress theme customizer.

The center column contains useful links to create a blog post, create a page, and view the front end of your website.



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## Welcome to WordPress!

We've assembled some links to get you started:

[Dismiss](#)

### Get Started

[Customize Your Site](#)

or, change your theme completely

### Next Steps

[Write your first blog post](#)

[Add an About page](#)

[View your site](#)

### More Actions

[Manage widgets or menus](#)

[Turn comments on or off](#)

[Learn more about getting started](#)

The last column contains links to the widgets page, menu page and comment settings.

## → At a Glance

The “At a Glance” widget gives you a general overview of your website including the number of published posts and published pages. The figure for the total number of comments include spam comments.

The theme you are currently using is also noted and a reminder is printed if you have blocked search engines from indexing your website.

### At a Glance

[21 Posts](#)

[12 Pages](#)

[14 Comments](#)

WordPress 3.9 running [Twenty Fourteen](#) theme.

[Search Engines Discouraged](#)

## → Quick Draft

The “Quick Draft” widget is handy for jotting down an idea for a future blog post. There is no visual editor available, therefore you cannot make text bold or upload an image.

The concept of quick draft is simple. If you have an idea for a post, write down a title and some notes about your idea and then save it as a draft. You can then complete the post at a later date.



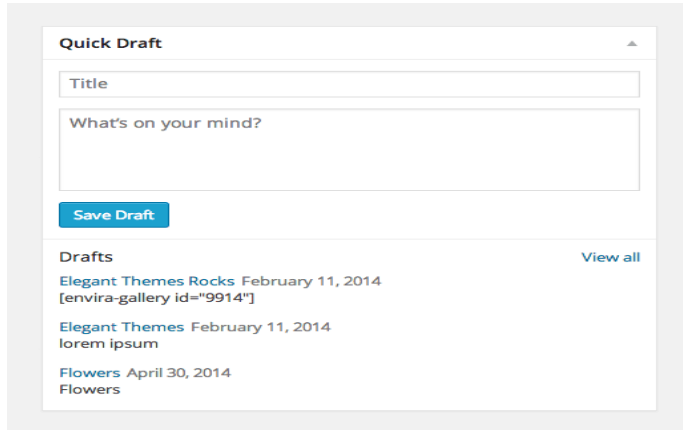


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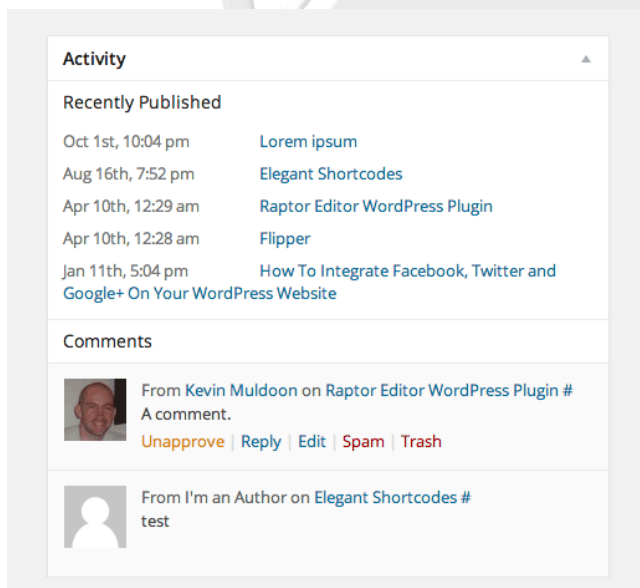
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## → Activity

The “Activity” widget displays your last few published posts. It also displays the latest comments that have been submitted. You can respond to the comment directly through the widget. You can also trash the comment or move it to spam.



## → WordPress News

The “WordPress News” widget displays the latest blog posts from official WordPress blogs.



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## WordPress News

### WordPress 3.9 "Smith" April 16, 2014

Version 3.9 of WordPress, named "Smith" in honor of jazz organist Jimmy Smith, is available for download or update in your WordPress dashboard. This release features a number of refinements that we hope you'll love. A smoother media editing experience Improved visual editing The updated visual editor has improved speed, accessibility, and mobile support. You

[WPTavern: Would Anyone Be Interested in a WordCamp Badges Plugin?](#)

[WPTavern: How To Archive A Site You Don't Have Access To](#)

[WPTavern: How to Share Beer Recipes in WordPress](#)

Popular Plugin: [WooCommerce - excelling eCommerce \(Install\)](#)

## → Custom Dashboard Widgets

The WordPress dashboard is not restricted to the five widgets that come packaged with WordPress. Many plugins add a widget to your dashboard after activating it.

### 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where we can enable or disable widgets in dashboard?	Screen Option
2.	Which widget displays the customize button?	Welcome
3.	From which widget we can quickly draft posts?	Quick draft

Topic 8 : Add, Edit and Delete Page.

Ans.:

Marks-5



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Dashboard | Pages | Add New

All (3) | Published (3) | Sort by Order

Bulk Actions | Apply | All dates | All SEO Scores | Filter | 3 items

<input type="checkbox"/>	Title	Author	Date	SEO
<input type="checkbox"/>	About Us	Wendell Harness	2014/01/10 Published	●
<input type="checkbox"/>	Services	Wendell Harness	2014/01/10 Published	●
<input type="checkbox"/>	Contact Us	Wendell Harness	2014/01/10 Published	●

Bulk Actions | Apply | 3 items

## Detailed :

➔ Add a new web page:

1. Click on the Pages menu in the sidebar and select **“Add New.”**
2. Enter your page title in the top box
3. Add the page content into the WordPress Editor.
4. In the right sidebar, you will see a box labelled **“Page Attributes.”** Here you can specify a parent page and a template.

- **Parent Page:** If your new page belongs on a sub-menu beneath another page, you should specify that page as it's Parent.

- **Template:** You may also choose a template if your theme has multiple templates; however, most pages will use the default template.

5. **Make sure you click the Publish button to save your changes and make them live.** If you are not ready to go live, you can also choose to save your page as a draft.

➔ Updating a Web Page



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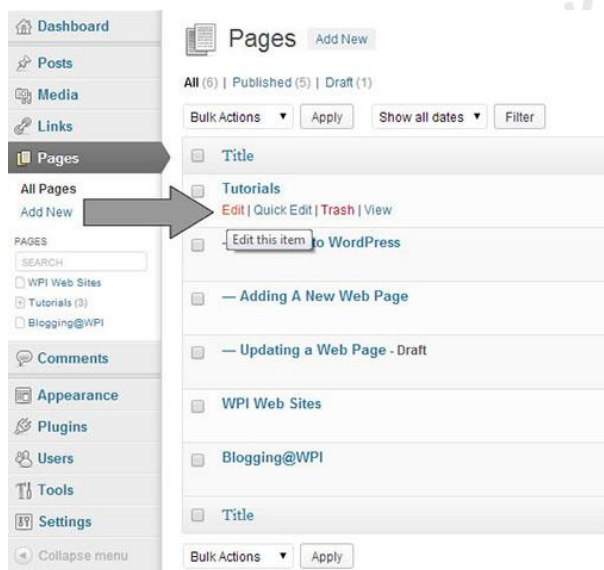
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The process for updating an existing web page is basically the same as adding a new page.

Click on the Pages menu to bring up a list of your pages.

When you hover over the page that you want to edit, a menu will appear below that page as shown in the screen-shot below. Click on the **Edit** link to edit your web page.



When the web page opens, you can edit your title and your page content as desired. **Make sure you click the Update button to save your changes and make them live.**

## → Deleting a Page

To delete a web page, click on the appropriate menu (Pages) and hover over the one you wish to delete.

On the hover menu, you will see a **Trash** option. Click this to move the page to the trash.

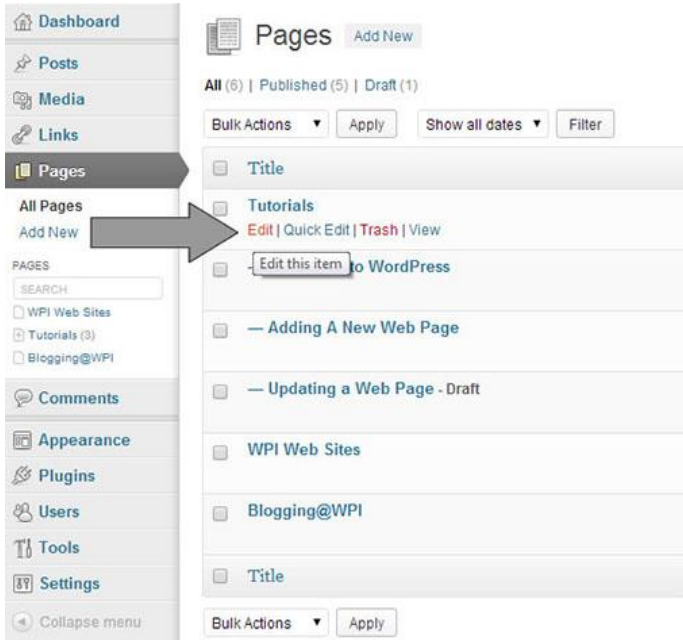


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Note that the file is just moved to the trash and is not actually deleted. You can go into the trash folder to restore a page if you accidentally delete a page.



- To get to the trash folder go to the Pages section. At the top of the page, there is a horizontal menu that allows you to filter the page to view: All Pages, Published Pages, Draft Pages or Trash. Click on the Trash link.
- To RESTORE : Hover over the page you want to restore and click on the Restore link. This will restore the page to it's former state – either Published or Draft.
- To PERMANENTLY DELETE : Hover over the page you want to delete and click on the Delete Permanently link.
- You can also check the box prior to multiple pages and use the "Bulk Action" drop-down box to Restore or Permanently Delete multiple pages at once.
- In addition, you can "Empty the Trash" to delete all of the pages in the trash at once.



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## 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where we can add a new page?	Add New Menu
2.	From where we can update a page?	Edit Menu

## Topic 9 : Add, Edit and Delete Post.

Marks-3

Ans.:

### ➔ Adding a New Post

On the left, you will see a menu with options for Posts. Click **Add New**.

This is the interface used to compose the post. HTML code can be inserted. Media files can also be added.

- Selecting the Category that you would like to have it associated with will help with organizing.
- Adding Tags will help with searching for the article and relating other articles.
- When the post has been composed, click the Publish button.



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## → Editing a Post

On the WordPress Dashboard click **All Posts** under Posts. This will list all the posts that have been made, whether published or drafts.

- In the search field at the top right-hand corner you can type in the post you would like to remove or you can scroll through your posts.
- Mouse over the post that you need to edit and click Edit when it appears. This will open the editor for the post.
- When finished with the edit click **Publish**.

## → Removing a Post

- Sometime a post is too old or you just do not like it anymore. You will need to remove the post.
- On the WordPress Dashboard click **All Posts** under Posts. This will list all the posts that have been made, whether published or drafts.



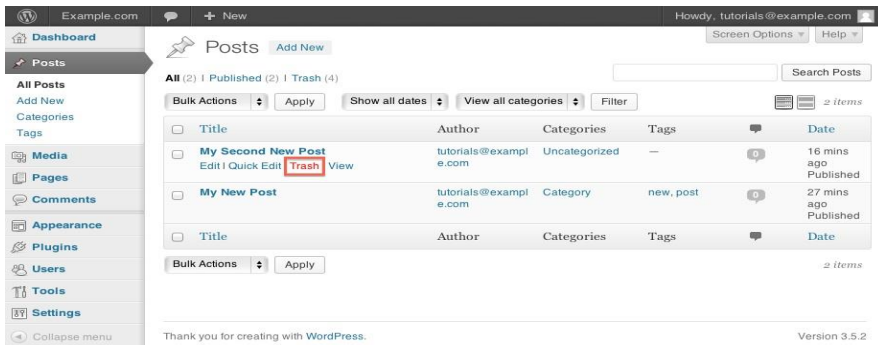
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- In the search field at the top right-hand corner you can type in the post you would like to remove or you can scroll through your posts.
- Mouse over the Post and click Trash.



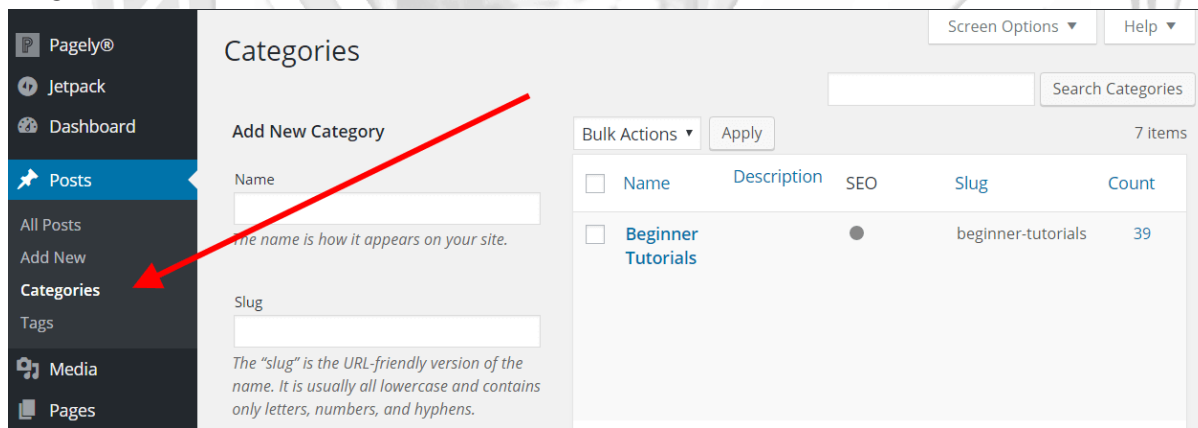
## 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where we can add a new post?	Add post
2.	From where we can remove a post?	Trash

## Topic 10 : Add, Edit and Delete Category.

Mark-3

Ans.:



### Detailed :

- ➔ Add a new category
- It is extremely easy to add, edit and delete categories in WordPress. The first thing you need to do to add and delete categories in WordPress is log in to your WordPress admin panel.
- You can then go to the **Post** option and select **Add New**. This redirects you to a new page.





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- Once you are redirected to the new page to add a post, you can go ahead and add the title and the content boxes.
- On the right-hand side, you will notice the Categories panel below the Permalink. There you can either Add a New Category or use an existing one.

Categories ^

Blog  
 Guide  
 News  
 Tips & Tricks  
 Uncategorized

[Add New Category](#)

New Category Name

Parent Category

To create a category from the categories settings Start off by logging into your WordPress admin account and to the **Dashboard**. Click on the **Post** option, and then on **Categories**.

Name	Description	Slug	Count
Uncategorized		uncategorized	1

You will be redirected to the **Categories** settings. To add a new category simply edit the details on the left-hand-side. **Name the new Category and add a slug.** You can then add the parent link or skip the step if you are not creating a child category.

➔ **Edit Categories**

The first step to edit a category is to go to the **Categories** section through **Posts** and then to **Categories** from the **Dashboard**.



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Once you are in the **Category** section, you can view all of the Categories and their details. Navigate to the options below the category and select **Quick Edit** option.

You will notice a menu option to edit the **slug and the name** comes up. You can go ahead and edit those details that require changing. Save the settings and you are done.

You can also edit a Category through the Edit Option.

➔ Delete Categories

To delete the categories Start off by selecting Posts from the **Dashboard** and select **Categories**. After that, you will be redirected to a new page with options to edit the categories.

Choose the category you want to remove and select the **Delete** option from the menu under the Category. Confirm your option and the category will be deleted instantly.

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where we can add a new category?	Post option
2.	We can also make parent category.	True

**Topic 11 : Add, Edit and Delete tags.**

**Marks-3**

**Ans.:**

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*"Sky is the Limit"*

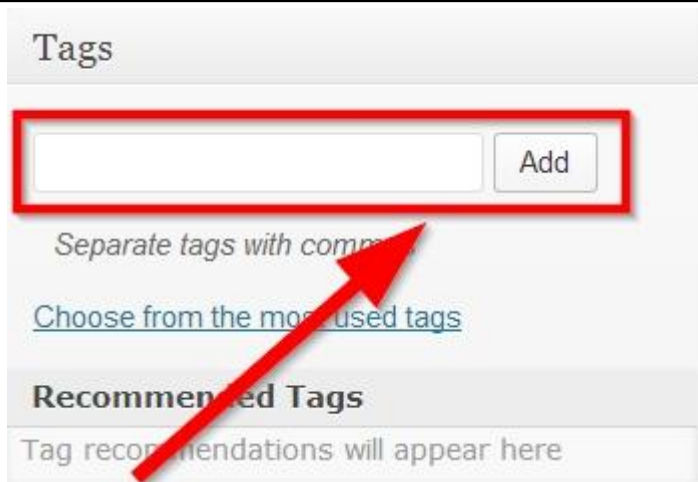


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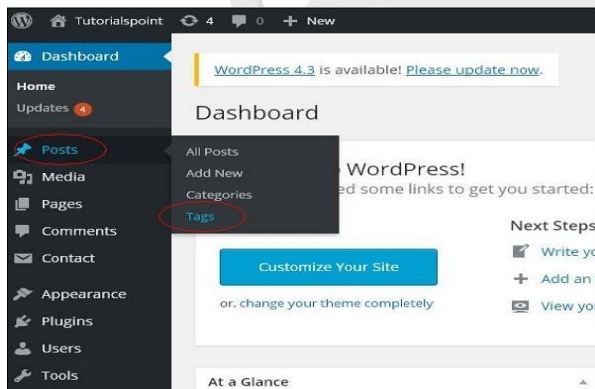


## Detailed :

→ Add Tags

Following are the simple steps to Add Tags in WordPress.

Step (1) – Click on Posts → Tags in WordPress.



- Once you click on the **Tags** link you will be redirected to the **Tags** home page.
- If you would like to add a new tag simply use the left part of the page and make sure that the required fields are properly filled:
- Name – The actual name of the tag you would like to create
- Slug – The URL-Friendly version of the tag name
- Description – Used for describing the tag you are creating. Usually it is set for your convenience and it will not be displayed.
- Once you are done filling these fields you will need to click on the Add New Tag button in order for the new tag to be added.

→ Edit Tags

- If you would like to edit that tag you will need to hover over the tag name and use the **Edit** button.



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- The **Edit** button will redirect you to an interface for editing your tag information.
- Once you are done editing the tag use the **Update** button at the bottom of the page in order to update the information for the specific tag.

Edit Tag

Name   
The name is how it appears on your site.

Slug   
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description   
The description is not prominent by default; however, some themes may show it.

## → Delete Tags

- In order to delete a tag you will need to back to the **Tags** home page (or navigate to your WordPress admin dashboard and go to **Posts→Tags**).
- Once there you will need once again find the tag you would like to delete in the table view located at the right part of the screen. As soon as you find it you will need to hover over the tag name and to use the appeared **Delete** link which will be in red color.

<input type="checkbox"/>	Name	Description	Slug	Posts
<input type="checkbox"/>	example_update d	This is updated information for the example tag!	example_updat ed	0
	<a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Delete</a>   <a href="#">View</a>			
<input type="checkbox"/>	Name	Description	Slug	Posts

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	What is tags?	Alternate name
2.	From where we can add a tag?	Post Option



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Topic 12 : Add media file in media library and attach in page or post.

Marks-3

Ans.:

The screenshot shows the WordPress Media Library interface. On the left, a sidebar contains navigation options: Dashboard, Posts, Media (highlighted), Library, Add New, Categories, Tags, Pages, and Comments. The main content area is titled 'Media Library' and includes an 'Add New' button. Below this, there are filters for 'All media items', 'All dates', and 'All Categories'. A 'Bulk Actions' dropdown and an 'Apply' button are also visible. The media items are listed in a table with columns for 'File', 'Author', and 'Categories'. One item is shown: 'puppy520' by 'peter'. The 'File' column shows a thumbnail of a puppy and the filename 'puppy520.jpg'. Below the filename, there are buttons for 'Edit', 'Delete Permanently', and 'View'. The 'Edit' button is highlighted with a red box.

Detailed :

- WordPress Media Library is a virtual repository of all media files (images, videos, audio, and other documents) that you can use on your site. It allows you to upload and manage media files, insert them into posts and pages, and even quickly edit on the go.
- When you open the library for the first time, there won't be any files on the list. So your first task is to upload images so that you can use them in posts and pages.
- To upload new images directly to WordPress Media Library, please follow these steps:
- Navigate to Media -> Add New
- Click "Select Files" button or drag & drop images to the window
- If you clicked the button, select images and other media files from your computer
- From the moment you opened images from your computer or dragged them to the dashed box, WordPress will start uploading the files.

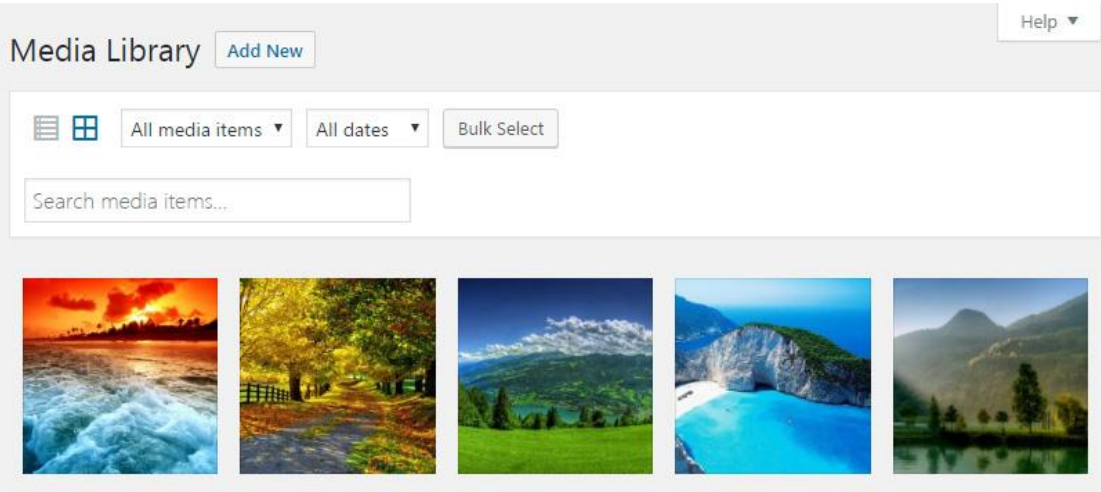


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- After uploading at least one file, the changes will be visible in the WordPress Media Library. To open it, please navigate to *Media -> Library*.
- This new page will show you a list of all media files that you've uploaded to WordPress. You can show files in a list or grid view.

→ Upload and insert images directly to your page or post

By clicking the “Add Media” button on top of the post edit screen, a new pop-up window will appear. Basically, the WordPress Media Library is the same – you can upload files directly from your computer or select images already uploaded to the library.

→ **Different image sizes**

When you try to add images to a post or page, you will notice that WordPress lets you choose its dimensions. By default, WordPress creates three additional sizes next to the original one. So, even if you upload an HD image.

Thumbnail – 150×150 pixels

Medium – 300×188 pixels

Large – 525×328

→ **How to edit image details**



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## Attachment Details



Edit Image

File name: image5-1.jpg  
File type: image/jpeg  
Uploaded on: May 31, 2017  
File size: 850 KB  
Dimensions: 1920 x 1200

URL:

Title:

Caption:

Alt Text:

Description:

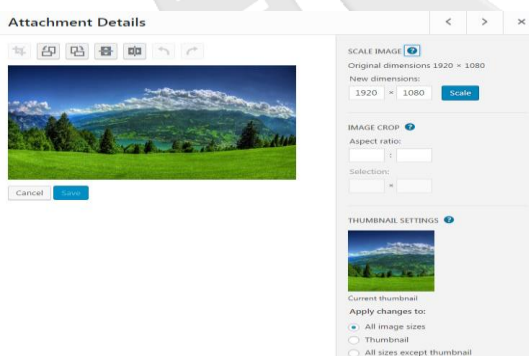
Uploaded By: Ivan

[View attachment page](#) | [Edit more details](#) |

[Delete Permanently](#)

- Select any image from the library
- A popup window will appear and show you the details about that image
- On the right side, you will find information like image name, file type, upload date, file size and dimensions
- Below that you can see the URL of your picture
- To edit the image, change its title, caption, alt text (shown to those users who can't open the photo), and description
- Just below the description field, you can see which user uploaded this particular media file
- To edit more details, click the "Edit more details" link at the bottom

### → How to edit an image



To do some extra work on the picture, just select one from the Media Library list and click the "Edit Image" button below it.



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Now you can crop, rotate and flip the image without having to upload it once again. There are also undo and redo buttons that will let you fix mistakes done while editing.

## Rotate

To rotate the image you selected, click the button to turn it to left or right.

## Scale

On the right side, you can enter new dimensions for your image.

## Crop

To crop the image, click on it and drag to make your selection. By holding down the Shift key while making a selection, you can keep the aspect ratio. If you want to modify it, change the aspect ratio from the right side of the screen.

## Apply changes

The last option allows you to apply changes to all images sizes, just the thumbnail or everything but the thumbnail.

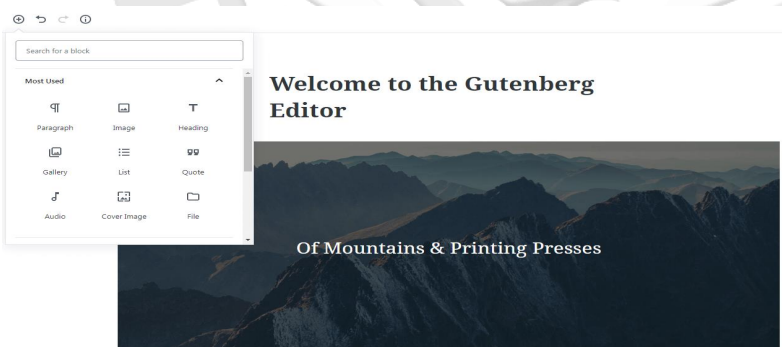
### 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where we can add a new page?	Add New Menu
2.	From where we can update a page?	Edit Menu

## Topic 13 : Gutenberg Introduction.

Marks-3

Ans.:



Detailed :

- WordPress is one of the most updated content management systems with sophisticated and easy-to-use backend content editor.





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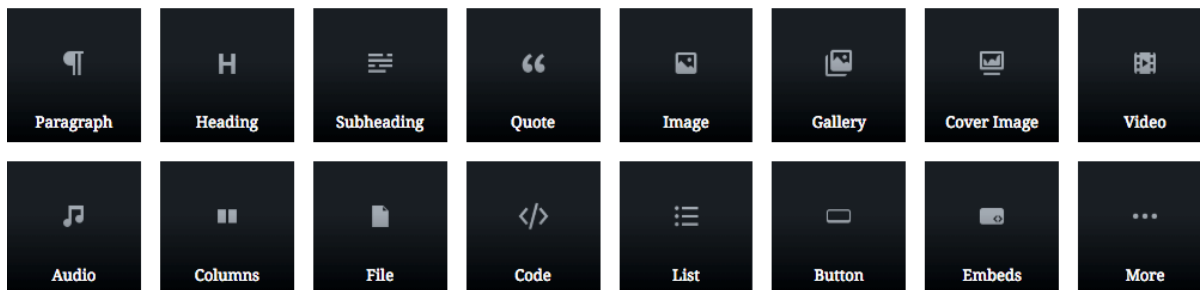
- The WordPress community has bought to you the Gutenberg. Best WordPress Gutenberg editor blocks plugins.
- Gutenberg is a simple plugin that will make the customization process easier than ever.
- Gutenberg is a free WordPress plugin and a great visual composer. Think of it as a replacement for your old WP editor (where you currently edit content).

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	What is tags?	Alternate name
2.	From where we can add a tag?	Post Option

**Topic 14 : Explain Blocks of Gutenberg (Paragraph, Heading, Subheading, Quote, Image, Cover Image, Gallery, Video, Audio, Columns, Code, List, Button, Embeds). Marks-5**

**Ans.:**



**Detailed :**

### 1. Paragraph

Use the Paragraph block to add a new paragraph.

Block Options

- Align Left
- Align Center
- Align Right
- Bold
- Italic
- Link
- Strikethrough
- Text Settings
- Background Color



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- Text Color

The Gutenberg Editor allows you to easily and quickly make basic text modifications. You can change the font size but using the preconfigured small, normal, medium, large and huge. You can also set the font size using the pixels.

The Color Settings allow you to make important text stand out without leaving the editor or adding your own CSS.

## 2. Heading

Use the Heading block to add a heading to your post.

- Select Heading Size
- Text Formatting
- Heading Size
- Align Text

## 3. Sub Heading

Use the Sub Heading block to add a heading to your post.

- Select Sub Heading Size
- Text Formatting
- Sub Heading Size
- Align Text

## 4. Quote

The Quote block allows you to easily add a quote and citation to your page or post.

- Quote Alignment
- Text Formatting
- Quote Styles

The Quote block settings allow you to choose the style and align the block to your liking.

## 5. Image

Add an image to your post.

- Align Image
- Edit Image
- Alternative Text
- Select Image Size



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- Choose Custom Image Size
- Link Settings

Now you can add an image without entering your Medial Libray, drag and drop the image straight into your post.

You can click the Edit Image option if you need to change the image being displayed. You can also set the Alt Text for the image without leaving the editor.

When adding an image, you can choose one of the three auto-formatted sizes, Thumbnail, Medium or Full. You can also use the Image Dimension settings to set a custom Width and Height for the image.

### 6. Cover Image

The Cover Image allows you to set the image that will be used for your blog post.

- Align Image
- Align Text
- Change Image Used for Cover block
- Toggle Fixed Background On and Off
- Overlay Color
- Background Opacity

Depending on the theme you are using, a cover image will be displayed along with your post, making it more inviting to potential readers.

You can use the Overlay settings to select the overlay color and choose the overlay's opacity.

### 7. Gallery

Create a gallery from a group of images.

- Gallery Alignment
- Edit Gallery
- Set the Number of Columns
- Crop Images Toggle

The Gallery block allows you to drag and drop pictures onto your page or post and the Gutenberg editor will auto create a Gallery for you.

The Edit Gallery option lets add captions or new images and rearrange the order of the images.

The Crop Images toggle will attempt to crop the images to make thumbnails the same size, which can have a less than desirable result. When using the Gallery block, you will want to add images that share a similar dimension.



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## 8. Audio

Insert an audio clip into your post.

- Align Audio Block
- Edit Audio Block
- Toggle Autoplay and Loop On and Off
- Preload Options

The Preload option allows you to control what is preloaded for people visiting the site.

## 9. Video

Add a video to your post.

- Align Video
- Change Video
- Toggle Autoplay, Loop, Mute, and Playback Controls On and Off
- Choose the Preload Options
- Add a Poster Image for the Video

## 10. Column

Organize content using the Column block.

- Align Columns Block
- Format Text
- Adjust Font Size and Enable Drop Cap
- Adjust the Text and Background Color

## 11. Code

Add a code block to a post or page.

The code snippet will look to your visitors.

## 12. Lists

Add a list to your page or post using the List block.

Block Options

- Convert to an unordered list.
- Convert to an ordered list.
- Outdent list item.



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- Indent list item.

On a numbered list you can indent and convert a list item to create a mixed list.

## 13. Button

Add a call to action with a Button block.

- Align Button
- Format Text
- Select Button Style
- Choose Text and Background Color

You can add a URL to the button to create a link.

## 14. Embeds

The Embed block allows you to easily add videos, images, tweets, audio, and other content to your post or page.

The majority of the embed types consist of social websites like Twitter, Facebook, YouTube, Instagram, Pinterest, etc.

Embed options that allow you to add content from other websites.

### 1 Word Question Answer

Sr. No.	Question	Answer
1.	From where we can add a new page?	Add New Menu
2.	From where we can update a page?	Edit Menu



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## Topic 15 : User roles and capabilities in wordpress.

Marks-3

Ans.:

### User Role Editor

Change capabilities for user [aafallawasa](#)

Show capabilities in human readable form  Show deprecated capabilities

WordPress Roles:	Core capabilities:
<input type="checkbox"/> Administrator	<input type="checkbox"/> activate_plugins
<input checked="" type="checkbox"/> Author	<input type="checkbox"/> add_users
<input type="checkbox"/> Contributor	<input type="checkbox"/> create_users
<input type="checkbox"/> Editor	<input type="checkbox"/> delete_others_pages
<input checked="" type="checkbox"/> Group_1	<input type="checkbox"/> delete_others_posts
<input type="checkbox"/> Group_2	<input type="checkbox"/> delete_pages
<input checked="" type="checkbox"/> Group_3	<input type="checkbox"/> delete_plugins
<input type="checkbox"/> Group_4	<input type="checkbox"/> delete_posts
<input type="checkbox"/> Group_5	<input type="checkbox"/> edit_private_posts
<input type="checkbox"/> Group_6	<input type="checkbox"/> edit_published_pages
<input type="checkbox"/> Group_7	<input checked="" type="checkbox"/> edit_published_posts
	<input type="checkbox"/> edit_theme_options
	<input type="checkbox"/> edit_themes
	<input type="checkbox"/> edit_users
	<input type="checkbox"/> export
	<input type="checkbox"/> import
	<input type="checkbox"/> install_plugins
	<input type="checkbox"/> remove_users
	<input type="checkbox"/> switch_themes
	<input type="checkbox"/> unfiltered_html
	<input type="checkbox"/> unfiltered_upload
	<input type="checkbox"/> update_core
	<input type="checkbox"/> update_plugins
	<input type="checkbox"/> update_themes
	<input checked="" type="checkbox"/> upload_files

Detailed :

- The WordPress user management system is based on two key concepts: **Roles** and **Capabilities**.
- A **Role** identifies a group of users who are allowed to execute the same tasks onto the website.
- A **Capability** is the ability (or permission) to perform each single task assigned to a role.

WordPress comes with six roles:

- **Super Administrator** is a user who has full access to WordPress multisite features: can create and manage sub-sites, create and manage network users, install and remove themes and plugins and enable them on the network.
- **Administrator** is a user who has full access to the administration features of a regular WordPress installation.
- **Editor** is a user who can edit and publish content created by any user.
- **Author** can publish and edit his own content.
- **Contributor** can create and edit but not publish his own content.
- **Subscriber** can only access his profile.

These WordPress user roles are hierarchically ordered, meaning that higher-level roles have the same capabilities of lower roles, plus a number of role-specific capabilities.

Consider the following table:

Subscriber

Contributor

Editor



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Subscriber	Contributor	Editor
read	read	read
–	edit_posts	edit_posts
–	delete_posts	delete_posts
–	–	delete_published_posts
–	–	publish_posts
–	–	upload_files
–	–	edit_published_posts

A Contributor has the same **read** capability as a Subscriber, but also has two more capabilities, **edit\_posts** and **delete\_posts**, which are specific for this role: the contributor can create, edit and delete his own not published posts.

An Editor has the same capabilities as a Contributor, and in addition she can publish, edit and delete her own posts, and upload media files.

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	What is tags?	Alternate name
2.	From where we can add a tag?	Post Option

Topic 16 : Wordpress settings (General, Writing, Reading, Discussion, Media, Permalinks).

Marks-5



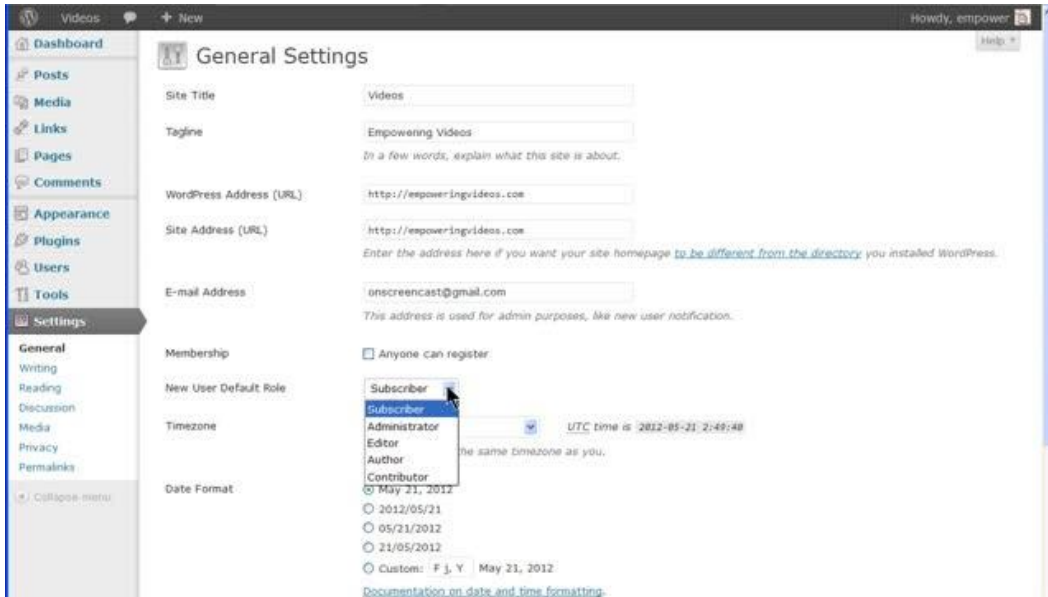
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Ans.:

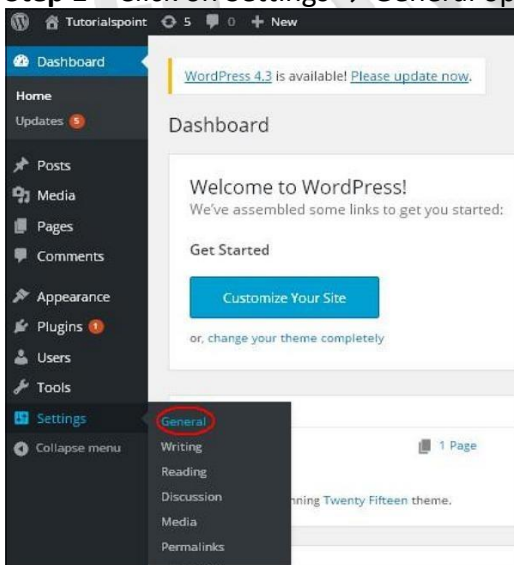


## → General Setting

WordPress general setting is used to set the basic configuration settings for your site. In the setting administration screen, it is a default setting screen.

Following are the steps to access the general settings –

**Step 1** – Click on Settings → General option in WordPress.



**Step 2** – The General Setting page is displayed as shown in the following snapshot.

Following are the details of the fields on general settings page.





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- Site Title – It displays the name of the site in the template header.
- Tagline – Displays a short sentence about your site.
- WordPress Address (URL) – It is the URL of WordPress directory where your all core application files are present.
- Site Address(URL) – Enter the site URL which you want your site to display on the browser.
- E-mail Address – Enter your e-mail address which helps to recover your password or any update.
- Membership – Anyone can register an account on your site after you check this checkbox.
- New User Default Role – The default role is set for the newly registered user or members.
- Timezone – Sets the time zone based on the particular city.
- Date Format – Sets the date format as you need to display on the site.
- Time Format – Sets the time format as you need to display on the site.
- Week Starts On – Select the week day which you prefer to start for WordPress calendar. By default it is set as Monday.
- Site Language – Sets the language for the WordPress dashboard.

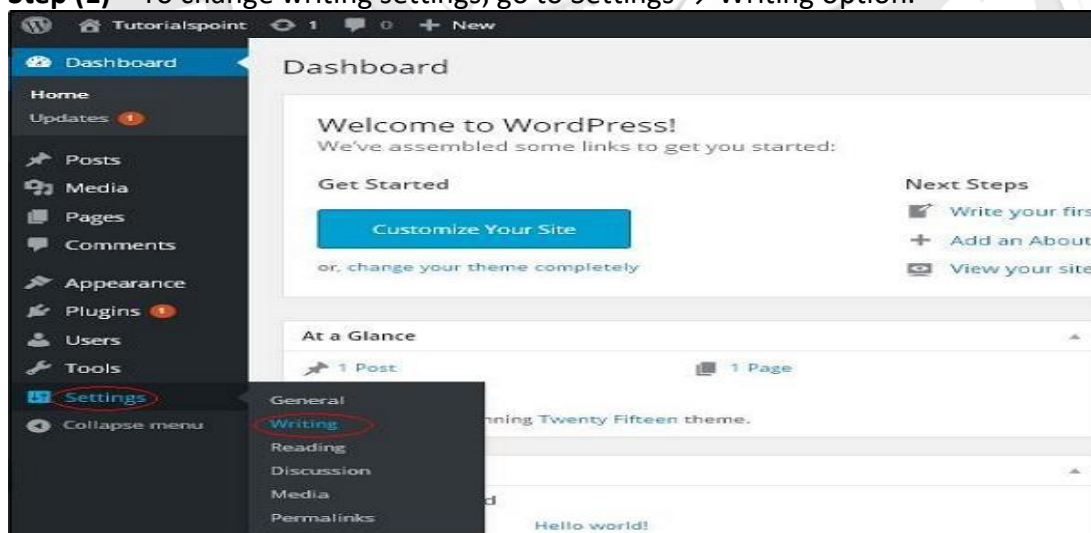
**Step3** – After filling all the information about general settings, click on Save Changes button. It saves all your general setting information.

## → Writing Setting

The writing settings controls the writing experience and provides options for customizing WordPress site. These settings control the features in the adding and editing posts, Pages, and Post Types, as well as the optional functions like Remote Publishing, Post via e-mail, and Update Services.

Following are the steps to access the writing settings –

**Step (1)** – To change writing settings, go to Settings → Writing option.



**Step (2)** – The Writing Setting page is displayed as shown in the following screen. Following are the details of the fields on the page.

- Formatting – This field defines two sub options for better user experience.



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- The first option Convert emoticons like :-) and :-P to graphics on display will turn text-based emoticons into graphic-based emoticons.
- The second option WordPress should correct invalidly nested XHTML automatically corrects the invalid XHTML placed within the posts or pages.
- Default Post Category – It is a category to be applied to a post and you can leave it as Uncategorized.
- Default Post Format – It is used by themes to select post format to be applied to a post or create different styles for different types of posts.
- Post via e-mail – This option uses e-mail address to create posts and publishes posts on your blog through e-mail.
- Mail Server – It allows reading the e-mails that you send to WordPress and stores them for retrieval.
- Login Name – To create posts, WordPress will need its own e-mail account. The Login Name will use this e-mail address and should be kept as a secret as spammers will post links redirecting to their own websites.
- Password – Set password for the above e-mail address.
- Default Mail Category – It allows selecting custom category for all the posts that are published via Post by e-mail feature.
- Update Services – When you publish a new post, WordPress will automatically notify the site update services in the box. See the Update Services on the codex for the long list of possible services.

**Step (3)** – After filling all the above information, click on Save Changes button to save your information.

### → Reading Setting

Reading Setting is used to set the content related to the front page. You can set the number of post to be displayed on the main page.

Following are the steps to access the reading settings –

**Step (1)** – Click on Settings → Reading option in WordPress.

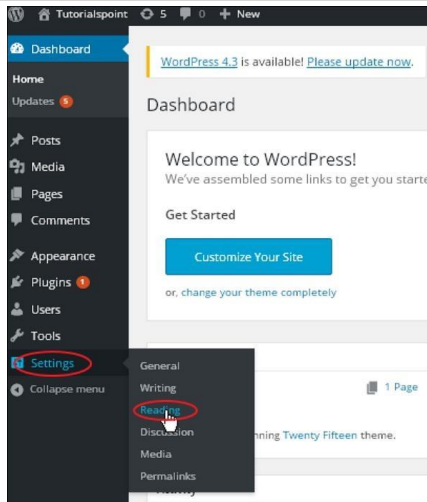


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**Step(2)** – The Reading Settings page is displayed as shown in the following screen.

Following are the details of the fields on reading settings.

- Front page displays – This section is used to display the front page in any of the following format –
- Your latest posts – It displays latest posts on the front page.
- A static page – It displays the static pages on the front page.
- Front Page – You can select the actual page you want to display on front page from the drop down.
- Posts Page – You can select the page from the drop down which contains posts.
- Blog pages show at most – The number of posts to be displayed per page or site. By default, it is set as 10.
- Syndication feeds show the most recent – The user can view the number of posts when they download one of the site feeds. By default, it is set as 10.
- For each article in a feed, show – This section is used to display the post by selecting any of the following formats –
- Full Text – It displays the complete post. It is set as default.
- Summary – It displays the summary of the post.
- Search Engine Visibility – After clicking on the checkbox, Discourage search engines from indexing this site, your site will be ignored by the search engine.

**Step(3)** – After filling all the information, click on Save Changes button to save your Reading Setting information.

## → Discussion Setting

WordPress discussion setting can be defined as the interaction between the blogger and the visitors. These settings are done by the admin to have a control over the posts/pages that come in through users.

Following are the steps to access the Discussion setting –

Step (1) – Click on Settings → Discussion option in WordPress.

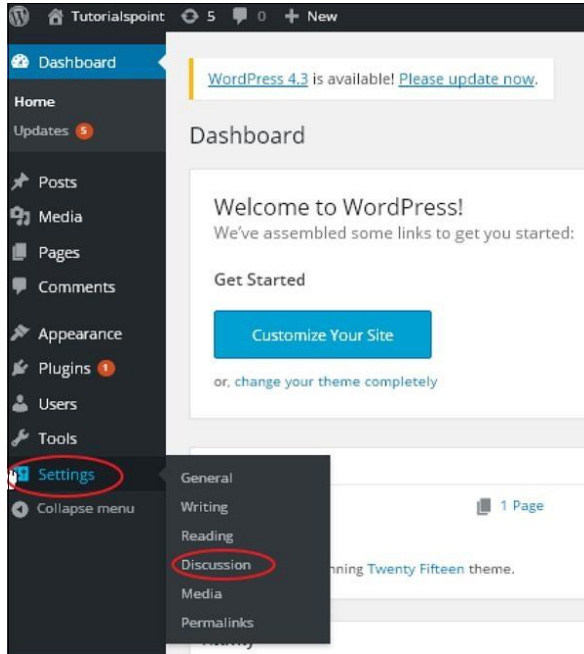


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**Step (2)** – The Discussion Settings page is displayed as shown in the following snapshot.

Following fields are seen in Discussion settings.

- Default article settings – These settings are default to the new pages you create or new posts. This contains three more settings. They are –
  - ✓ Attempt to notify any blogs linked to from the article.
  - ✓ Allow link notifications from other blogs.
  - ✓ Allow people to post comments on new articles.
  - ✓ You can change the settings as per your will for individual articles.
- Other Comment Settings – This setting has the following options –
  - ✓ Comment author must fill out name and e-mail.
  - ✓ Users must be registered and logged in to comment.
  - ✓ Automatically close comments on articles older than days.
  - ✓ Enable threaded (nested) comments.
  - ✓ Break comments into pages with top level comments per page and the page displayed by default.
  - ✓ Comments should be displayed with the comments at the top of each page.
- Email me whenever – This setting contains two options, namely –
  - ✓ Anyone posts a comment.
  - ✓ A comment is held for moderation.
- Before a comment appears – This setting allows how your posts are controlled. There are two more settings as followed –
  - ✓ Comment must be manually approved.
  - ✓ Comment author must have a previously approved comment.



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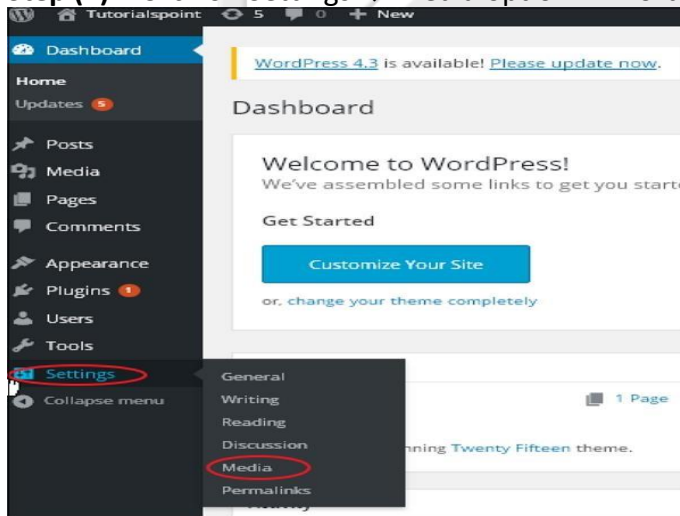
- Comment Moderation – Contain only a specific number of links that are allowed into a comment.
- Comment Blacklist – You can input your own spam words which you do not want your visitors to enter into the comments.
- Avatars – Avatar is a small image that displays at the top-right-hand corner of the dashboard screen beside your name. It is like your profile picture. Here you have a few more options where you can set your avatar for WordPress site.
  - ✓ Avatar Display.
  - ✓ Maximum rating.
  - ✓ Default Avatar.

**Step (3)** – Click on Save Changes button to save the changes.

## → Media Setting

It is used to set the height and width of the images which you're going to use on your website.

**Step (1)** – Click on Settings → Media option in WordPress.



**Step (2)** – The Media Settings page is displayed as seen in the following screenshot.

Following are the details of the fields on Media settings –

- Thumbnail size – Set the size of the thumbnail.
- Medium size – Set the height and width of medium size images.
- Large size – Set width and height of larger images.
- Uploading files – After checking this checkbox, the uploaded image will be arranged into year and month based folder.

**Step (3)** – After setting the dimension in pixels, click on Save Changes button. It saves your media setting information.

## → Permalinks Setting



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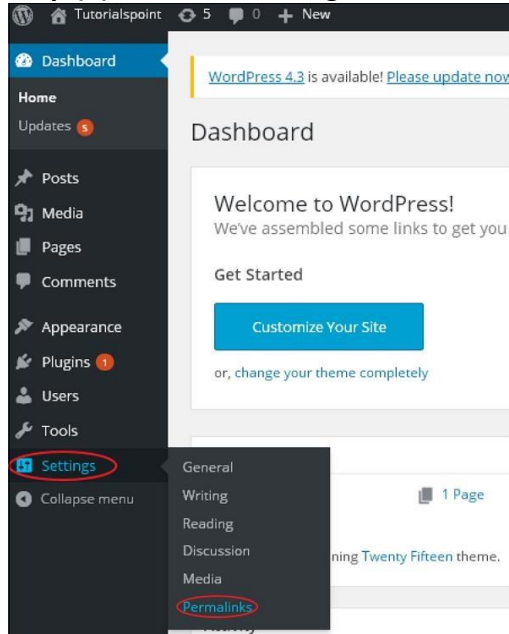
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Permalink is a permanent link to a particular blog post or category. It allows setting the default permalink structure. These settings are used to add permalinks to your posts in WordPress. Following are the steps to access permalink settings.

**Step (1)** – Click on Settings → Permalinks option from the left navigation menu.



**Step (2)** – When you click on Permalinks, the following page appears on the screen.

Here are a few settings you can make –  
Common settings –

- Check any of the radio buttons to choose your permalink structure for your blogs
- Default – It sets the default URL structure in Wordpress.
- Day and name – It sets URL structure according to the date and name in your posts.
- Month and name – It sets the URL structure according to the month and name in your post.
- Numeric – It sets numbers in the URL structure in your post.
- Post name – It sets post name in the URL structure in your post.
- Custom Structure – It sets the URL structure of your choice by writing the desired name in the given text box.
- Optional
- These are optional. You can add custom structure for main category or tag URL. If your text box is empty then default settings is used. Here you have two options.
- Category Base – Add custom prefix for your category URL.
- Tag Base – Add custom prefix to your Tags URL.

**Step (3)** – Once you are done with changes, click on Save Changes button to save the permalink settings.



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**Topic 17 : Wordpress Update(One Click update, Manual update).**

**Marks-5**

**Ans.:**

Dashboard

Home

**Updates 1**

Posts

Media

Pages

Comments

Appearance

### WordPress Updates

Important: before updating, please [back up your database and files](#).

Last checked on April 22, 2019 at 2:25 pm.

**An updated version of WordPress is available.**

You can update to [WordPress 5.1.1](#) automatically:

While your site is being updated, it will be in maintenance mode. As soon as the update is complete, your site will be back online.

**Detailed :**

## ➔ One-Click WordPress installation to automatically update

- You can use either the One-Click Installs page in the panel or log into your WordPress panel to set up automatic upgrades.
- To use the One-Click Install feature in the panel to request upgrade notifications:
- Click the **edit** link under the 'Upgrade Action' column.

### Upgrade Action

No action

Notify me

**Upgrade automatically**

Upgrade without notification

- Select the **Upgrade automatically** option.
- You can update your site by logging into your WordPress dashboard. From there, you can update your core WordPress install, plugins, and themes.

## ➔ Upgrading WordPress Core Manually

- First create a full backup of your website. This is very important in case you make a mistake.
- Download the newest WordPress ZIP file from [wordpress.org](http://wordpress.org).



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- Unzip the file into a directory on your local machine or in a separate directory on your website.
- Deactivate all of the plugins on your WordPress site.
- Go to your website root directory and delete your 'wp-includes' and 'wp-admin' directories.
- Upload (or copy over) the new wp-includes and wp-admin directories from the new version of WordPress you unzipped to your website root directory to replace the directories you just deleted.
- Don't delete your wp-content directory or any of the files in that directory. Copy over the files from the wp-content directory in the new version of WordPress to your existing wp-content directory.
- You will overwrite any existing files with the same name. All of your other files in wp-content will remain in place.
- Copy all files from the root ("/) directory of the new version of WordPress that you unzipped into your website root directory (or the root directory of your WordPress installation). You will overwrite any existing files and new files will also be copied across.
- Your wp-config.php file will not be affected because WordPress is never distributed with a wp-config.php file.
- Examine the wp-config-sample.php which is distributed with WordPress to see if any new settings have been added that you may want to use or modify.
- If you are upgrading manually after a failed auto-update, remove the .maintenance file from your WordPress root directory. This will remove the 'failed update' message from your site.
- Visit your main WordPress admin page at /wp-admin/ where you may be asked to sign-in again. You may also have to upgrade your database and will be prompted if this is needed. If you can't sign-in, try clearing your cookies.
- Re-enable your plugins which you disabled earlier.
- Your upgrade is now complete and you should be running the newest version of WordPress.

### → Upgrading WordPress Plugins Manually

- First back-up your WordPress site if you haven't already.
- Download a ZIP file of the plugin you need to upgrade. You can usually find most plugins on the plugin repository along with a link to download the newest ZIP file.
- Unzip the plugin onto your local machine. It will create a directory called 'plugin-name' with all the files under it.
- Replace the deleted directory by uploading the unzipped plugin to the wp-content/plugins/ directory leaving it in a directory that looks like (for example) wp-content/plugins/plugin-name
- Sign in to your WordPress site. Go to the 'Plugins' menu and verify that the plugin you upgraded is the newest version.

### → Upgrading WordPress Themes Manually

- First create a backup of your WordPress site.
- Download a ZIP file of the theme you plan to upgrade.





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- Unzip the theme files onto your local machine.
- Replace the deleted directory by uploading the unzipped theme into your wp-content/themes/ directory. You should now have a structure that looks something like wp-content/themes/theme-name/
- Sign into your WordPress site. Go to Appearance > Themes and verify you are running the newest version of your theme.

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	What is tags?	Alternate name
2.	From where we can add a tag?	Post Option

## Topic 18 : Wordpress Database structure.

Marks-3

Ans.:

The screenshot shows the WordPress database export tool. The 'Tables' tab is selected, and a list of tables is shown with checkboxes for selection. The 'Output' section is expanded, showing options for 'Save output to a file', 'File name template' (set to @DATABASE@), 'Character set of the file' (set to utf-8), and 'Compression' (set to zipped). A red box highlights the 'Save output to a file' section.

Detailed :

WordPress is written using PHP as its scripting language and MySQL as its database management system. For using WordPress you don't need to learn php & MySQL, but if you have basic understanding of how it works that will be enough to solve any problems that you will get into. Here in this article you will learn about WordPress database structure.

Default installation of WordPress comes with eleven tables. These are the following tables.



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- **wp\_commentmeta** : Each comment features information called the meta data and it is stored in the **wp\_commentmeta**.
- **wp\_comments** : The comments within WordPress are stored in the **wp\_comments** table.
- **wp\_links** : The **wp\_links** holds information related to the links entered into the Links feature of WordPress.
- **wp\_options** : The Options set under the Administration > Settings panel are stored in the **wp\_options** table.
- **wp\_postmeta** : Each post features information called the meta data and it is stored in the **wp\_postmeta**. Some plugins may add their own information to this table.
- **wp\_posts** : The core of the WordPress data is the posts. It is stored in the **wp\_posts** table. Also Pages and navigation menu items are stored in this table.
- **wp\_terms** : The categories for both posts and links and the tags for posts are found within the **wp\_terms** table.
- **wp\_term\_relationships** : Posts are associated with categories and tags from the **wp\_terms** table and this association is maintained in the **wp\_term\_relationships** table. The association of links to their respective categories are also kept in this table.
- **wp\_term\_taxonomy** : This table describes the taxonomy (category, link, or tag) for the entries in the **wp\_terms** table.
- **wp\_usermeta** : Each user features information called the meta data and it is stored in **wp\_usermeta**.
- **wp\_users** : The list of users is maintained in table **wp\_users**.

Above are the eleven tables, **wp\_** is the database prefix, we can change database prefix while installing WordPress.

## 1 Word Question Answer

Sr. No.	Question	Answer
1.	What is tags?	Alternate name
2.	From where we can add a tag?	Post Option