



# Competency Based Learning Materials (CBLMs)

## Web Design

Level-3

### Module 7: Working with CMS

Code: CBLM-ICT-WD-07-L3-EN-V1



**National Skills Development Authority**  
**Prime Minister's Office**  
**Government of the People's Republic of Bangladesh**



## Copyright

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The CBLM on “Working with CMS” is developed based on NSDA approved Competency Standards and Competency Based Curriculum under Web Design Level-3 Occupation. It contains the information required to implement the Web Design Level-3 standard.

This document has been prepared by NSDA with the help of relevant experts, trainers/professionals.

All Government-Private-NGO training institutes in the country accredited by NSDA can use this CBLM to implement skill-based training of Web Design level-3 course.



## How to use this Competency-Based Learning Materials (CBLMs)

The module, Working with CMS, contains training materials and activities for you to complete. These activities may be completed as part of structured classroom activities, or you may be required to work at your own pace. These activities will ask you to complete associated learning and practice activities to gain the knowledge and skills you need to achieve the learning outcomes.

1. Review the **Learning Activity** page to understand the sequence of learning activities you will undergo. This page will serve as your road map toward the achievement of competence.
2. Read the **Information Sheets**. This will give you an understanding of the jobs or tasks you will learn how to do. Once you have finished reading the **Information Sheets**, complete the questions in the **Self-Check**.
3. **Self-Checks** are found after each **Information Sheet**. **Self-Checks** are designed to help you know how you are progressing. If you cannot answer the questions in the **Self-Check**, you will need to re-read the relevant **Information Sheet**. Once you have completed all the questions, check your answers by reading the relevant **Answer Keys at this module's end**.
4. Next, move on to the **Job Sheets**. **Job Sheets** provide detailed information about *how to do the job* you are being trained in. Some **Job Sheets** will also have a series of **Activity Sheets**. These sheets have been designed to introduce you to the job step by step. This is where you will apply the new knowledge you gained by reading the Information Sheets. This is your opportunity to practice the job. You may need to practice the job or activity several times before you become competent.
5. Specification **sheets** specifying the details of the job to be performed will be provided where appropriate.
6. A competency review is provided on the last page to help remind you if all the required assessment criteria have been met. This record is for your information and guidance and is not an official record of competency.

When working through this Module, always be aware of your safety and the safety of others in the training room. Should you require assistance or clarification, please consult your trainer or facilitator.

When you have completed all the Jobs and Activities outlined in this module, an assessment event will be scheduled to assess if you have achieved competency in the specified learning outcomes. You will then be ready to move on to the next Unit of Competency or Module.



Approved by

---th Executive Committee (EC) Meeting of NSDA

Held on -----



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## **Module Content**

**Unit Title:** Work with CMS

**Unit Code:** OU- ICT-WD-07-L3-V1

**Module Title:** Working with CMS

**Module Descriptor:** This module encompasses knowledge, skills, and attitudes (KAS) to work with CMS. It specially includes interpreting CMS, configuring CMS, and using WordPress plugins and themes.

**Nominal Hours:** 48

### **Learning Outcomes:**

Upon completion of this module the trainees will be able to:

1. Interpret CMS
2. Configure CMS
3. Use the WordPress plugin and theme.

### **Assessment Criteria:**

1. CMS (Content Management System) is interpreted.
2. Advantages of CMS are identified.
3. WordPress CMS is selected.
4. WordPress documentation is interpreted.
5. WordPress is installed and configured.
6. Common plugins are installed.
7. Custom theme is installed and configured.
8. Home page is created.

## Learning Outcome 1: Interpret CMS

Assessment Criteria	<ol style="list-style-type: none"> <li>1. CMS (Content Management System) is interpreted.</li> <li>2. The advantages of CMS are identified.</li> </ol>
Conditions and Resources	<ol style="list-style-type: none"> <li>1. Applicable tools, utensils, and equipment as prescribed by competency standards.</li> <li>2. Supply materials</li> <li>3. Relevant ingredients</li> <li>4. CBLM related to the learning outcome.</li> <li>5. Instructions, job sheets, activity sheets, and standard operating procedures</li> <li>6. Personal protective equipment</li> <li>7. Module/reference</li> </ol>
Contents	<ol style="list-style-type: none"> <li>1. Content Management Systems (CMS)</li> <li>2. The Advantages of CMS</li> </ol>
Learning Materials	<ol style="list-style-type: none"> <li>1. CBLM</li> <li>2. Handouts</li> <li>3. Books, Manuals</li> <li>4. Module/ Reference</li> <li>5. Paper</li> <li>6. Pen</li> </ol>
Training Methods	<ol style="list-style-type: none"> <li>1. Discussion</li> <li>2. Presentation</li> <li>3. Demonstration</li> <li>4. Guided Practice</li> <li>5. Individual Practice</li> <li>6. Project Work</li> <li>7. Problem Solving</li> <li>8. Brainstorming</li> </ol>
Assessment Methods	<ol style="list-style-type: none"> <li>1. Written Test</li> <li>2. Demonstration</li> <li>3. Oral Questioning</li> </ol>

## Learning Experience 1: Interpret CMS

You must perform the learning steps below to achieve the objectives stated in this learning guide. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

<b>Learning Steps</b>	<b>Resources specific instructions</b>
1. Students will ask the instructor about work with CMS	1. The instructor will provide the learning materials for interpret CMS
2. Read the <b>Information sheet/s</b>	2. Information Sheet No: 1. Interpret CMS
3. Complete the <b>Self-Checks &amp; Answer key sheets</b>	3. Self-Check No: 1. Interpret CMS Answer key No. 1. Interpret CMS
4. Read the <b>Job/ Task sheet and Specification Sheet</b>	4. Job/ task sheet and specification sheet

# Information Sheet 1: Interpret CMS

## Learning Objective:

After completion of this information sheet, the learners will be able to explain, define and interpret the following contents:

- 1.1. Content Management Systems (CMS)
- 1.2. Advantages of CMS

### 1.1 Content Management Systems (CMS)

A Content Management System (CMS) is a software application that allows individuals or businesses to create, manage, and publish digital content on the web without extensive technical knowledge or coding skills. CMSs are designed to simplify the process of website development and content creation by providing intuitive interfaces and tools.

One of the key benefits of using a CMS is that it separates the content from the design and functionality of a website. This means that users can focus on creating and organizing their content while the CMS takes care of the underlying structure and presentation. CMSs typically utilize a database to store and retrieve content, enabling easy management and web page updates.



CMSs offer various features and functionalities that cater to different needs and requirements. Some popular CMSs include WordPress, Joomla, Drupal, and Magento. These platforms provide a variety of templates, themes, and plugins/extensions that extend a website's functionality and design options.

Using a CMS, users can create and edit web pages using a simple interface, like working with a word processor. They can add text, images, videos, and other media elements to their web pages and easily format and organize the content using the CMS's built-in tools. Additionally, CMSs often include features such as user management, SEO optimization, e-commerce capabilities, and multilingual support.

CMSs also enable collaboration among multiple users, allowing individuals or teams to contribute and manage content simultaneously. Users can have different roles and permissions, ensuring that only authorized individuals can make changes or publish content.

Understanding CMSs is crucial for businesses, organizations, and individuals who want to create and maintain a dynamic and engaging web presence. CMSs provide a user-friendly and efficient way to manage content, update websites regularly, and adapt to changing requirements without relying on technical expertise. By leveraging the power of CMSs, users can focus on creating compelling content and delivering a seamless user experience on their websites.

### **WordPress:**

WordPress is a popular and widely used Content Management System (CMS) that powers many websites online. It is known for its user-friendly interface, flexibility, and extensive plugin ecosystem. WordPress is highly customizable and offers a vast library of themes and plugins that allow users to create websites ranging from simple blogs to complex e-commerce stores.



With WordPress, users can easily create and manage web pages, blog posts, media content, and navigation menus through a user-friendly dashboard. It offers a range of built-in features such as media management, SEO optimization, and user management. The platform also supports a thriving community of developers and designers contributing to its ecosystem by creating themes and plugins to extend its functionality.

### **Drupal:**

Drupal is a powerful and flexible open-source Content Management System (CMS) widely used for building dynamic websites and web applications. It is known for its scalability, security, and advanced customization options. Drupal is often chosen for large, complex websites requiring robust functionality and extensive content management capabilities.



Drupal provides a highly modular architecture, allowing users to create and arrange content elements known as "nodes" and define their own content types. It offers a flexible and powerful taxonomy system that enables the organization and categorization of content. Drupal also supports multilingual websites, making it a popular choice for international projects.

The platform has an active and supportive community that contributes to its development, creating modules that enhance its features and extend its functionality. With Drupal, users can build various websites, including corporate websites, online communities, e-commerce platforms, and government portals.

### **Joomla:**

Joomla is another popular open-source Content Management System (CMS) that enables users to build websites and powerful online applications. It balances ease of use and advanced functionality, making it suitable for various projects. Joomla! is known for its extensibility, multilingual capabilities, and strong community support. Joomla! provides a user-friendly interface that simplifies content creation, management, and publishing. It offers a variety of built-in features, including media management, user management, and search engine-friendly URLs. The platform also supports the creation of complex data structures through its flexible content construction kit.



One of Joomla's notable strengths is its extensive range of extensions, including templates, modules, and plugins, which allow users to customize and enhance their websites. The Joomla! community actively develops and maintains these extensions, ensuring ongoing support and updates.

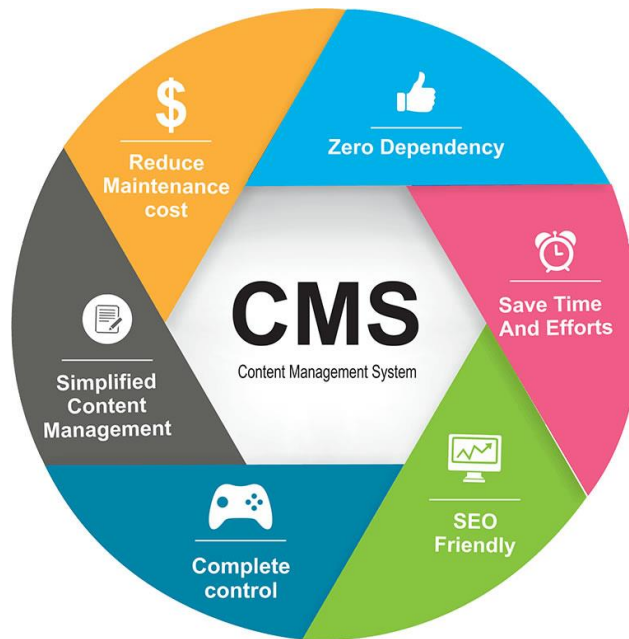
Joomla is popular for small to medium-sized businesses, non-profit organizations, and educational institutions. It provides a solid foundation for building websites, online magazines, e-commerce platforms, and social networks, offering flexibility and scalability to meet diverse requirements.

## **1.2 Advantages of CMS**

Content Management Systems (CMS) offer numerous advantages that make them popular for building and managing websites. Here are some key advantages of using a CMS:

- **Simplified Content Management:** CMS provides a user-friendly interface that simplifies website creation, editing, and organizing content. Users with little to no technical knowledge can easily update content, add new pages, and manage media files without relying on web developers.
- **Flexible Design and Layout:** CMS platforms offer a range of customizable templates and themes that allow users to design their websites according to their preferences. These templates provide a consistent look and feel across the site and can be easily modified to match the brand identity.
- **Content Reusability:** CMS allows for efficiently reusing content across different pages and sections of a website. Users can create content modules or snippets easily inserted into multiple pages, ensuring consistency and saving time in content creation.
- **Scalability and Growth:** CMS platforms are designed to handle websites of various sizes and complexities. They offer scalability, allowing websites to grow and expand without significant technical challenges. CMS can handle many pages, users, and content elements, making them suitable for small blogs and enterprise-level websites.
- **Workflow Management:** CMS often includes workflow management features that enable collaboration among multiple users or teams. It allows content creators, editors, and administrators to work together, review content, and control publishing. Workflow management ensures content quality, consistency, and timely updates.
- **SEO-Friendly Structure:** Most CMS platforms provide built-in features and plugins that support search engine optimization (SEO). They offer customizable meta tags, clean URLs, sitemaps, and other SEO-friendly elements that help improve a website's visibility in search engine results.
- **Extensibility and Integration:** CMS platforms often have a vast ecosystem of plugins, extensions, and integrations that extend their functionality. These add-ons allow users to incorporate additional features, such as e-commerce capabilities, social media integration, analytics tools, and more, without extensive coding or development work.
- **Security and Maintenance:** CMS platforms typically have dedicated security teams that continuously monitor vulnerabilities and release security patches and updates. They also provide regular software updates to ensure stability, performance, and compatibility with the latest technologies.
- **Community Support:** CMS platforms have active and supportive user communities comprising developers, designers, and users. These communities provide resources, forums, documentation, and tutorials, making finding assistance, guidance, and solutions to common challenges easier.

Overall, CMS offers a cost-effective and efficient way to build and manage websites, enabling businesses and individuals to focus on content creation and user experience without significant technical expertise.



## Self-Check Sheet 1: Interpret CMS

1. What is the purpose of a Content Management System (CMS)?
  - a. To create complex web applications
  - b. To manage digital content on the web without technical knowledge
  - c. To design website templates
  - d. To develop coding skills
2. What is the main advantage of using a CMS?
  - a. Separation of content from design and functionality
  - b. Advanced customization options
  - c. Scalability for large websites
  - d. Multilingual support
3. How do CMSs store and retrieve content?
  - a. In a database
  - b. In separate files
  - c. In a cloud server
  - d. In the browser's cache
4. Which of the following is a popular CMS platform?
  - a. HTML
  - b. CSS
  - c. WordPress
  - d. JavaScript
5. What are some features commonly offered by CMSs?
  - a. User management, SEO optimization, and e-commerce capabilities
  - b. Graphic design tools and animation features
  - c. Video editing and 3D modeling capabilities
  - d. Project management and collaboration tools
6. Explain the concept of separating content from design and functionality in a CMS.
7. What role does a database play in a CMS?
8. Name three popular CMS platforms.
9. How does a CMS simplify the process of website development and content creation?
10. How does a CMS enable collaboration among multiple users?

## Answer Key 1: Interpret CMS

1. b. To manage digital content on the web without technical knowledge
2. a. Separation of content from design and functionality
3. a. In a database
4. c. WordPress
5. a. User management, SEO optimization, and e-commerce capabilities
  
6. Separating content from design and functionality in a CMS means that users can focus on creating and organizing content without worrying about the technical aspects of website design and functionality. The CMS handles the underlying structure and presentation, allowing users to easily manage and update content without requiring coding skills.
7. A database in a CMS is used to store and retrieve content. It allows for efficient content management, enabling users to easily update, modify, and organize their website's information. The database ensures that the content is stored in a structured manner, making it accessible for retrieval and presentation on the website.
8. Three popular CMS platforms: WordPress, Joomla, and Drupal.
9. A CMS simplifies website development and content creation by providing a user-friendly interface and intuitive tools. Users can easily create and manage web pages, add content elements, and customize the design without needing extensive technical knowledge or coding skills. The CMS handles the underlying technical aspects, allowing users to focus on creating and organizing their content.
10. A CMS enables collaboration among multiple users by providing user management features. Users can have different roles and permissions, allowing them to contribute and manage content according to their responsibilities. This ensures only authorized individuals can make changes or publish content, facilitating effective teamwork and content management.

## Learning Outcome 2: Configure CMS

Assessment Criteria	<ol style="list-style-type: none"> <li>1 WordPress CMS is selected</li> <li>2 WordPress documentation is interpreted</li> <li>3 WordPress is installed and configured</li> </ol>
Conditions and Resources	<ol style="list-style-type: none"> <li>1. Applicable tools, utensils, and equipment as prescribed by competency standards.</li> <li>2. Supply materials</li> <li>3. Relevant ingredients</li> <li>4. CBLM related to the learning outcome.</li> <li>5. Instructions, job sheets, activity sheets, and standard operating procedures</li> <li>6. Personal protective equipment</li> <li>7. Module/reference</li> </ol>
Contents	<ol style="list-style-type: none"> <li>1. WordPress as the Content Management System (CMS)</li> <li>2. WordPress Documentation</li> <li>3. Installing and Configuring WordPress</li> </ol>
Learning Materials	<ol style="list-style-type: none"> <li>1. CBLM</li> <li>2. Handouts</li> <li>3. Books, Manuals</li> <li>4. Module/ Reference</li> <li>5. Paper</li> <li>6. Pen</li> </ol>
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Assessment Methods	<ol style="list-style-type: none"> <li>1. Written Test</li> <li>2. Demonstration</li> <li>3. Oral Questioning</li> </ol>

## Learning Experience 2: Configure CMS

You must perform the learning steps below to achieve the objectives stated in this learning guide. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Steps	Resources specific instructions
1. Students will ask the instructor about work with CMS	1. The instructor will provide the learning materials for configure CMS.
2. Read the <b>Information sheet/s</b>	2. Information Sheet No: 2. Configure CMS
3. Complete the <b>Self-Checks &amp; Answer key sheets.</b>	3. Self-Check No: 2. Configure CMS  Answer key No. 2. Configure CMS
4. Read the <b>Job/ Task sheet and Specification Sheet</b>	4. Job/ task sheet and specification sheet  Job Sheet No: 2 Install WordPress on XAMPP (windows)  Specification Sheet: 2 Install WordPress on XAMPP (windows)

## Information Sheet 2: Configure CMS

### Learning Objective:

After completion of this information sheet, the learners will be able to explain, define and interpret the following contents:

- 1.1 WordPress as the Content Management System (CMS)
- 1.2 WordPress Documentation
- 1.3 Installing and Configuring WordPress

### 1.1 WordPress as the Content Management System (CMS)

Selecting WordPress as the Content Management System (CMS) offers several advantages for building and managing websites. Here are some key points to consider when choosing WordPress as your CMS:



- **User-Friendly Interface:** WordPress provides an intuitive and user-friendly interface, making it accessible for beginners and experienced users. The dashboard is easy to navigate, allowing users to create, edit, and publish content without technical expertise.
- **Extensive Theme and Plugin Ecosystem:** WordPress offers many themes and plugins that allow easy customization and functionality enhancements. Themes determine your website's visual design and layout, while plugins add features and extend the functionality of your site. You can create a unique and tailored website with thousands of free and premium options to suit your needs.
- **SEO-Friendly:** WordPress is inherently search engine-friendly, with features that help improve your website's visibility in search engine rankings. It allows you to optimize meta tags, generate clean URLs, create XML sitemaps, and integrate with popular SEO plugins to enhance your site's search engine optimization efforts.
- **Community and Support:** WordPress has a large and active community of users, developers, and designers who contribute to its growth and offer support. You can find forums, documentation, tutorials, and online resources to assist you in solving problems, learning new techniques, and staying up to date with the latest WordPress developments.
- **Scalability and Flexibility:** WordPress is suitable for websites of all sizes, ranging from personal blogs to large e-commerce stores and corporate websites. It can handle high traffic volumes and offers scalability to accommodate your website's growth and

changing needs. Additionally, WordPress allows for easy content migration and integration with third-party systems.

- **Mobile Responsiveness:** With the increasing importance of mobile browsing, WordPress offers a wide range of responsive themes that adapt to different screen sizes and devices. This ensures that your website looks and functions well on desktops, laptops, tablets, and smartphones, providing a seamless user experience across all devices.
- **Security and Updates:** WordPress is committed to the security and regularly releases updates to address vulnerabilities and improve website security. Additionally, you can enhance security through various plugins and best practices, such as strong passwords, secure hosting, and regular backups.



- **E-Commerce Capabilities:** WordPress has robust e-commerce plugins, such as WooCommerce, that enable you to set up and manage online stores with ease. These plugins offer features like product management, payment gateways, inventory tracking, and order management, making it convenient to run an online business.
- **Multilingual Support:** WordPress has built-in multilingual capabilities and supports translation plugins, allowing you to create a multilingual website to cater to a global audience.
- **Cost-Effective Solution:** WordPress is an open-source platform that is free to download and use. This makes it a cost-effective solution for building and maintaining websites. However, consider that additional costs may be incurred for premium themes, plugins, hosting, and custom development, depending on your specific requirements.

By considering these factors, you can make an informed decision in selecting WordPress as your CMS, leveraging its features and capabilities to create a powerful and dynamic website.

## 1.2 WordPress documentation

WordPress documentation is crucial for effectively using and customizing the WordPress CMS. The WordPress documentation is a comprehensive resource providing guidance, instructions, and explanations on various aspects of WordPress. Here are some key points to consider when interpreting WordPress documentation:

- **Getting Started:** The documentation typically includes a section on getting started, which provides an overview of WordPress, its installation process, and initial setup. It covers essential topics like system requirements, database configuration, and the basic steps to get your WordPress site up and running.
- **Core Functionality:** The documentation delves into the core functionality of WordPress, explaining how different components work together to create and manage a website. It covers posts, pages, categories, tags, media management, user roles, and permissions. This section helps you understand the fundamental building blocks of a WordPress site and how to use them effectively.
- **Themes and Templates:** WordPress documentation provides detailed information on themes and templates. It explains installing, activating, and customizing themes to change your website's visual appearance and layout. Additionally, it covers template files, template hierarchy, and template tags to control content display.
- **Plugins and Extensions:** Documentation covers plugins and extensions which extend the functionality of WordPress. It provides instructions on installing, activating, and configuring plugins to add specific features or integrate with third-party services. It also offers guidelines on developing custom plugins if you require advanced customization.
- **Customization and Development:** The documentation explores WordPress customization and development options, catering to users with coding knowledge. It covers topics like creating child themes, customizing templates, utilizing hooks and filters, and utilizing the WordPress REST API for building custom functionalities. This section helps developers and advanced users extend WordPress beyond its default capabilities.
- **Troubleshooting and Support:** WordPress documentation includes troubleshooting guides to help you address common issues or errors that may arise during site management. It provides step-by-step instructions, troubleshooting tips, and solutions for resolving problems. Additionally, it directs you to community forums,

support resources, and documentation updates to stay informed and seek assistance when needed.

- **Best Practices and Security:** The documentation emphasizes best practices for using WordPress, including guidelines for secure website management, data backups, plugin selection, and optimization techniques. It also highlights recommended practices for SEO, performance optimization, accessibility, and content management to ensure that your WordPress site operates efficiently and effectively.
- Reading and understanding the provided information is essential when interpreting WordPress documentation. Pay attention to examples, code snippets, and explanations to correctly grasp and implement the concepts.

### 1.3 Installing and Configuring WordPress

WordPress is well-known for its ease of installation. Under most circumstances, installing WordPress is simple and takes less than five minutes to complete. Many web hosts now offer tools (e.g., Fantastico, Softaculous) to install WordPress for you automatically. We will now see how to install WordPress manually in any Hosting environment.

Before installing WordPress, ensure your web hosting provider fulfills the necessary software and conditions. Also, you must have access to the server and some tools.

#### Requirements on the server side

- PHP 7.4 or greater
- MySQL 5.7 or MariaDB 10.3 or greater
- HTTPS support

#### Requirements on local

- Login Account (user id and password) to the server via FTP or shell
- Text Editor
- FTP
- Your web browser of choice

#### Step 1: Download and Extract

Download and unzip the WordPress package from [wordpress.org/download/](https://wordpress.org/download/).

- If you upload WordPress to a remote web server, download the WordPress package to your computer with a web browser and unzip the package.
- If you use FTP, skip to the next step – uploading files is covered later.
- If you have shell access to your web server and are comfortable using console-based tools, you may wish to download WordPress directly to your web server using `wget` (or `lynx` or another console-based web browser) if you want to avoid FTPing:
  - `wget https://wordpress.org/latest.tar.gz`
  - Then extract the package using the following:

- `tar -xzf latest.tar.gz`

The WordPress package will extract into a folder called “wordpress” in the same directory that you downloaded latest.tar.gz.

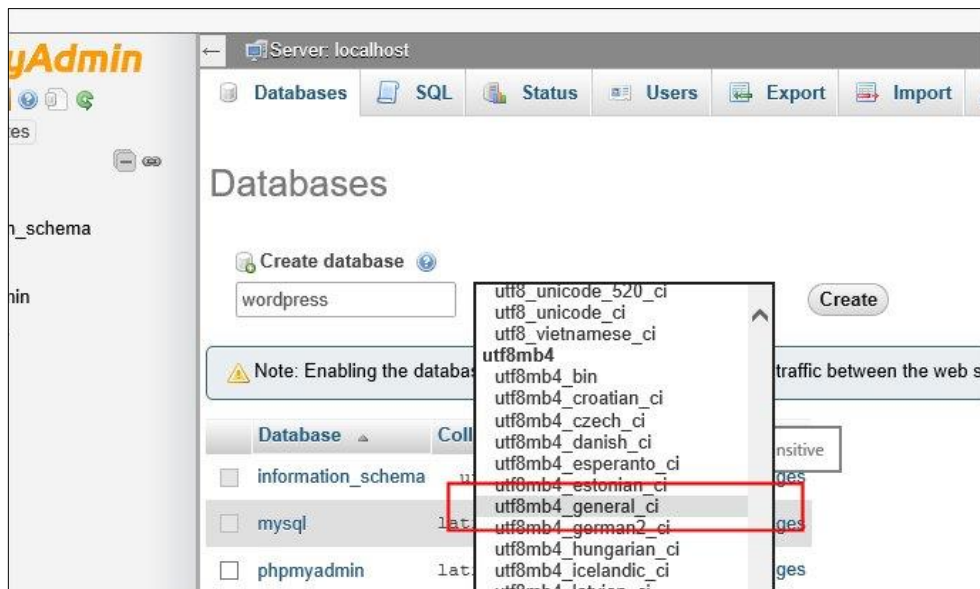
## Using phpMyAdmin

If your web server has phpMyAdmin installed, you may follow these instructions to create your WordPress username and database. If you work on your computer, on most Linux distributions, you can install PhpMyAdmin automatically.

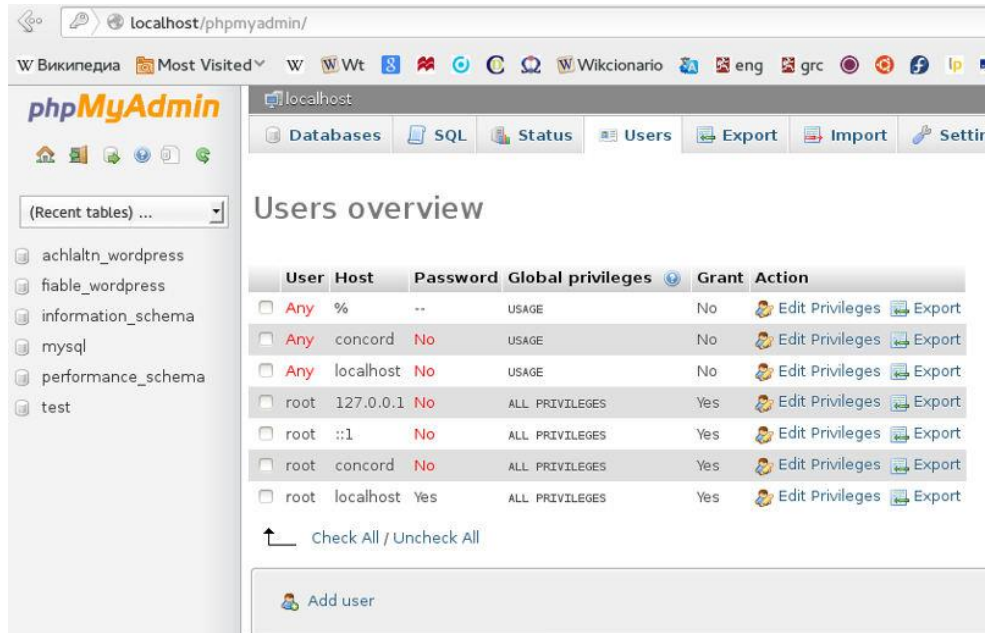
**Note:** These instructions are written for phpMyAdmin 4.4; the phpMyAdmin user interface can vary slightly between versions.

If a database relating to WordPress does not already exist in the **Database** dropdown on the left, create one:

Choose a name for your WordPress database: ‘wordpress’ or ‘blog’ are good, but most hosting services (especially shared hosting) will require a name beginning with your username and an underscore, so even if you work on your computer, we advise that you check your hosting service requirements so that you can follow them on your server and be able to transfer your database without modification. Enter the chosen name in the **Create database** field and choose the best collation for your language and encoding. In most cases, it’s better to choose in the “utf8\_” series and, if you don’t find your language, to choose “utf8mb4\_general\_ci”.



Click the **phpMyAdmin** icon in the upper left to return to the main page, then click the **Users** tab. If a user relating to WordPress does not already exist in the list of users, create one:



- Click **Add User**.
- Choose a username for WordPress (‘wordpress‘ is good) and enter it in the **User name** field. (Be sure to **Use the text field**: is selected from the dropdown.)
- Choose a secure password (ideally containing a combination of upper- and lower-case letters, numbers, and symbols), and enter it in the **Password** field. (Be sure to **Use the text field**: is selected from the dropdown.) Re-enter the password in the **Re-type** field.
- Write down the username and password you chose.
- Leave all options under **Global privileges** at their defaults.
- Click **Go**.
- Return to the Users screen and click the **Edit privileges** icon on the user you created for WordPress.
- In the **Database-specific privileges** section, select the database you created for WordPress under the **Add privileges to the following database** dropdown, and click **Go**.
- The page will refresh with privileges for that database. Click **Check All** to select all privileges, and click **Go**.
- On the resulting page, note the “hostname” listed after **Server:** at the top. (This will usually be **localhost**.)



### Step 3: Set up wp-config.php

You can create and edit the wp-config.php file yourself, or you can skip this step and let WordPress try to do this when you run the installation script (step 5). (you'll still need to tell WordPress your database information).

Return to where you extracted the WordPress package in Step 1, rename the file wp-config-sample.php to wp-config.php, and open it in a text editor.

Enter your database information under the section labeled

#### **DB\_NAME**

The name of the database you created for WordPress in Step 2.

#### **DB\_USER**

The username you created for WordPress in Step 2.

#### **DB\_PASSWORD**

The password you chose for the WordPress username is in Step 2.

#### **DB\_HOST**

The hostname you determined in Step 2 (usually localhost, but not always). If a port, socket, or pipe is necessary, append a colon (:) and then the relevant information to the hostname.

#### **DB\_CHARSET**

The database character set usually should not be changed.

#### **DB\_COLLATE**

The database collation should usually be left blank.

Save the wp-config.php file.

### Step 4: Upload the files

Now you will need to decide where on your domain you'd like your WordPress-powered site to appear:

- In the root directory of your website. (For example, <http://example.com/>)
- In a subdirectory of your website. (For example, <http://example.com/blog/>)

**Note:** The location of your root web directory in the filesystem on your web server will vary across hosting providers and operating

systems. Check with your hosting provider or system administrator if you do not know where this is.

#### In the Root Directory

- If you need to upload your files to your web server, use an FTP client to upload all the contents of the wordpress directory (but not the directory itself) into the root directory of your website.  
If your files are already on your web server, and you are using shell access to install WordPress, move all of the contents of the wordpress directory (but not the directory itself) into the root directory of your website.

#### In a Subdirectory

- If you need to upload your files to your web server, rename the wordpress directory to your desired name, then use an FTP client to upload the directory to your desired location within the root directory of your website.
- If your files are already on your web server, and you are using shell access to install WordPress, move the wordpress directory to your desired location within the root directory of your website, and rename the directory to your desired name.

### **Step 5: Run the Install Script**

Point a web browser to start the installation script.

- If you placed the WordPress files in the root directory, you should visit: <http://example.com/wp-admin/install.php>
- If you placed the WordPress files in a subdirectory called blog, for example, you should visit: <http://example.com/blog/wp-admin/install.php>

#### **Setup configuration file**

If WordPress can't find the wp-config.php file, it will tell you and offer to try to create and edit the file itself. (You can also do this directly by loading wp-admin/setup-config.php in your web browser.) WordPress will ask you for the database details and write them to a new wp-config.php file. If this works, you can proceed with the installation; otherwise, go back and create, edit, and upload the wp-config.php file yourself (step 3).

#### **Finishing installation**

The following screenshots show how the installation progresses. Notice that in entering the details screen, you enter your site title, desired user name, your choice of password (twice), and e-mail address. Also displayed is a checkbox asking if you would like your

blog to appear in search engines like Google and DuckDuckGo. Leave the box unchecked if you want your blog to be visible to everyone, including search engines, and check the box if you want to block search engines but allow regular visitors. Note that all this information can be changed later in your Administration Screen.

**Welcome**

Welcome to the famous five-minute WordPress installation process! Just fill in the information below and you'll be on your way to using the most extendable and powerful personal publishing platform in the world.

**Information needed**

Please provide the following information. Don't worry, you can always change these settings later.

**Site Title**

**Username**   
Usernames can have only alphanumeric characters, spaces, underscores, hyphens, periods, and the @ symbol.

**Password**    
Strong  
**Important:** You will need this password to log in. Please store it in a secure location.

**Your Email**   
Double-check your email address before continuing.

**Search Engine Visibility**  Discourage search engines from indexing this site  
It is up to search engines to honor this request.

If you successfully install WordPress, a login prompt will be displayed.

#### Install script troubleshooting

- If you get an error about the database: Go back to Step 2 and Step 3, and ensure you entered all the correct database information into wp-config.php.
- Ensure you granted your WordPress user permission to access your WordPress database in Step 3.
- Make sure the database server is running.

#### Installing WordPress at popular Hosting Companies

1. Installing WordPress at **Atlantic.net**

Install WordPress On A Ubuntu 14.04 LTS - <https://www.atlantic.net/vps-hosting/how-to-install-wordpress-ubuntu-14/>

- Installing WordPress at **AWS**

Installatron WordPress is a pre-configured and ready-to-launch image that contains a WordPress website and Installatron's WordPress management tools.

- <https://aws.amazon.com/marketplace/pp/prodview-duuvqpjnl65oe>

Architecting a Highly Scalable WordPress Site in AWS - A guide for building a more expensive, highly scalable AWS implementation using Amazon's Relational Data Store (RDS) et al. - <http://www.slideshare.net/harishganesan/scaling-wordpress-in-aws-amazon-ec2>

- Installing WordPress at **DigitalOcean**

How to install WordPress on Ubuntu 14.04 - <https://www.digitalocean.com/community/tutorials/how-to-install-wordpress-on-ubuntu-14-04>

2. Installing WordPress at **Linode**

Install WordPress on a Debian Server with a LAMP Stack. - <https://www.linode.com/docs/websites/cms/manage-web-content-with-wordpress>

3. Installing WordPress at **iPage Hosting**

Set up your blog the smart way with iPage Hosting. - <http://istartblogging.com/#express-blog-install>

### Installing WordPress at **Microsoft Azure**

Installing WordPress on Microsoft Azure is as simple as a few clicks. A hosting space and MySQL database will be created and configured, so you're ready to start creating within a matter of seconds. - <https://azure.microsoft.com/en-us/marketplace/partners/wordpress/wordpress/>

If you are running into issues and need to troubleshoot your WordPress site on Azure, follow this handy Troubleshooting guide for WordPress on Azure. - <https://azure.microsoft.com/en-us/blog/wordpress-troubleshooting-techniques-on-azure-websites/>

There are many other Hosting Companies in the market, and almost in all of them, you will find guidelines for their services. But in anywhere, you can follow the manual installation process, which we already learned in this module.

## Self-Check Sheet 2: Configure CMS

1. Which of the following is an advantage of using WordPress as a CMS?
  - a. Complex user interface
  - b. Limited theme options
  - c. Difficult content migration
  - d. User-friendly interface
  
2. What does SEO-friendly mean in the context of WordPress?
  - a. It improves website security.
  - b. It enhances website performance.
  - c. It helps optimize the website for search engines.
  - d. It provides multilingual support.
  
3. What is the role of themes in WordPress?
  - a. They add functionality to the website.
  - b. They determine the visual design and layout of the website.
  - c. They improve website security.
  - d. They handle content migration.
  
4. Which feature of WordPress allows easy integration with third-party systems?
  - a. Mobile responsiveness
  - b. SEO optimization
  - c. Scalability and flexibility
  - d. Extensive plugin ecosystem
  
5. Which plugin is commonly used for setting up and managing online stores in WordPress?
  - a. WooCommerce
  - b. Yoast SEO
  - c. Jetpack
  - d. Contact Form 7
  
6. What is the cost of downloading and using WordPress?
  - a. Expensive
  - b. Free
  - c. Low-cost
  - d. Variable depending on requirements

## Answer Key 2: Configure CMS

### MCQ

1. d) User-friendly interface
2. c) It helps optimize the website for search engines.
3. b) They determine the visual design and layout of the website.
4. d) Extensive plugin ecosystem
5. a) WooCommerce
6. b) Free
7. c) Managing website content
8. c) It configures the database connection and settings.
9. a) Using an FTP client
10. b) Manually create and edit the wp-config.php file.

## Job Sheet 2: Install WordPress on XAMPP (Windows)

### Job Steps:

1. Install XAMPP:
  - Download the latest version of XAMPP from the Apache Friends website.
  - Run the installer and follow the on-screen instructions to complete the installation.
  - Choose the desired components to install (Apache, MySQL, PHP, and phpMyAdmin).
2. Start XAMPP:
  - Launch XAMPP Control Panel.
  - Start the Apache and MySQL modules by clicking the "Start" buttons next to them.
3. Configure MySQL:
  - Open a web browser and enter "http://localhost/phpmyadmin" in the address bar.
  - Click on "New" to create a new database for WordPress.
  - Enter a name for the database and click on "Create".
4. Download WordPress:
  - Visit the official WordPress website and download the latest version of WordPress.
  - Extract the downloaded WordPress ZIP file to the "htdocs" folder inside the XAMPP installation directory.
5. Configure WordPress:
  - Rename the "wp-config-sample.php" file in the WordPress folder to "wp-config.php".
  - Open the "wp-config.php" file in a text editor.
  - Locate the following lines and update them with the MySQL database details:
    - `define('DB_NAME', 'database_name_here');`
    - `define('DB_USER', 'username_here');`
    - `define('DB_PASSWORD', 'password_here');`
    - `define('DB_HOST', 'localhost');`
6. Install WordPress:
  - Open a web browser and enter "http://localhost/wordpress" in the address bar.
  - Follow the WordPress installation wizard:
    - Select a language for the installation.
    - Enter the WordPress admin account's site title, username, password, and email.
    - Click on "Install WordPress" to complete the installation.
7. Verify Installation:
  - Once the installation is complete, log in to the WordPress admin dashboard using the provided credentials.
  - Verify that the website is running correctly, and that the admin dashboard is accessible.
8. Finalize the Job:
  - Provide the client with the WordPress admin login details.
  - Ensure the client is satisfied with the installation and address additional concerns or questions.

## Specification Sheet 2 Install WordPress on XAMPP (Windows)

### Necessary tools and equipment

Sl. No	Name of Tools & Equipment	Specification	Unit	Quantity
1	Computer	Minimum Corei3 with 4GB RAM	Set	01
2	Web Browser (e.g., Google Chrome)	Latest Version	No.	01
3	Internet connections	High Speed	Set	01
4	Image processing software (e.g., Adobe Photoshop, GIMP)	Latest Version	No.	1

### Learning Outcome 3: Use the WordPress plugins and themes

Assessment Criteria	<ol style="list-style-type: none"> <li>1. Common plugins are installed.</li> <li>2. Custom theme is installed and configured.</li> <li>3. Home page is created.</li> </ol>
Conditions and Resources	<ol style="list-style-type: none"> <li>1. Applicable tools, utensils, and equipment as prescribed by competency standard.</li> <li>2. Supply materials</li> <li>3. Relevant ingredients</li> <li>4. CBLM related to the learning outcome.</li> <li>5. Instructions, job sheets, activity sheets, and standard operating procedures</li> <li>6. Personal protective equipment</li> <li>7. Module/reference</li> </ol>
Contents	<ol style="list-style-type: none"> <li>1. Common Plugins in WordPress</li> <li>2. Configuring a Custom Theme in WordPress</li> <li>3. Home Page in WordPress</li> </ol>
Learning Materials	<ol style="list-style-type: none"> <li>1. CBLM</li> <li>2. Handouts</li> <li>3. Books, Manuals</li> <li>4. Module/ Reference</li> <li>5. Paper</li> <li>6. Pen</li> </ol>
Training Methods	<ol style="list-style-type: none"> <li>1. Discussion</li> <li>2. Presentation</li> <li>3. Demonstration</li> <li>4. Guided Practice</li> <li>5. Individual Practice</li> <li>6. Project Work</li> <li>7. Problem Solving</li> <li>8. Brainstorming</li> </ol>
Assessment Methods	<ol style="list-style-type: none"> <li>1. Written Test</li> <li>2. Demonstration</li> <li>3. Oral Questioning</li> </ol>

### Learning Experience 3: Use the WordPress plugins and themes

You must perform the learning steps below to achieve the objectives stated in this learning guide. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Steps	Resources specific instructions
1. Students will ask the instructor work with CMS	1. The instructor will provide the learning materials for use the WordPress plugins and themes
2. Read the <b>Information sheet/s</b>	2. Information Sheet No: 3. Use the WordPress plugins and themes.
3. Complete the <b>Self-Checks &amp; Answer key sheets.</b>	3. Self-Check No: 3. Use the WordPress plugins and themes  Answer key No. 3. Use the WordPress plugins and themes
4. Read the <b>Job/ Task sheet and Specification Sheet</b>	4. Job/ task sheet and specification sheet  Job Sheet No:3 Installing the "Contact Form 7" Plugin and Creating a Custom Form in WordPress  Specification Sheet: 3 Installing the "Contact Form 7" Plugin and Creating a Custom Form in WordPress

## **Information Sheet 3: Use the WordPress plugins and themes**

### **Learning Objective:**

After completion of this information sheet, the learners will be able to explain, define and interpret the following contents:

- 3.1 Common Plugins in WordPress
- 3.2 Custom Theme in WordPress
- 3.3 Home Page in WordPress

### **3.1 Common Plugins in WordPress**

WordPress plugins are additional software components that enhance the functionality and features of a WordPress website. Plugins offer many capabilities, including adding contact forms, improving SEO, enhancing security, integrating social media, and more.

#### **3.1.1 Accessing the WordPress Admin Dashboard:**

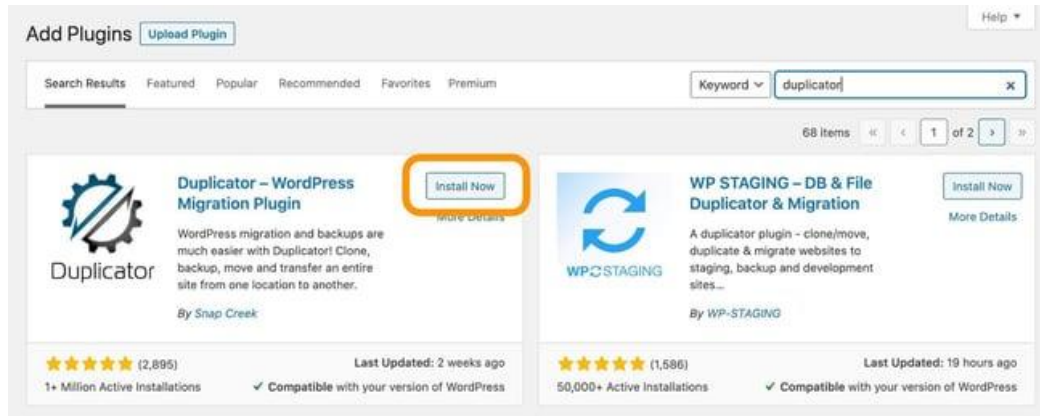
- To install plugins, you need to access the WordPress admin dashboard of your website.
- Open a web browser and enter the URL of your WordPress website followed by "/wp-admin" (e.g., "https://yourwebsite.com/wp-admin").
- Log in using your administrator username and password.

#### **3.1.2 Navigating to the Plugins Section:**

- Once logged in, you will be on the WordPress admin dashboard.
- In the left-hand menu, click on "Plugins."
- This will take you to the "Plugins" page, where you can manage and install plugins.

#### **3.1.3 Installing a Plugin:**

- On the "Plugins" page, click the "Add New" button at the top.
- You will be directed to the "Add Plugins" page.
- Here, you can browse through featured, popular, or recommended plugins or use the search bar to find specific plugins.



### 3.1.4 Searching and Installing a Plugin:

- Use the search bar on the "Add Plugins" page to find the desired plugin.
- Enter the name or functionality of the plugin you want to install.
- A list of relevant plugins will be displayed.
- Click the "Install Now" button next to the plugin you wish to install.

### 3.1.5 Activating a Plugin:

- You will see an "Activate" button once the plugin is installed.
- Click on the "Activate" button to enable the plugin on your website.
- Some plugins may require additional setup or configuration after activation.



### 3.1.6 Configuring and Managing Plugins:

- After activating a plugin, you may need to configure its settings.
- Go to the "Plugins" page and locate the installed plugin.
- Click on the "Settings" or "Configure" link, which will vary depending on the plugin.
- Configure the plugin according to your requirements and follow the developer's instructions.



### 3.1.7 Updating Plugins:

- It is essential to keep your plugins up to date to ensure compatibility and security.
- On the "Plugins" page, you will see a notification if any updates are available for installed plugins.
- Click the "Update Now" link next to the plugin to update it to the latest version.

### 3.1.8 Deactivating and Removing Plugins:

- If you no longer need a plugin or want to troubleshoot compatibility issues, you can deactivate or remove it.
- On the "Plugins" page, locate the plugin you want to deactivate or remove.
- Click on the "Deactivate" link to temporarily turn off the plugin's functionality.
- To remove a plugin entirely, click on the "Delete" link.
- Deleting a plugin will permanently remove its files and data from your website.

## 3.2 Custom Theme in WordPress

WordPress themes are pre-designed templates that determine your website's overall appearance and layout. While WordPress offers a variety of free and premium themes, you may want to install a custom theme to give your website a unique and personalized look. This information sheet provides a comprehensive guide on installing and configuring a custom theme in WordPress. General steps for working with a custom theme in WordPress are:

### 3.2.1 Choosing a Custom Theme:

- Before installing a custom theme, select a suitable theme that aligns with your website's purpose, design preferences, and functionality requirements.
- Browse through reputable theme marketplaces or developer websites to find a custom theme that meets your needs.
- Ensure the theme is compatible with the latest version of WordPress to avoid compatibility issues.

### 3.2.2 Downloading the Custom Theme:

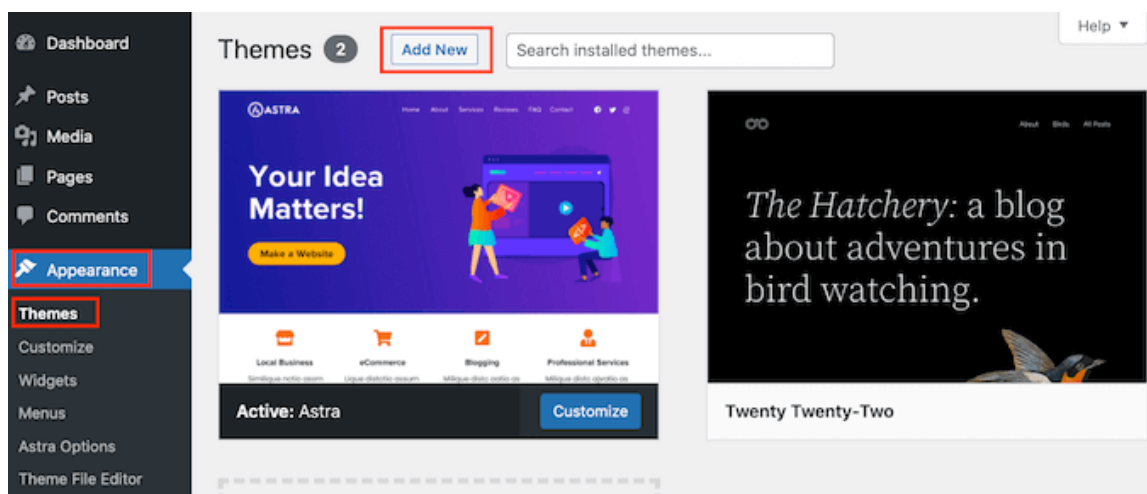
- Once you have selected a custom theme, you must download the theme files to your computer.
- If you have purchased the theme, log in to the theme developer's website or marketplace and download the theme package.
- If the theme is free, visit the developer's website or a trusted theme repository to download the theme files.

### 3.2.3 Accessing the WordPress Admin Dashboard:

- To install and configure the custom theme, you need to access the WordPress admin dashboard of your website.
- Open a web browser and enter the URL of your WordPress website followed by "/wp-admin" (e.g., "https://yourwebsite.com/wp-admin").
- Log in using your administrator username and password.

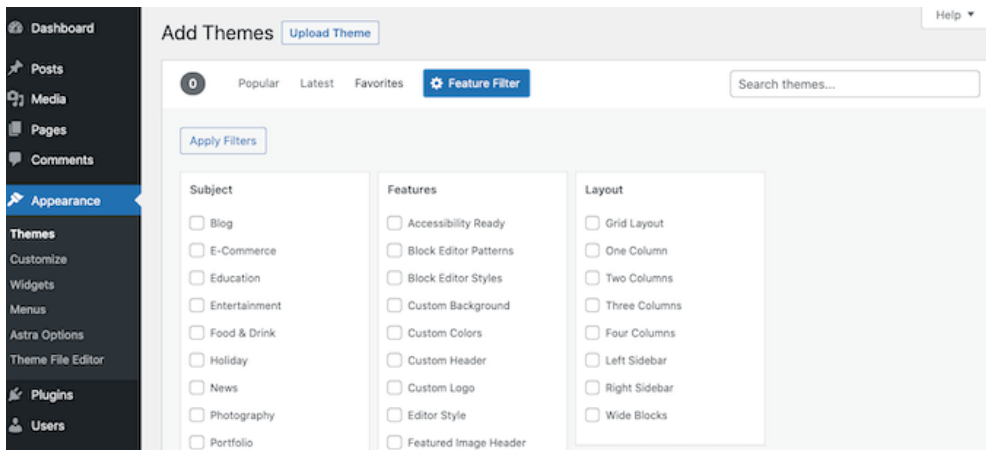
### 3.2.4 Installing the Custom Theme:

- Once logged in, you will be on the WordPress admin dashboard.
- In the left-hand menu, click "Appearance" and select "Themes."
- On the "Themes" page, click the "Add New" button.

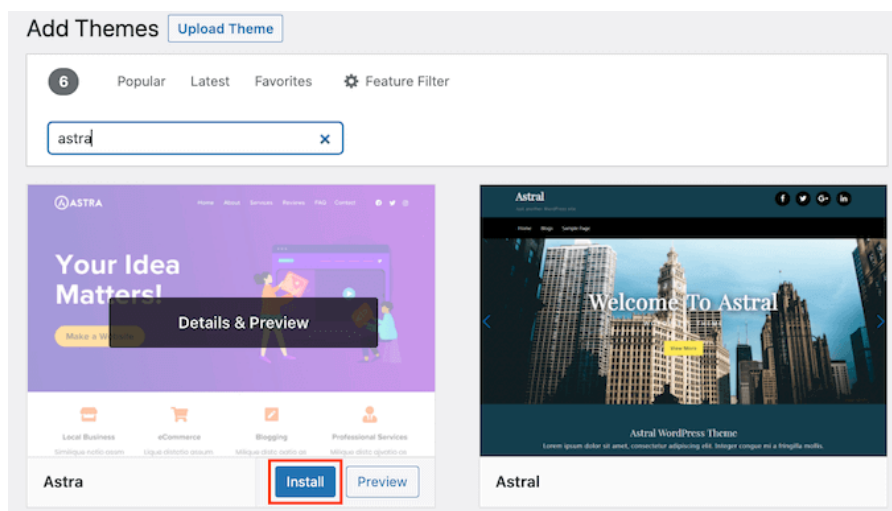


### 3.2.5 Method 1: Search and Installing the Custom Theme:

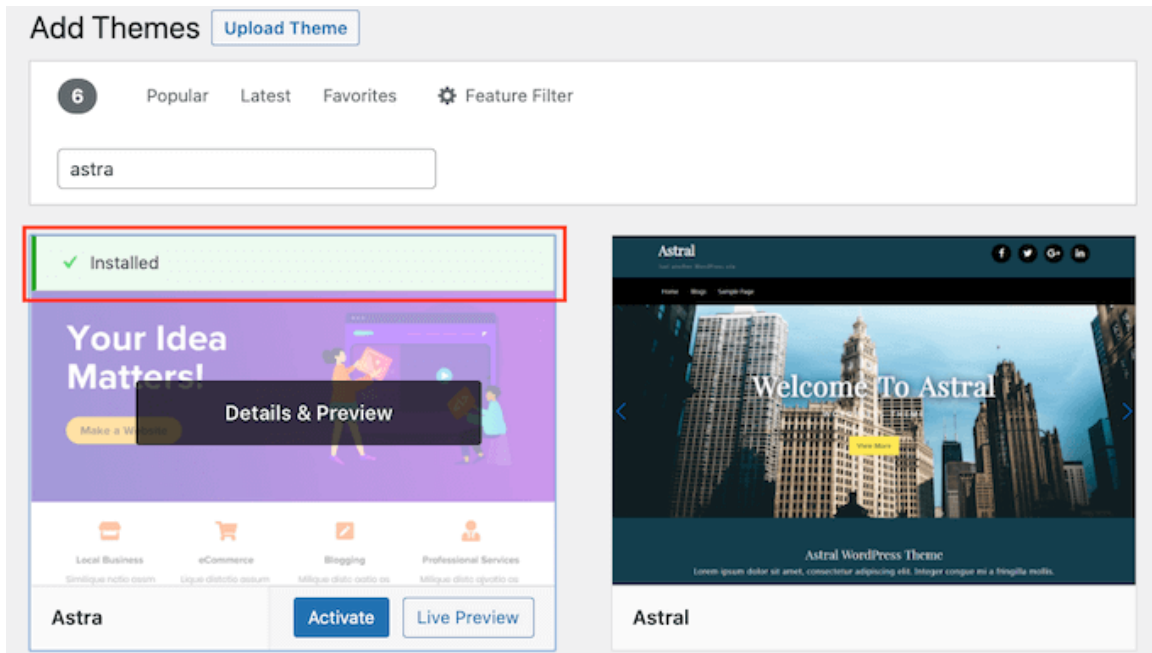
- If you want to install a free WordPress theme from the WordPress.org themes directory, then you can explore this directory from inside your WordPress dashboard. You can choose Popular, Latest, or Favorites on the next screen.
- If you already know the theme you want to use, type its name into the 'Search themes...' field.
- Clicking on 'Feature Filter' will allow you to sort themes based on different characteristics. You can sort themes by subject, specific features, and layout.



- When you see the theme you want to install, hover your mouse over the theme's image. This will reveal the Install, Preview, and 'Details & Preview' buttons.
- Go ahead and click on the Install button.



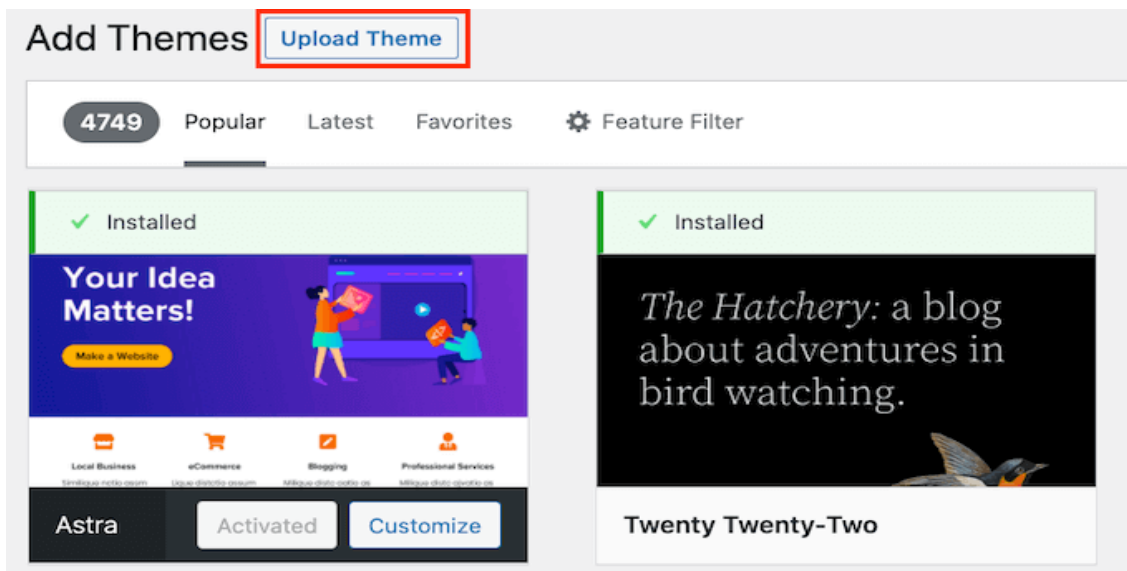
- WordPress will now install your theme.
- When your theme is ready, WordPress will show a success message.



- WordPress will display the 'Activate' and 'Live Preview' buttons.
- Click the Activate button to start using this theme on your WordPress website. You've now successfully installed and activated your WordPress theme.

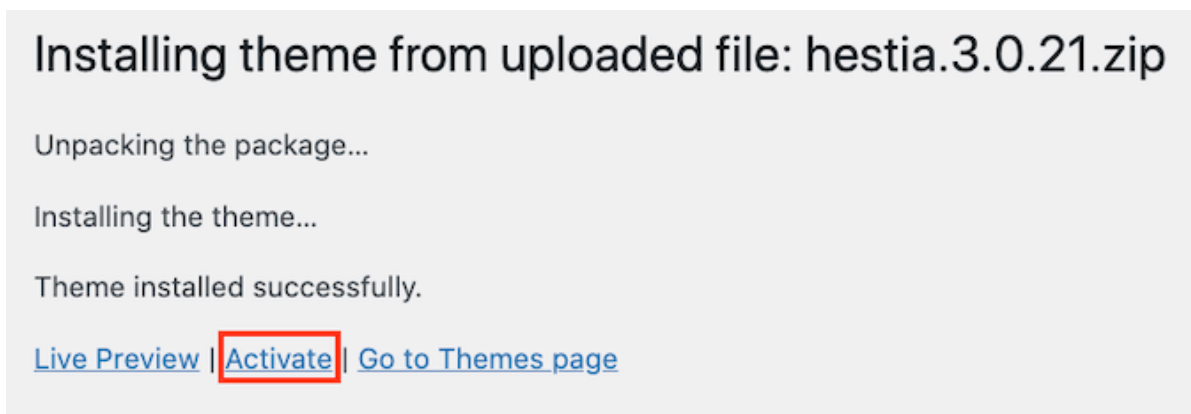
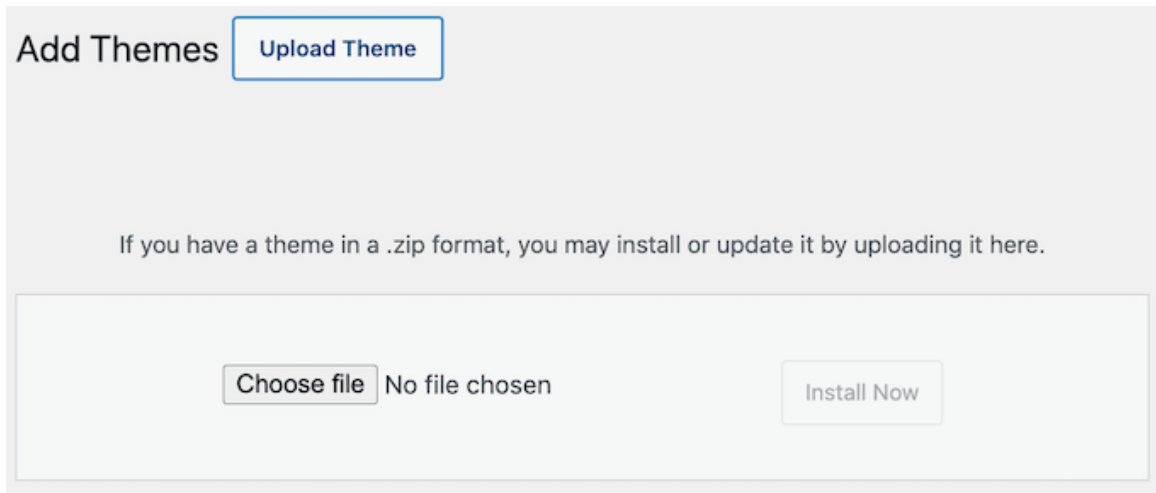
### 3.2.6 Method 2: Upload and Installing the Custom Theme:

- Next, click on the "Upload Theme" button.



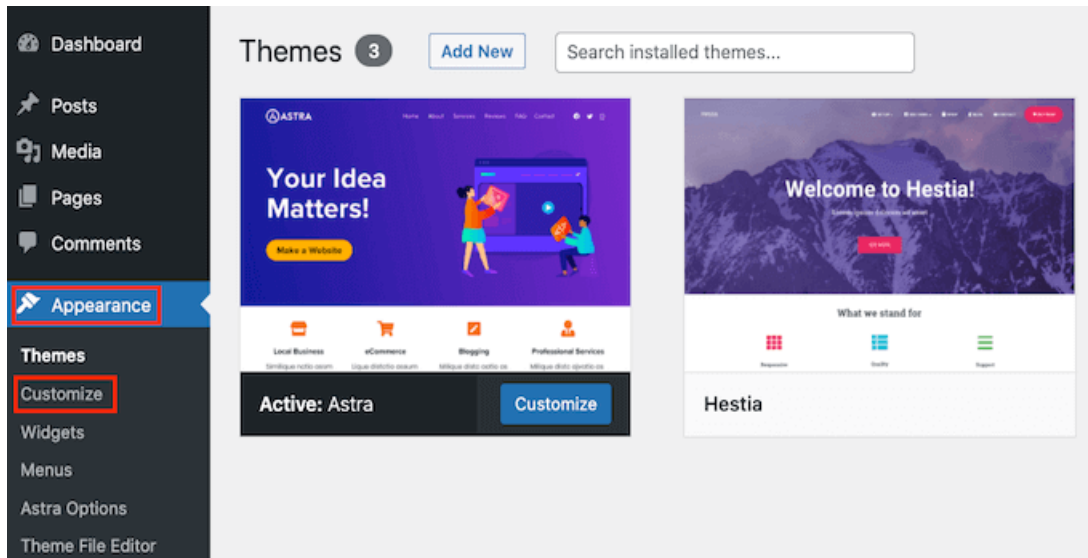
- Choose the custom theme file you downloaded from your computer and click the "Install Now" button.

- WordPress will upload and install the theme. Once completed, click the "Activate" button to make the custom theme active on your website.

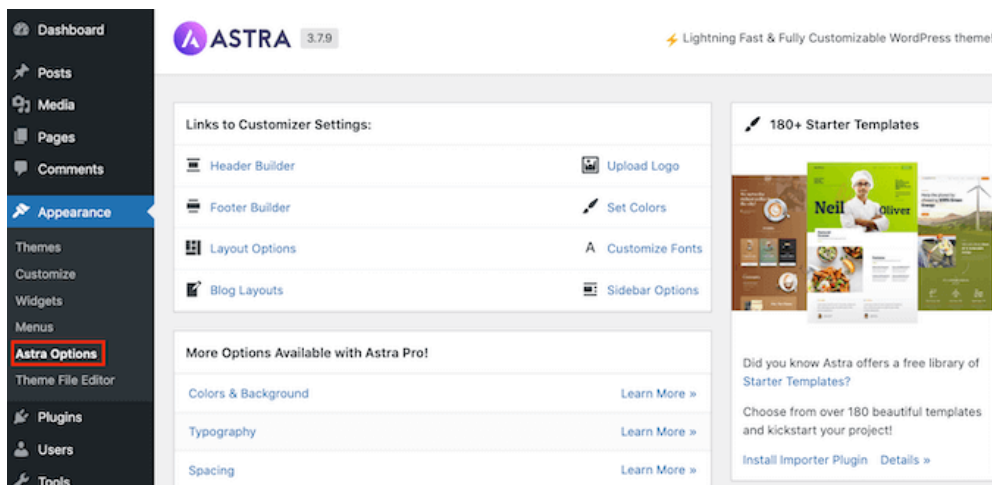


### 3.3 Configuring the Custom Theme:

- After activating the custom theme, you may need to configure its settings to match your website's requirements.
- In the WordPress admin dashboard, go to "Appearance" and click on "Customize."



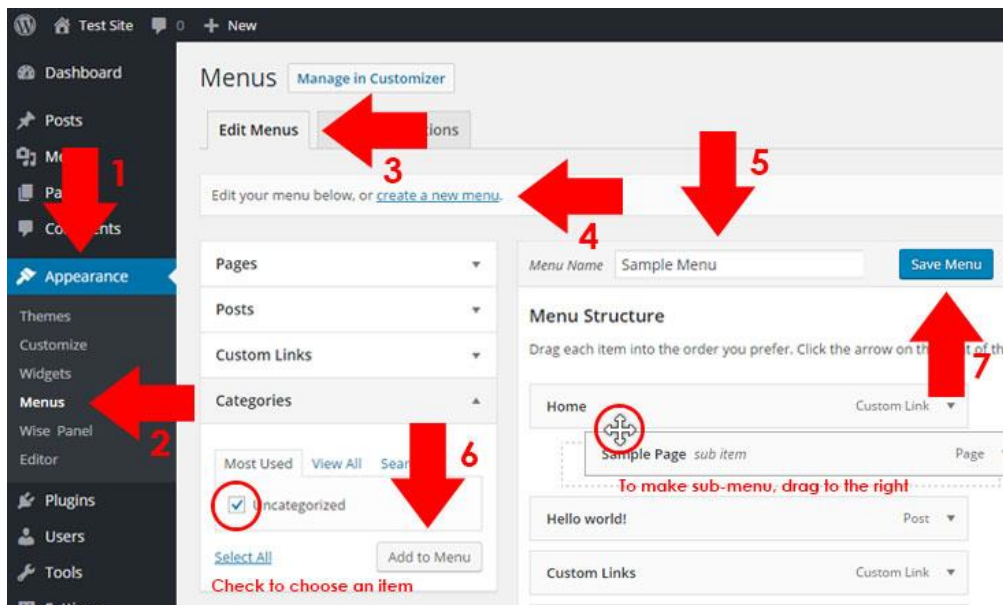
- The customization options may vary depending on the custom theme you have installed.
- Some themes have additional settings that you may need to configure. For instance, your theme may ask you to install some must-have WordPress plugins, download demo data, or review its settings.
- Explore the available customization sections, such as General Settings, Header, Footer, Colors, Typography, and Layout.



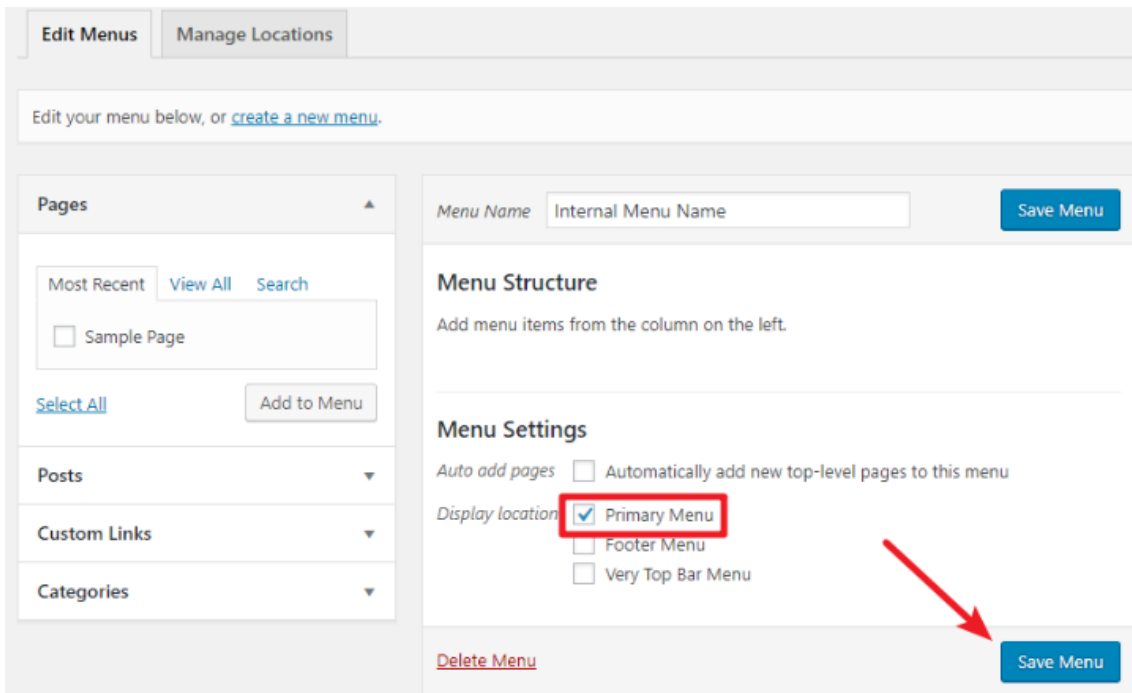
- Make the desired changes to customize the appearance of your website, including logo upload, color schemes, font selection, menu placement, widget areas, and more.
- Save your changes after each customization section.

### 3.3.1 Creating and Assigning Menus:

- Many custom themes allow you to create and manage multiple menus for your website.
- To create a menu, go to "Appearance" and click on "Menus."
- Give your menu a name and click on the "Create Menu" button.
- Add menu items by selecting pages, posts, categories, or custom links from the left-hand panel and clicking on the "Add to Menu" button.
- Arrange the menu items by dragging and dropping them into the desired order.



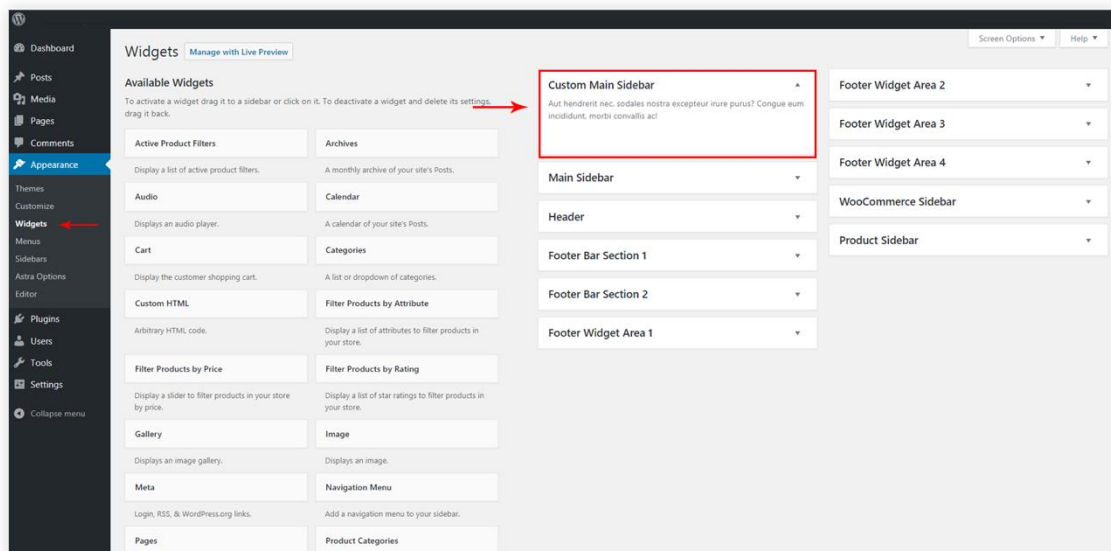
- Assign the menu to a specific location on your website, such as the primary navigation menu or footer menu.



- Save the menu once you have finished configuring it.

### 3.3.2 Customizing Widgets and Sidebars:

- Custom themes often provide widget areas where you can add and arrange widgets, such as search bars, social media links, recent posts, or custom text.
- To configure widgets, click "Appearance" and click "Widgets."
- On the Widgets page, you will see available widget areas provided by your custom theme.

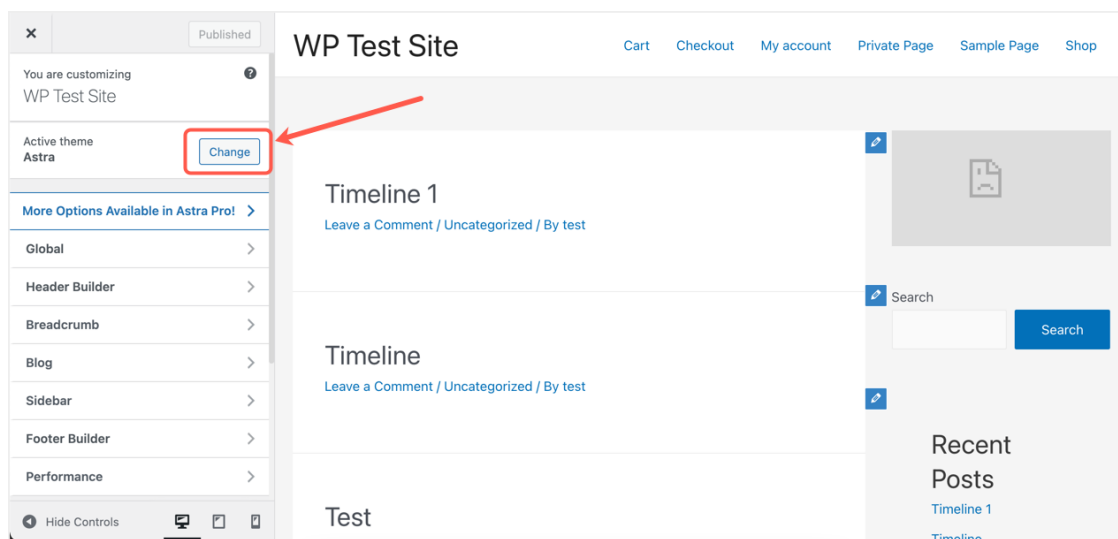


- Drag and drop widgets from the left-hand panel to the desired widget area.
- Configure each widget's settings, such as titles, content, and display options.

- Save the widget settings after customization.

### 3.3.3 Previewing and Publishing Changes:

- Throughout the process of installing and configuring the custom theme, it is essential to preview your changes before making them live.
- Click on the "Preview" button while customizing the theme or making changes to see how they will appear on the live website.
- Review the preview and make necessary adjustments if needed.
- Once satisfied with the changes, click the "Publish" or "Update" button to make the changes live on your website.



Installing and configuring a custom theme in WordPress gives your website a unique and personalized appearance. Following the steps outlined in this information sheet, you can successfully install a custom theme, customize its settings, create menus, configure widgets, and publish the changes to make your website visually appealing and functional. Remember to choose a reliable and well-coded custom theme and regularly update it to ensure compatibility and security with the latest version of WordPress.

### 3.3.4 Creating a Home Page in WordPress

The home page is your WordPress website's main landing page and serves as your visitors' first impression. Creating an engaging and informative home page that captures the essence of your website's purpose and encourages users to explore further is crucial. This information sheet provides a comprehensive guide to creating an attractive home page in WordPress.

### 3.3.5 Accessing the WordPress Admin Dashboard:

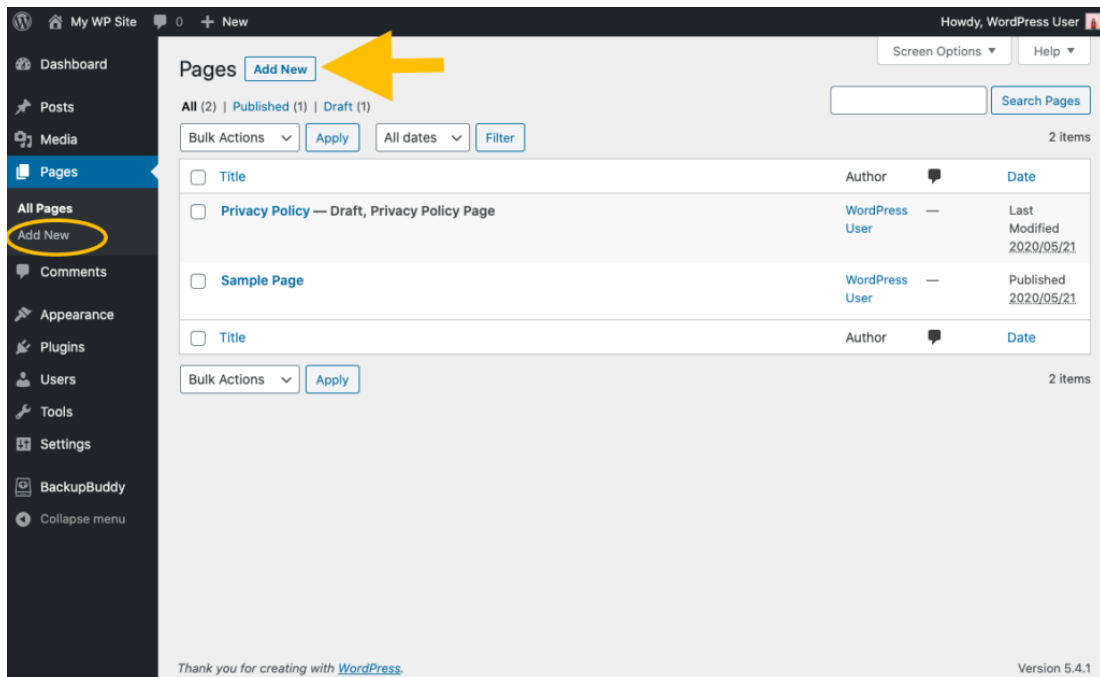
- To create and customize your home page, you need to access the WordPress admin dashboard of your website.
- Open a web browser and enter the URL of your WordPress website followed by "/wp-admin" (e.g., "https://yourwebsite.com/wp-admin").
- Log in using your administrator username and password.

### 3.3.6 Choosing a Static or Dynamic Home Page:

- WordPress offers two options for the home page: a static page or a dynamic blog feed.
- If you prefer a static home page with fixed content, proceed to the next step.
- If you want to display your latest blog posts on the home page, skip to step 5.

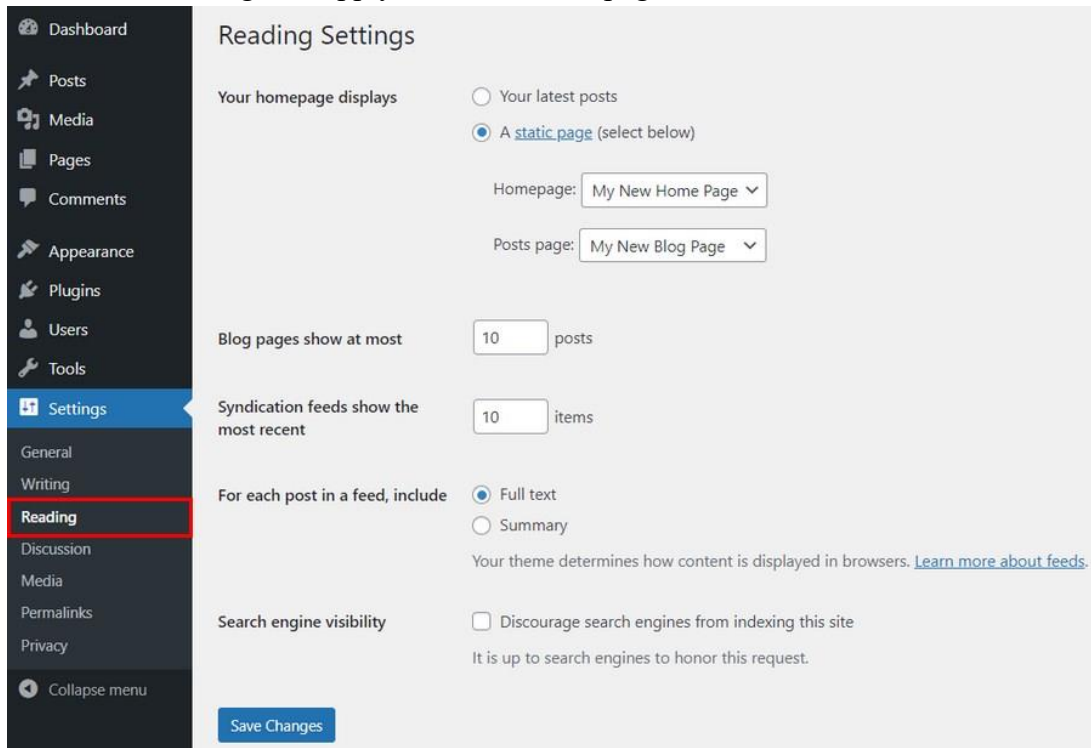
### 3.3.7 Creating a Static Home Page:

- In the WordPress admin dashboard, go to "Pages" and click on "Add New."
- Give your home page a title, such as "Home" or "Welcome."
- Add content to your home page using the WordPress editor, such as text, images, videos, or other media.
- Customize the design and layout of your home page using formatting options, headings, paragraphs, and visual elements.
- Save the changes when you are satisfied with the content.



### 3.3.8 Setting the Static Home Page:

- After creating the static home page, you need to set it as the front page of your website.
- Go to "Settings" in the WordPress admin dashboard and click on "Reading."
- In the "Your homepage displays" section, select the "A static page" option.
- Choose the home page you created from the drop-down menu next to "Homepage."
- Save the changes to apply the static home page.



### 3.3.9 Customizing the Dynamic Blog Feed:

- You can customize the dynamic blog feed to display your latest blog posts on the home page.
- In the WordPress admin dashboard, go to "Settings" and click on "Reading."
- Select the "Your homepage displays" option in the "Your latest posts" section.
- Customize the number of posts to display on the home page by entering a value in the "Blog pages show at most" field.
- Save the changes to update the dynamic blog feed on the home page.

### 3.3.10 Designing the Home Page Layout:

- Use page builders or WordPress themes with built-in customization options to create a visually appealing home page layout.
- Install a page builder plugin from the WordPress repository, such as Elementor, Beaver Builder, or Divi.
- Activate the page builder plugin and access the home page for editing.
- Use the drag-and-drop interface of the page builder to add and arrange elements on your home page, such as sections, columns, images, text blocks, and buttons.
- Customize each element's settings, including colors, typography, spacing, and animations, to achieve your desired design.

- Save the changes when you are satisfied with the home page layout.

### 3.3.11 Adding Widget to the Home Page:

- Widgets are small blocks of content that can be added to widget areas on the home page, such as sidebars or widget sections.
- In the WordPress admin dashboard, go to "Appearance" and click on "Widgets."
- Drag and drop widgets from the left-hand panel to the desired widget areas on the home page.
- Configure each widget's settings, such as titles, content, and display options.
- Save the widget settings after customization.

**Adding Header to the Home Page:** Headers are crucial in a website's overall design and navigation. They help users understand the structure of your website and provide quick access to critical sections.

- **Choosing a Theme Supporting Custom Headers:**
- WordPress themes offer different customization options, including header variations.
- Make sure you have a WordPress theme that supports custom headers or provides header customization features if you want a theme supporting Custom Headers.
- If you don't have a suitable theme, you can search for and install a new theme from the WordPress Theme Directory or other reputable sources.

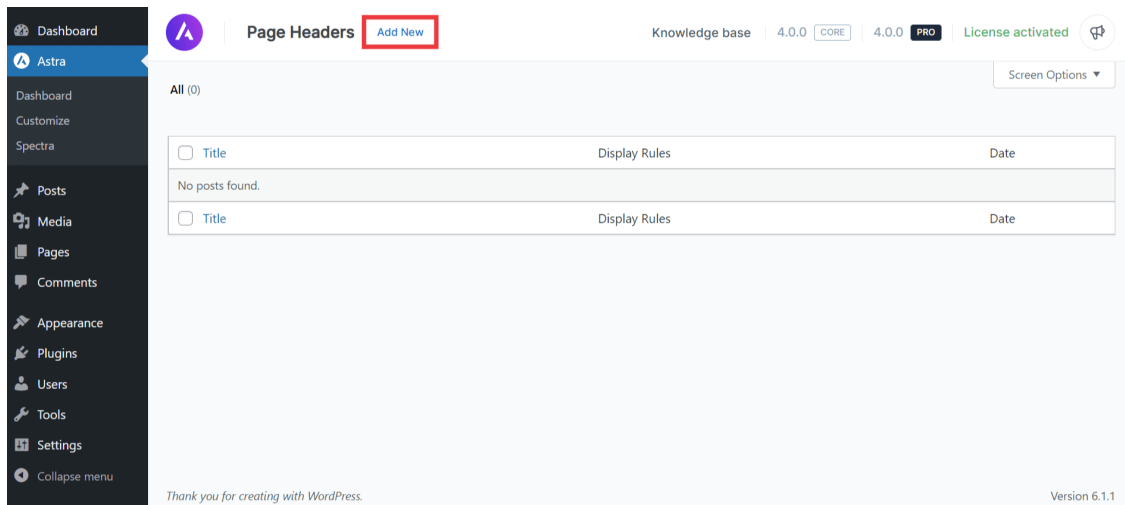


Figure 1: WordPress Page Header Screen.

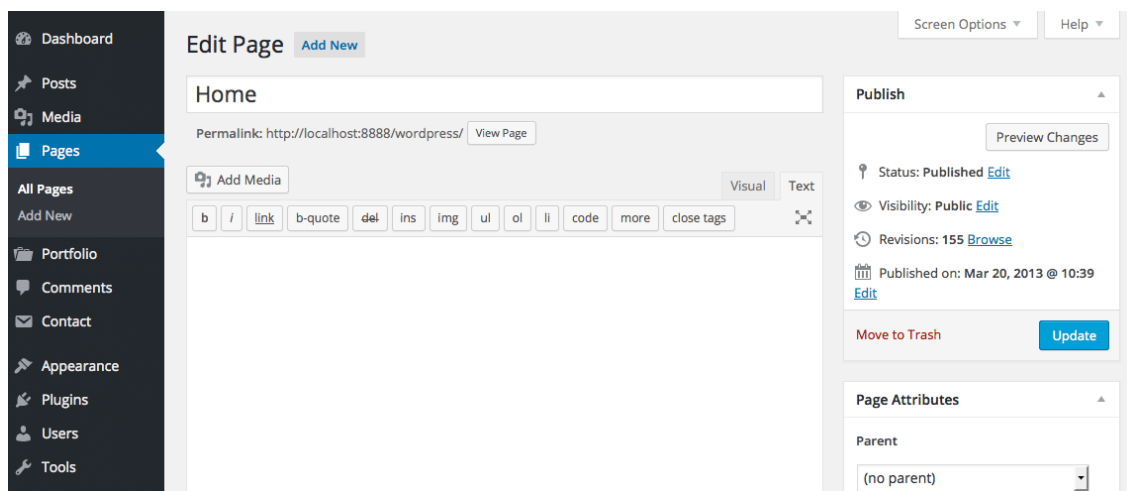
### 3.3.12 Customizing the Header:

- Once you have a theme that supports custom headers, you can begin customizing the header of your home page.
- In the WordPress admin dashboard, go to "Appearance" and click on "Customize."
- This will launch the live customizer, allowing you to make real-time changes to your website's appearance.

- Look for the header-related options or sections within the customizer, which may vary depending on your theme.
- Standard header customization options include:
  - Logo: Upload your website's logo or select from existing media.
  - Navigation Menu: Choose a menu to display in the header area.
  - Header Layout: Select a layout option, such as a centered logo or a split header.
  - Background and Colors: Customize the background color or image of the header section.
  - Typography: Adjust the header text elements' font styles, sizes, and colors.

### 3.3.13 Previewing and Publishing the Home Page:

- Throughout the process of creating the home page, it is essential to preview your changes before making them live.
- Click on the "Preview" button while editing the home page to see how it will appear on the live website.
- Review the preview and make necessary adjustments if needed.
- Once satisfied with the home page, click the "Publish" or "Update" button to make it live on your website.



Creating an impressive home page in WordPress requires careful planning, content creation, and customization. Following the steps outlined in this information sheet, you can create a static or dynamic home page, customize its layout, design, and content, and add widgets to enhance its functionality. Remember to regularly update and optimize your home page to provide a captivating user experience and drive engagement on your WordPress website.

### Self-Check Sheet 3: Use the WordPress plugins and themes

1. Which section of the WordPress admin dashboard allows you to install a free WordPress theme from the WordPress.org themes directory?
  - A) Plugins
  - B) Appearance
  - C) Settings
  - D) Pages
2. How can you upload and install a custom theme in WordPress?
  - A) Through the "Plugins" section
  - B) By accessing the WordPress.org directory
  - C) Using the "Appearance" section and the "Upload Theme" button
  - D) By modifying the WordPress core files
3. What is the purpose of customizing the settings of a custom theme in WordPress?
  - A) To improve website security
  - B) To optimize website performance
  - C) To match the theme with website requirements
  - D) To add additional features to the theme
4. What are menus used for in WordPress?
  - A) To manage user roles and permissions
  - B) To display advertisements on the website
  - C) To customize the appearance of the theme
  - D) To create and manage navigation links
5. Which section of the WordPress admin dashboard allows you to customize widgets and sidebars?
  - A) Plugins
  - B) Appearance
  - C) Media
  - D) Settings
6. What is the purpose of previewing changes before making them live on a WordPress website?
  - A) To test the website's responsiveness
  - B) To check for compatibility issues with plugins
  - C) To ensure the changes meet the website's requirements
  - D) To improve the website's search engine optimization
7. How can you create a static home page in WordPress?
  - A) Through the "Posts" section
  - B) By customizing the WordPress core files
  - C) Using a page builder plugin
  - D) By modifying the theme's code
8. How can you search for plugins in the WordPress.org plugin directory?
  - A) Through the "Themes" section in the admin dashboard
  - B) By modifying the WordPress core files
  - C) Using the search functionality within the "Plugins" section
  - D) By accessing the WordPress settings panel

### **Answer Key 3: Use the WordPress plugins and themes**

1. B
2. C
3. C
4. D
5. B
6. C
7. C
8. C

## **Job Sheet 3.1 Installing the "Contact Form 7" Plugin and Creating a Custom Form in WordPress**

**Job Description:** The job involves installing the "Contact Form 7" plugin on a WordPress website and creating a custom form to capture user inquiries or feedback. Follow the steps below to complete the job successfully.

### **Job Steps:**

1. Access the WordPress admin dashboard.
2. Navigate to "Plugins".
3. Access the plugin installation screen.
4. Locate the "Contact Form 7" plugin and Install it.
5. Activate the plugin.
6. Access the form creation screen.
7. Modify the 'Basic Form' according to requirements.
8. Save the form once you have made all the necessary modifications.
9. Copy the shortcode generated for your form.
10. Create a new page or edit an existing page to display the form.
11. Paste the shortcode into the page editor where the form will appear.
12. Save or update the page to publish the form on your website.
13. Test the form by submitting a test inquiry or feedback to ensure it functions correctly.
14. Verify that form submissions are emailed to the designated recipient(s).

## Specification Sheet 3 Installing the "Contact Form 7" Plugin and Creating a Custom Form in WordPress

### Necessary tools and equipment

Sl. No	Name of Tools & Equipment	Specification	Unit	Quantity
1	Computer	Minimum Corei3 with 4GB RAM	Set	01
2	Web Browser (e.g., Google Chrome)	Latest Version	No.	01
3	Internet connections	High Speed	Set	01
4	Image processing software (e.g., Adobe Photoshop, GIMP)	Latest Version	No.	1

## Review of Competency

Below is your assessment rating for module **Work with CMS**

Assessment of Performance Criteria	Yes	No
CMS (Content Management System) is interpreted		
Advantages of CMS are identified		
WordPress CMS is selected		
WordPress documentation is interpreted		
WordPress is installed and configured		
Common plugins are installed.		
Custom theme is installed and configured		
Home page is created		

I now feel ready to undertake my formal competency assessment.

Signed:

Date:

## Reference

[https://www.google.com/search?q=Step+by+step+how+to+Export+the+Object+Adobe+Photoshop+-+wikihow&tbm=isch&ved=2ahUKEwin9qag4NGBAxVRwDgGHVazAlcQ2-cCegQIABAA&oq=Step+by+step+how+to+Export+the+Object+Adobe+Photoshop+-+wikihow&gs\\_lcp=CgNpbWcQA1CFC1jJFGDVLGgAcAB4AIAB3QGIAfIKkgEFMC43LjGYAQCgAQGqAQtn3Mtd2l6LWltZ8ABAQ&sclient=img&ei=M8YXZeeQCNGA4-EP1uaKuAU&bih=629&biw=1366&hl=en](https://www.google.com/search?q=Step+by+step+how+to+Export+the+Object+Adobe+Photoshop+-+wikihow&tbm=isch&ved=2ahUKEwin9qag4NGBAxVRwDgGHVazAlcQ2-cCegQIABAA&oq=Step+by+step+how+to+Export+the+Object+Adobe+Photoshop+-+wikihow&gs_lcp=CgNpbWcQA1CFC1jJFGDVLGgAcAB4AIAB3QGIAfIKkgEFMC43LjGYAQCgAQGqAQtn3Mtd2l6LWltZ8ABAQ&sclient=img&ei=M8YXZeeQCNGA4-EP1uaKuAU&bih=629&biw=1366&hl=en)

[https://www.google.com/search?q=Step+by+steoExport+the+Object+Adobe+Photoshop+-+wikihow&tbm=isch&ved=2ahUKEwiN98mI39GBAxWgz6ACHW6JCdEQ2-cCegQIABAA&oq=Step+by+steoExport+the+Object+Adobe+Photoshop+-+wikihow&gs\\_lcp=CgNpbWcQA1DaF1jdPGCFQ2gAcAB4AIABqgKIAYQNkgEDMi03mAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=9MQXZY2tOaCf8UP7pKmiA0&bih=629&biw=1366&hl=en](https://www.google.com/search?q=Step+by+steoExport+the+Object+Adobe+Photoshop+-+wikihow&tbm=isch&ved=2ahUKEwiN98mI39GBAxWgz6ACHW6JCdEQ2-cCegQIABAA&oq=Step+by+steoExport+the+Object+Adobe+Photoshop+-+wikihow&gs_lcp=CgNpbWcQA1DaF1jdPGCFQ2gAcAB4AIABqgKIAYQNkgEDMi03mAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=9MQXZY2tOaCf8UP7pKmiA0&bih=629&biw=1366&hl=en)

[https://www.google.com/search?q=Data+Layer&tbm=isch&ved=2ahUKEwj0o9DW1tGBAxUUjmMGHaBZBEIQ2-cCegQIABAA&oq=Data+Layer&gs\\_lcp=CgNpbWcQAzIFCAAQgAQyBQgAEIAEMgUIABCABDIFCAAQgAQyBQgAEIAEMgUIABCABDIFCAAQgARQ1QZY7xNg0xZoAHAAeACAAdcBiAHXCJIBBTauNC4ymAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=KLwXZfTvKpScjuMPoLORkAQ&bih=629&biw=1366&hl=en#imgrc=G30Pvdc79Lk2QM](https://www.google.com/search?q=Data+Layer&tbm=isch&ved=2ahUKEwj0o9DW1tGBAxUUjmMGHaBZBEIQ2-cCegQIABAA&oq=Data+Layer&gs_lcp=CgNpbWcQAzIFCAAQgAQyBQgAEIAEMgUIABCABDIFCAAQgAQyBQgAEIAEMgUIABCABDIFCAAQgARQ1QZY7xNg0xZoAHAAeACAAdcBiAHXCJIBBTauNC4ymAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=KLwXZfTvKpScjuMPoLORkAQ&bih=629&biw=1366&hl=en#imgrc=G30Pvdc79Lk2QM)

## Development of CBLM:

The Competency Based Learning Material (CBLM) of ‘**Work with CMS**’ (Occupation: Web Design, Level-3) for National Skills Certificate is developed by NSDA with the assistance of SIMEC System, ECF consultancy & SIMEC Institute JV (Joint Venture Firm) in the month of June 2023 under the contract number of package SD-9A dated 07<sup>th</sup> May 2023.

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