

**Working with WordPress**

**Working with WordPress**



**CBSE**



**ICSE**



**NTSE**



**Banking &  
Insurance**



**Central Govt.  
Service**



**State Govt.  
Services**



**LAW  
Entrance**



**MBA  
Entrance**



**Railways & Metro  
Services**

**...many more**

**abhyasonline.in**

**WordPress** is a free and easy-to-use tool for creating websites. It lets you build a website **without needing to know coding**. It is used for making:

- Personal blogs
- Business websites
- Online stores
- Portfolios, etc.

There are **two versions** of WordPress:

1. **WordPress.com** - hosted by WordPress (easier, less control)
2. **WordPress.org** - you install it on your own hosting (more control and freedom)

**How to Make a Simple Website in WordPress**

**Step 1: Go to WordPress**

- Open <https://wordpress.com>.
- Click **Get Started**.

**Step 2: Create an Account**

- Sign up with your **email and password**, or log in with Google.

**Step 3: Choose a Website Name**

- WordPress will ask you to pick a name (domain).  
Example: mywebsite.wordpress.com (free version).
- Select the **Free Plan** to continue.

**Step 4: Start Editing**

- WordPress will create a simple starter site for you.
- On the left side, go to **Site** → **Pages**.
- You'll see pages like **Home, About, and Contact**.

**Step 5: Add or Edit Content**

- Click **Edit** on a page (for example, Home).
- Type your text, add a heading, and insert pictures using the “+” button.  
Example:

- Add a heading: “Welcome to My Website”
- Add a paragraph: “This is my simple website made with WordPress.”
- Click **Update** or **Publish** to save your page.

**Step 6: Add a New Page (Optional)**

- Go to **Pages** → **Add New**.
- Give it a name (like “Services” or “Gallery”) and add some text or images.

**Step 7: Preview and Publish**

- Click **View Site** (top right) to see your website.
- When ready, click **Publish** – your website is now live at your chosen address!

**Example:**

If you make a simple website called “My Travel Blog”:

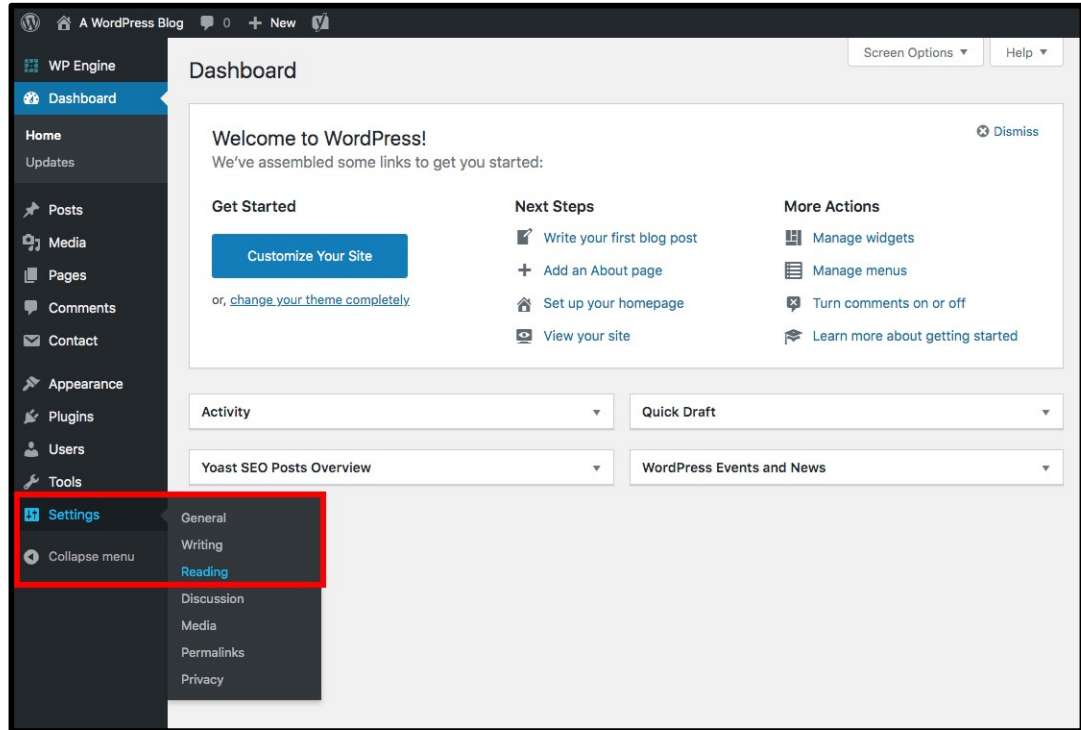
- Home Page → “Welcome to My Travel Blog”
- About Page → “I love sharing my travel experiences.”



**Course  
&  
Test Series**

**Working with WordPress**

- Contact Page → “Email me at mytravel@gmail.com.”



**Solved Example: Objective**

To design and publish a **personal portfolio website** using **WordPress.com** (or local WordPress installation) – using only **basic themes and built-in tools**, without any plugins.

You’ll learn how to:

- Create pages and add text/images
- Customize menus and themes
- Publish a simple working website

**Overview**

You will create a portfolio site with **4 pages**:

1. 🏠 Home
2. 👤 About Me
3. 🛠️ My Work / Projects
4. 📞 Contact

Each page will have basic content and images added using the **WordPress Block Editor**.

**...many more**  
**abhyasonline.in**

Course  
&  
Test Series

Working with WordPress

Step-by-Step Instructions

Step 1: Create a WordPress Account

1. Go to <https://wordpress.com>
  2. Click **Start your website**.
  3. Sign up using your **email** or **Google account**.
  4. Choose the **Free Plan** for this assignment.
- If you are using **local WordPress**, install it through **XAMPP** or **Local by Flywheel** and open your dashboard.

Step 2: Choose a Simple Theme

Use only **default** or **simple themes** such as:

- Twenty Twenty-One
- Twenty Twenty-Three
- Blocksy (optional)

Steps:

1. In Dashboard → Go to **Appearance** → **Themes**
2. Click **Add New**
3. Search for “Twenty Twenty-One”
4. Click **Install** → **Activate**

💡 These themes are light, responsive, and easy to use for beginners.

Step 3: Create Basic Pages

Now, let's add your main pages.

1. Go to **Pages** → **Add New**
2. Name it “Home” → add a welcome message and image.
3. Publish the page.
4. Repeat the same for **About Me**, **My Work**, and **Contact**.

Example content ideas:

- **Home:** “Welcome to my portfolio! I'm Mehul, a passionate learner and educator.”
- **About:** Write 3-4 lines about your education or interests.
- **My Work:** Add short descriptions of your achievements or projects.
- **Contact:** Include your email or phone number.

Step 4: Add Text & Images

Use the **WordPress Block Editor** (Gutenberg):

1. Click the + icon to add blocks.
2. Add:

- Paragraph block for text
- Image block for photos
- Heading block for titles
- List block for bullet points

Example: Add your photo on the About page using the **Image block**.

Step 5: Create a Menu



CBSE



ICSE



NTSE



Banking &  
Insurance



Central Govt.  
Service



State Govt.  
Services



LAW  
Entrance



MBA  
Entrance



Railways & Metro  
Services

...many more

abhyasonline.in



Course  
&  
Test Series

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

...many more

abhyasonline.in

## Working with WordPress

To link all your pages together:

1. Go to **Appearance** → **Menus**
2. Click **Create a new menu**
3. Name it **Main Menu**
4. Select all 4 pages (Home, About, My Work, Contact) → **Add to Menu**
5. Click **Save Menu**

Now your site will have easy navigation.

### Step 6: Customize Your Website

1. Go to **Appearance** → **Customize**
2. Edit the **Site Title** (e.g., "Mehul's Portfolio")
3. Add a **Tagline** (e.g., "Learning, Creating, Growing")
4. Change **Colors** or **Fonts** if your theme allows.
5. Set **Homepage** → **A Static Page** → **Select Home**  
💡 This makes your "Home" page the first page visitors see.

### Step 7: Preview and Publish

1. Click **Preview** (top-right corner) to check your design.
2. If everything looks fine, click **Publish**.
3. Your live website link will look like this:  
👉 <https://yourname.wordpress.com>

### Assignment

**Use a Simple, Default Theme** A perfect simple theme that's already in WordPress is **Twenty Twenty-Four**.

- You can find this in your dashboard under **Appearance > Themes**.
  - If it's not already active, just click **Activate**. You don't need to install anything new.
2. **Create Your Pages** Just like the portfolio has sections, you'll create static pages in WordPress.
    - Go to **Pages > Add New** in your dashboard.
    - Create four separate pages: **Home**, **About**, **Projects**, and **Contact**.
    - On your "Projects" page, you can use the built-in **Columns** or **Gallery** block to add your project images and text.
    - On your "Contact" page (since you're not using plugins), you can just add a text block with your email address or a simple message.
  3. **Set Up Your Navigation Menu (The part you highlighted)**
    - To create the navigation bar, go to **Appearance > Editor**.
    - Click on your site's **Header** to edit it.
    - You'll see a **Navigation** block. You can click it to add your new pages (Home, About, Projects, Contact) to this menu. WordPress will automatically create the links for you.
  4. **Set Your Homepage**

Course  
&  
Test Series

Working with WordPress

- Finally, go to **Settings > Reading** in your dashboard.
- Change "Your homepage displays" to **A static page** and select the "Home" page you created from the list.

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

**...many more**

**abhyasonline.in**

