Activity Sheet: WordPress - Creating Your Website

**ACTIVITY #1 – Match Terminology & Descriptions**

*Match the following terms to their definitions.*

WordPress.com entries presented in chronological order organized by categories and tags

Domain Name static information organized in a hierarchal structure accessible through a navigation menu

Blog a connected group of pages presented on the World Wide Web

Website a hosted turnkey solution used for developing a blog or website

Theme a simple label for identifying a resource within a network

Plugin chronological log of informal articles created by an individual or small group

Posts a collection of files working together to produce a graphical interface or styling of a website

Pages a program written in a scripted language to add more function to a website

**ACTIVITY #2 – Setting up a WordPress.com site**

*Begin by entering WordPress.com in your web browser then follow these steps to set up your site:*

1. Choose the general layout titled *A welcome page for my site*
2. Choose a theme for your site
3. Enter our preferred domain name
4. Choose the first option, a free plan that includes a domain name
5. Enter an email address and password

**ACTIVITY #3 – Navigating the Dashboard**

*Answer the following questions.*

1. Where might you go to view your current stats?
2. Where do you go to change the theme of your site?
3. Where would you go to add links to your social media (i.e. facebook, etc.)?
4. What is the name of the single plugin included in your free plan?
5. Where do you go to set the time zone you are publishing from?

**ACTIVITY #4 – Customizing Settings**

*Follow these steps to customize settings:*

1. Click **Settings** and choose **General**
2. Enter a *Site Title* and *Site Tagline* (These items can be edited at any time.) – Click **Save Settings**
3. Choose *English* as your preferred language.
4. Choose *Chicago* as the **Timezone** – Click **Save Settings**
5. Choose *Private* under Privacy – Click **Save Settings**

**ACTIVITY #5 – Adding a Page**

*Follow these steps to add a Page:*

1. Click **Add** located next to Pages in the left menu
2. Enter text in the *title* and *body* area
3. Click **Publish**
4. Click **View Page** located in the green toolbar

**Bonus**

1. Click **Customize** located in the lower cornerto return to the editor
2. Click **Static Front Page** in the left menu
3. Choose **A static page**
4. Choose a Front page using the drop-down menu (This can be edited at any time.)
5. Choose a Post page using the drop-down menu (This can be edited at any time.)
6. Click the blue **Save & Publish** button near the top