# WORDPRESS POWER SESSIONS

## WEEKEND EDITION – DAY 2

1:30 PM – 2:10 PM

Live on Zoom

Meeting ID: 740 6537 5049 Passcode: 123

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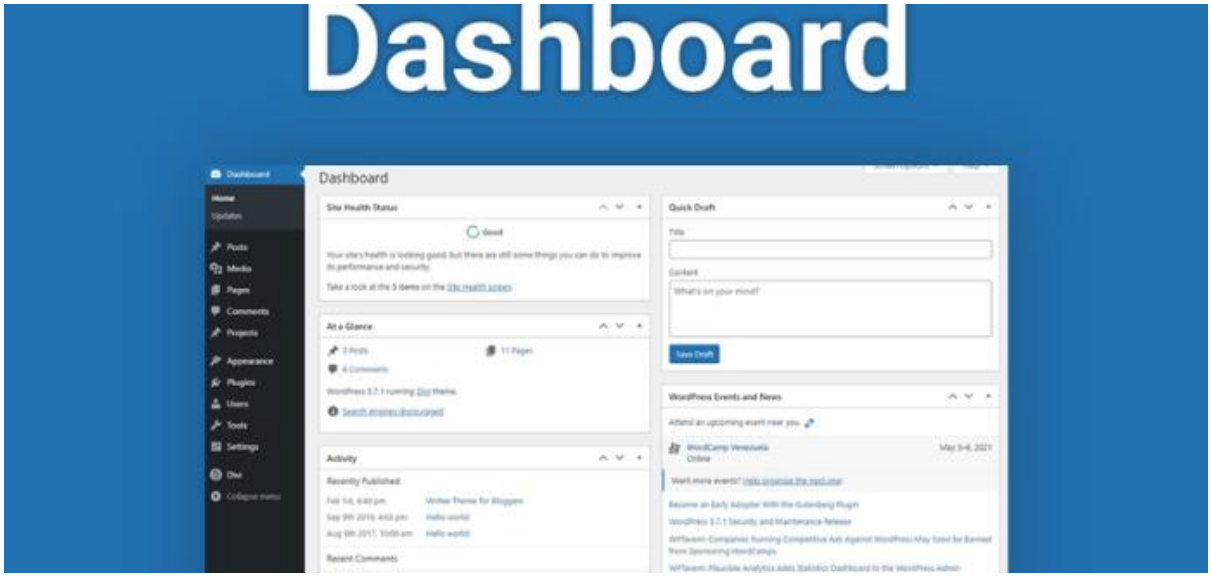
WordPress Trainer & Full Stack Developer




# Understanding The WordPress Dashboard: A Comprehensive Overview

## Introduction:

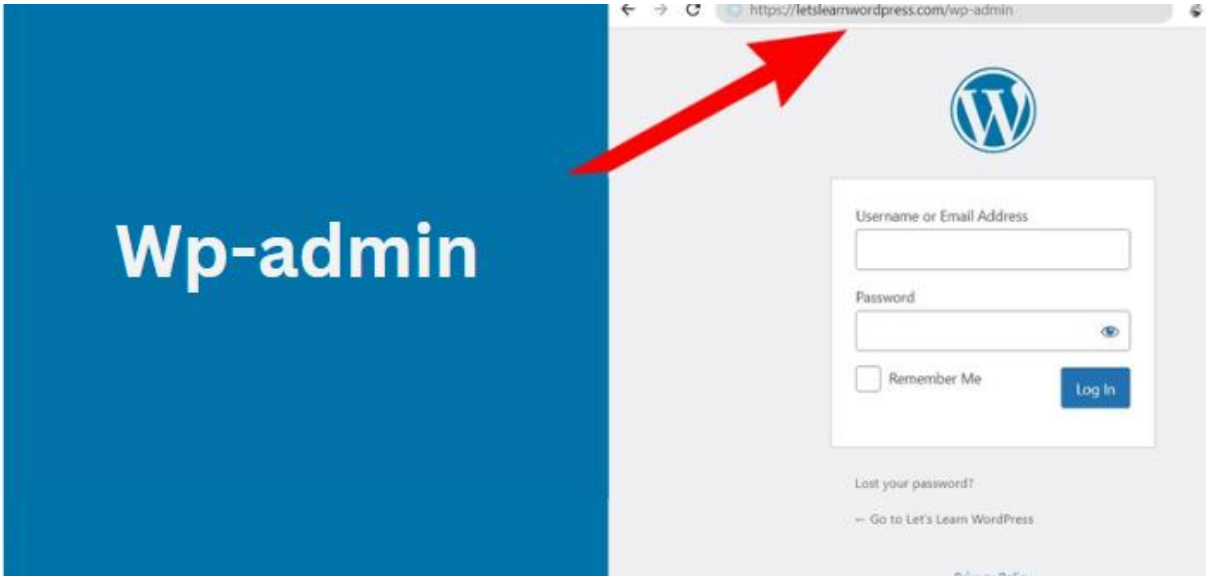
Welcome back to the WordPress course**!** In our previous lesson, we learned how to install WordPress. Today, we'll be diving into the WordPress Dashboard, the heart of your website's management.

This backend interface allows you to control everything related to your site, from creating posts to managing plugins and even handling eCommerce stores. Let's explore all its features step by step**!**

## What Is The Wordpress Dashboard?

The **WordPress Dashboard** is the backend of your website where you manage all aspects of your site. From creating new posts to managing media files, it's your control center. You can easily manage plugins, users, comments, and even orders for eCommerce stores, all from within the dashboard.

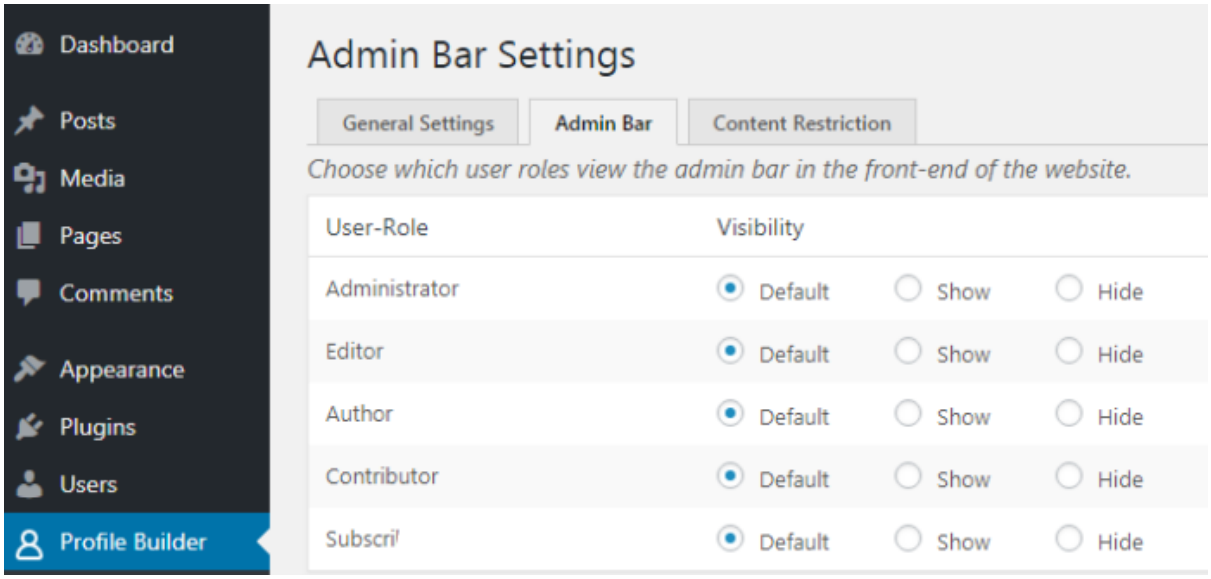
Once you log in to your WordPress site, you access the dashboard by entering your admin credentials. The **WP Admin** login page allows you to access the dashboard by entering your username and password.




# The Admin Bar: Key Features

At the top of your dashboard, you'll notice the **Admin Bar**. Here are the important features you'll find:

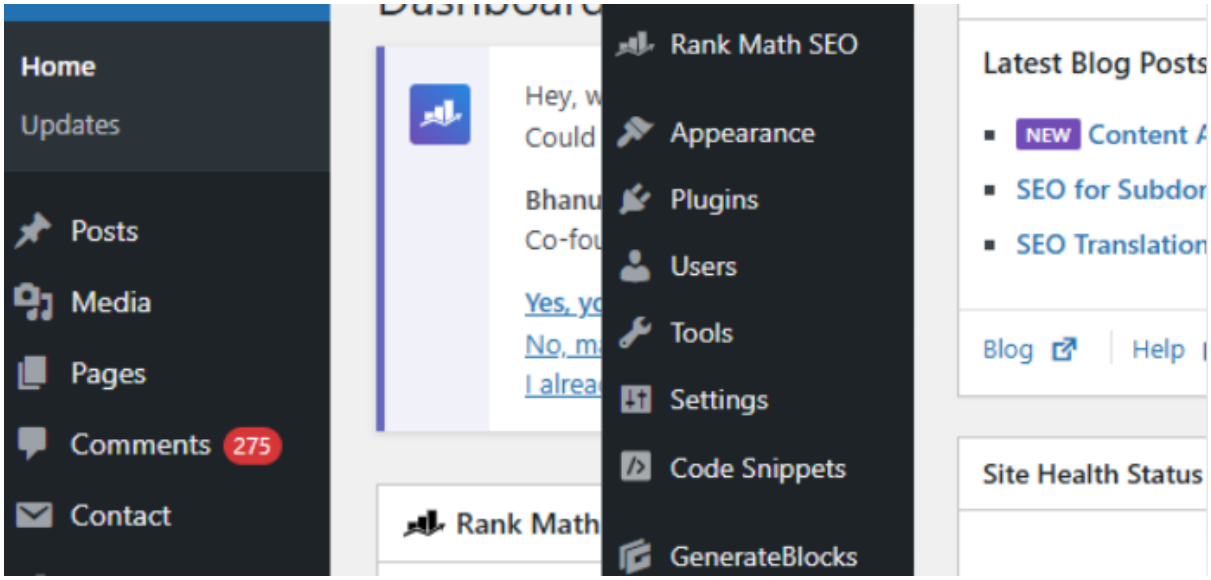
- **WordPress Logo:** By clicking on the logo, you can access important WordPress resources such as documentation, support, and feedback.
- **Home Button:** Clicking on this button will redirect you to the front end of your site, where visitors view your content.
- **Edit Site Button:** This allows you to edit your website directly. From here, you can make changes, update your content, and perform site management tasks.
- **User Profile:** Clicking on your username in the admin bar opens your profile settings, where you can update your profile picture, email, and password.
- **Log Out:** This option allows you to log out of the admin panel when you're done managing your site.




# Side Menu: Full Access to Website Management

The side menu provides quick access to all the essential management tools for your WordPress site:

1. **Dashboard Home:** This brings you to the main page of your dashboard.
2. **Updates:** This section alerts you when WordPress core updates, themes, or plugins need to be updated.
3. **Media Library:** Here, you can manage all the media files you upload to your website, such as images, videos, and documents.
4. **Pages:** This is where you can create and manage the pages of your website.
5. **Comments:** You can manage and moderate comments left by visitors on your posts.
6. **Themes:** Customize the appearance of your website by selecting and managing themes.
7. **Plugins:** Plugins are essential for adding functionality to your WordPress site. This section lets you manage and install new plugins.
8. **Users:** You can add new users, manage their roles, and edit your profile.
9. **Tools:** This menu provides basic tools like import/export options, site health, and file editor for advanced users.
10. **Settings:** Here, you can configure important site settings, such as permalinks, media settings, and more.



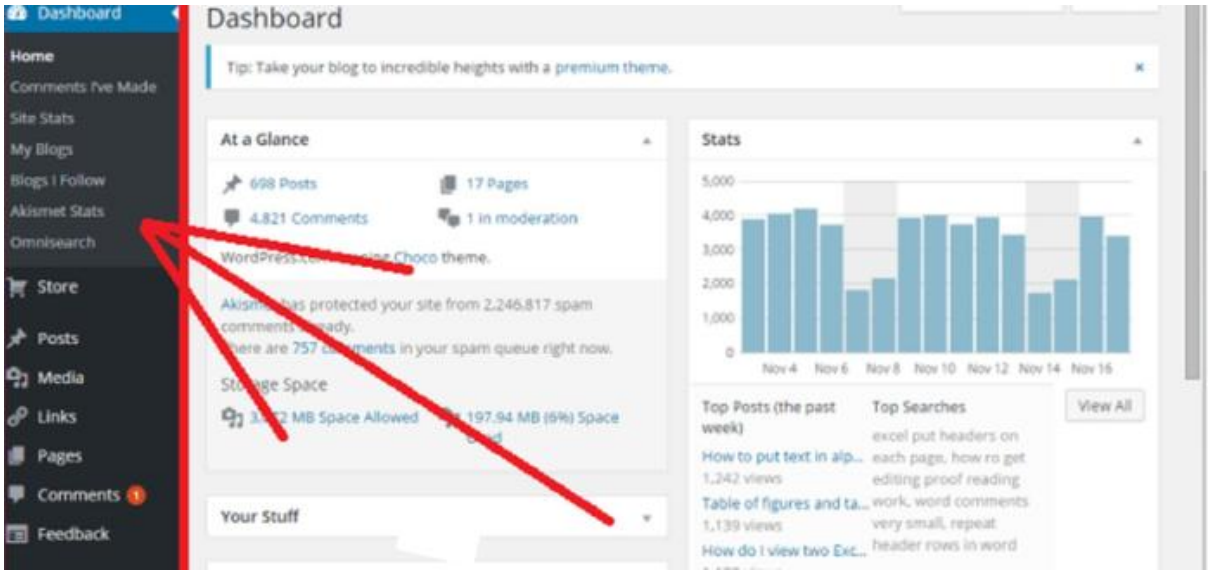

# Quick Dashboard Tips and Settings

- **Screen Options:** Located at the top right, this feature lets you customize which options are displayed on the dashboard home screen. You can dismiss or rearrange sections to make navigation easier.

- **At a Glance:** This area provides an overview of the number of posts, pages, and comments on your site.

- **Activity Box:** Here, you'll see the latest posts, pages, and comments that have been published or updated.

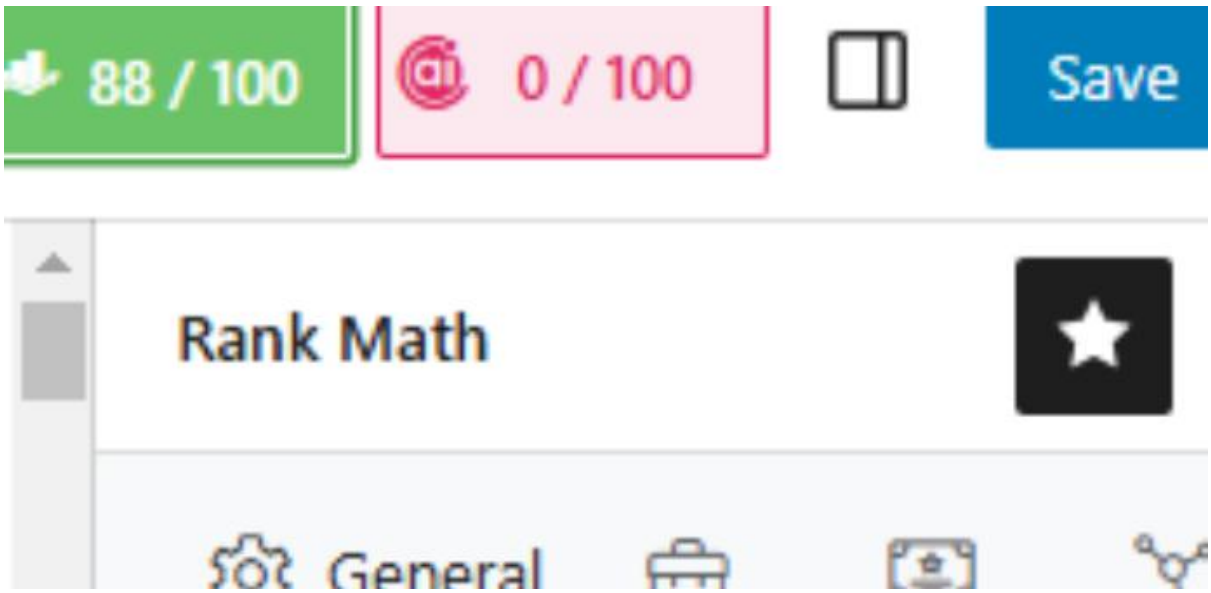
- **Quick Draft:** The Quick Draft box allows you to jot down ideas or start writing content for a post without needing to navigate to the posts section. You can save it as a draft and return it later.



## WordPress Events and News

In the dashboard, you'll also find a section for **WordPress News**. This is where updates related to WordPress, new releases, and events are shown. It's a great way to stay up-to-date with the latest developments in the WordPress community.

The WordPress Dashboard is a powerful tool that gives you full control over your website. With just a few clicks, you can manage all aspects of your site, from creating content to updating settings.




Understanding how to navigate the dashboard is essential for efficiently managing your WordPress site.

Don't forget to **like**, **subscribe**, and **share** for more tutorials on WordPress!