

IT @ SCHOOL

Computer Science - Book 7



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First Edition published in 2021

This book has been prepared by the Computer Science team of the DAV Group of Schools, Chennai (managed by the Tamil Nadu Arya Samaj Educational Society).

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❧ PREFACE ❧

Computers play a vital role in the modern world, and even the most basic jobs today involve technology. Therefore, computer education becomes essential in any student's development. Expertise in computing enables children think critically, be more creative and innovative, giving space for collaborative work and individual effort.

The series of books (Class III – IX) aim to holistically develop digital skills, keeping pace with the dynamically changing industry requirements.

IT education has no boundaries and irrespective of the field of work, each one is expected to have the following digital skills:

- MS Office (MS Word, MS Excel, MS PowerPoint)
- Photo / Image Editing
- Programming
- Website development

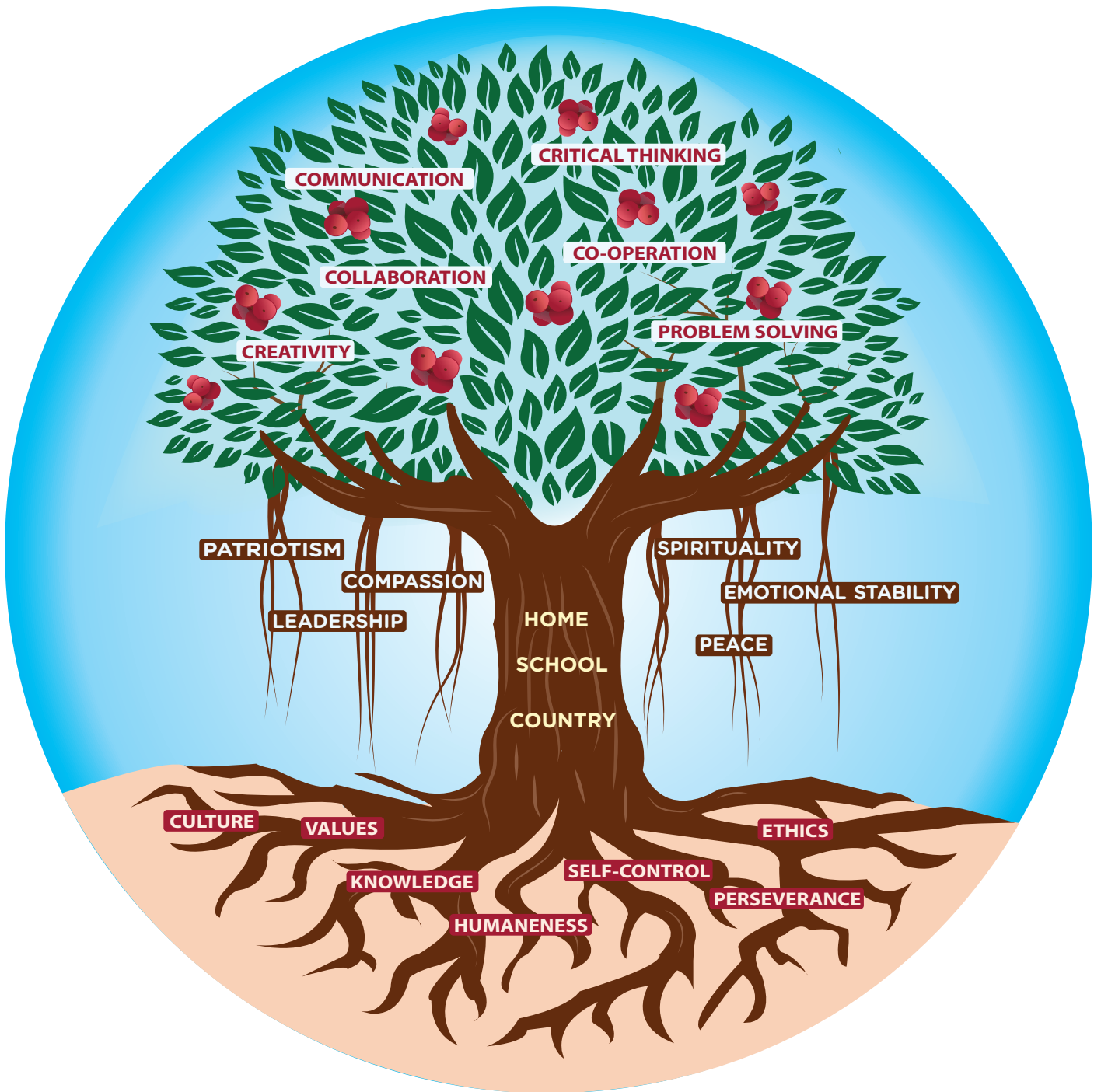
The enriched curriculum therefore covers a wide variety of topics across various classes: *TUXPAINT; MS Word 2007 (Level I, II & III) ; MS Excel 2007 (Level I, II & III); MS PowerPoint 2007 (Level I & II); Image / Photo editing software using GIMP 2.8; Scratch Programming; HTML Programming; Web creation tool using WordPress.*

The curriculum uses only open source software (freely available on the Internet) installed in Windows 7 Operating system.

A brief description of every concept and its application / purpose is provided in every lesson with colorful screen shots. This not only attracts the readers but also gives them an experience of self-learning. '**Activity Based Learning**' exercises have been included as part of the curriculum.

We hope this text book finds its place in the readers' library for future references.





INDEX

| S NO | TOPIC | PAGE NUMBER |
|-----------|---|-------------|
| WORDPRESS | | |
| 1 | Introduction to Wordpress: Essential Settings - Part I | 9 |
| 2 | Introduction to Wordpress: Essential Settings -Part II | 20 |
| 3 | Introduction to Wordpress: Essential Settings -Part III | 28 |
| 4 | Customizing Pages – Part I | 35 |
| 5 | Customizing Pages – Part II | 40 |
| 6 | Creating Pages | 42 |
| 7 | Creating and Customizing Menu | 45 |
| 8 | Customizing Pages using Elementor Plugin – Part I | 47 |
| 9 | Customizing Pages using Elementor Plugin – Part II | 50 |
| 10 | Customizing Pages using Elementor Plugin – Part III | 53 |
| 11 | Customizing Pages using Elementor Plugin – Part IV | 57 |
| 12 | Creating Posts | 59 |
| 13 | Introducing Widgets | 63 |
| 14 | Publishing the Website | 67 |

| | | |
|--|-------------------------|----|
| | User Skill Typing Tutor | 71 |
|--|-------------------------|----|





INTRODUCTION TO WORDPRESS ESSENTIAL SETTINGS PART I

INTRODUCTION

Wordpress is an Interface between the publisher, a database and the visitor of the webpage. It is a tool to publish the content on the web and the tool your visitor use to access the content. The application Wordpress falls under the category CMS (Content Management System). Wordpress can be downloaded for free, use it for free, publish for free and redistribute for free. Wordpress is a free open source web publishing system build and maintained by the user.

WORDPRESS –STRENGTH:

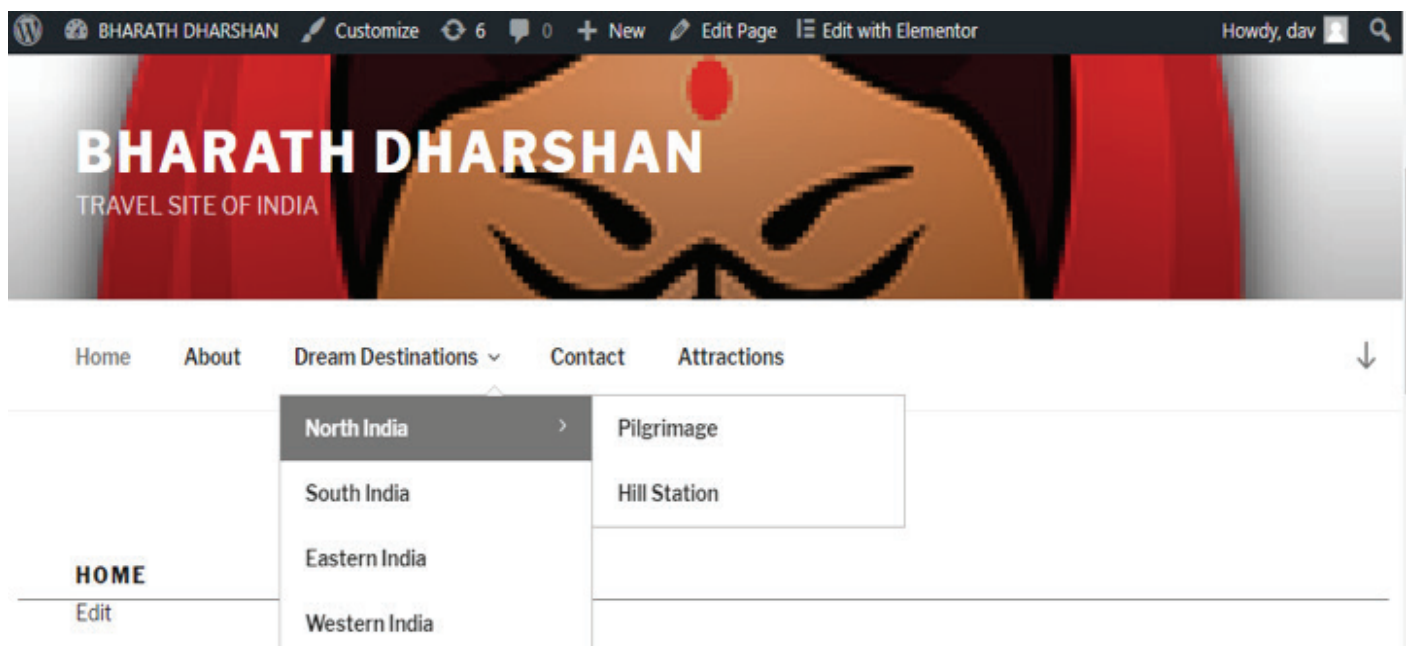
- Self empowered
- Keeps things simple
- Code simple to make modifications

USERS OF WORDPRESS:

- Personal blog sites
- Institutions
- Non Profit Organizations
- Business

Using Wordpress, we will be designing a website for BHARATH DHARSHAN TOURS AND TRAVELS which offers tour packages to travel anywhere in INDIA, covering north, south, west and east India. The travel offers attractive packages to Hill Stations and Pilgrimage trips all over India.

A sample layout of the Home page of the website after development is shown below:



a) Before we start building our website as shown above, we have to do few settings on the following:

- i) Updates
- ii) Plugins
- iii) Static page
- iv) Top menu location

WHY SHOULD WE DO THE ABOVE SETUPS?

* **Updates:** Before getting started, it is recommended to update the **Site Updates** available in Wordpress. If there are any issues, you can easily restore your website.

* **Plugins:** Sometimes when getting a WordPress installation from your hosting service, there might be other plugins already installed. Make sure you check them out. Remove them from your site. This is just like removing the unused apps when a new mobile is purchased.

* **Static Page:** Static Page settings is done as home page, if not set in such manner, only the post will be seen in your home page

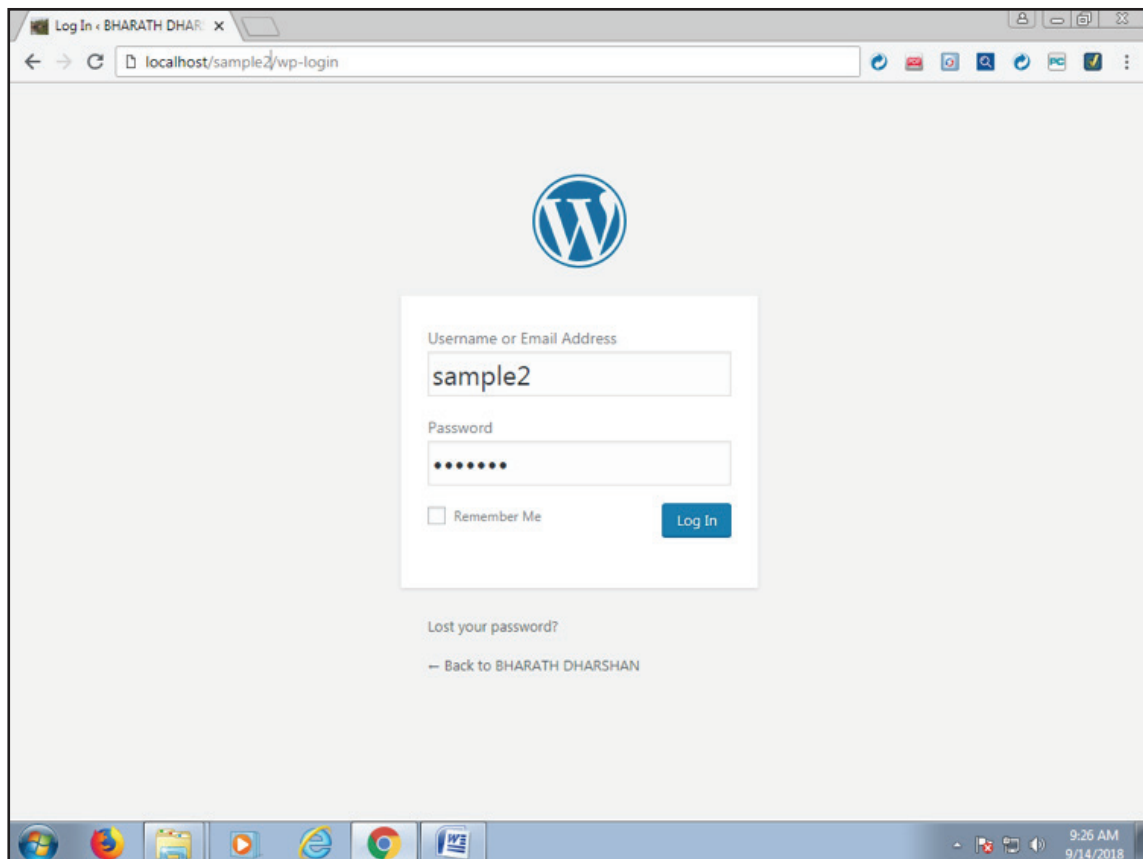
* **Top Menu location:** This setting is done so that the Menu appears on the Home page.

HOW TO LOGIN INTO WORDPRESS

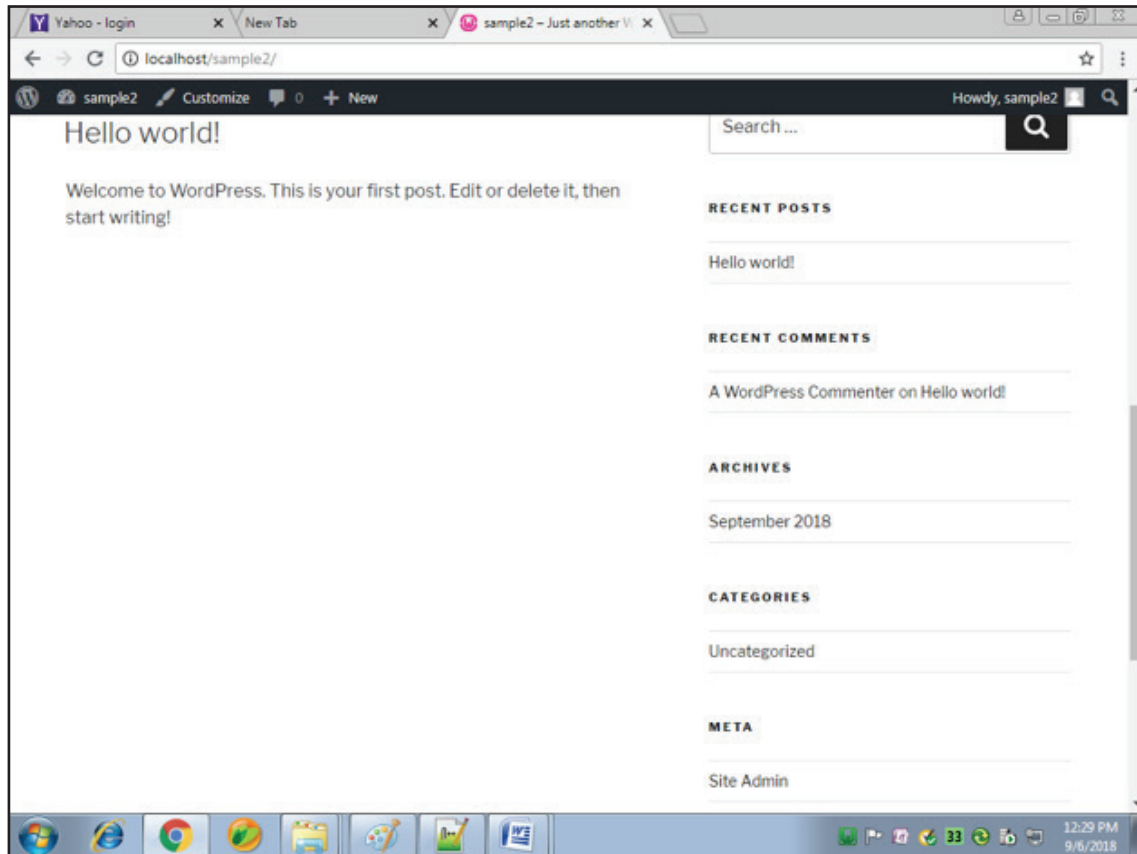
Type the following in your browser: localhost/sample2/wp-admin

Here sample2 is the login name for getting into Wordpress site which differs for each user, localhost is the name of the local server and wp-admin indicates wordpress administrator.

LOGIN SCREEN



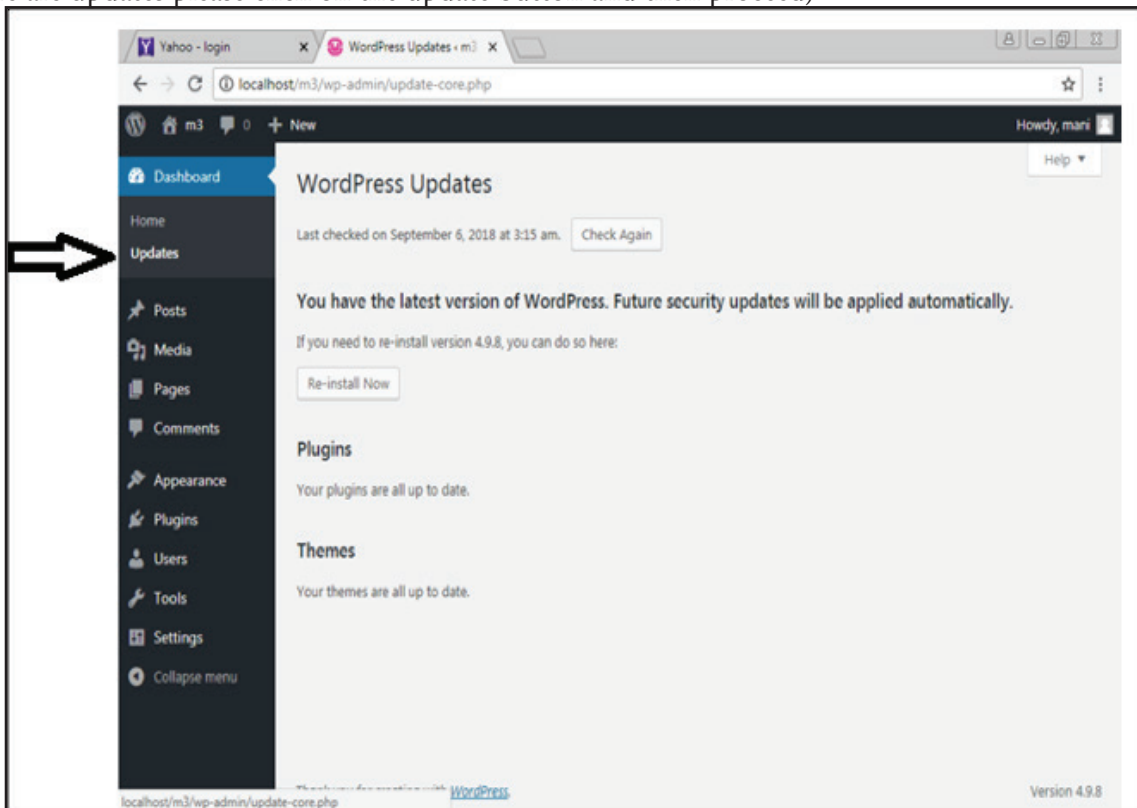
SCREEN AFTER LOGIN

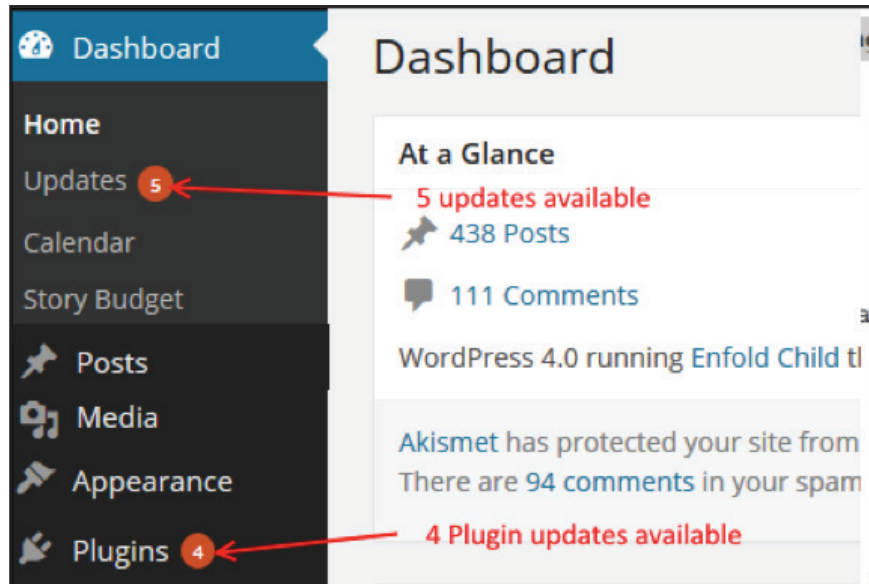


i) Checking for Updates

Click on the Dashboard->Home->updates

(If there are updates please click on the update button and then proceed)

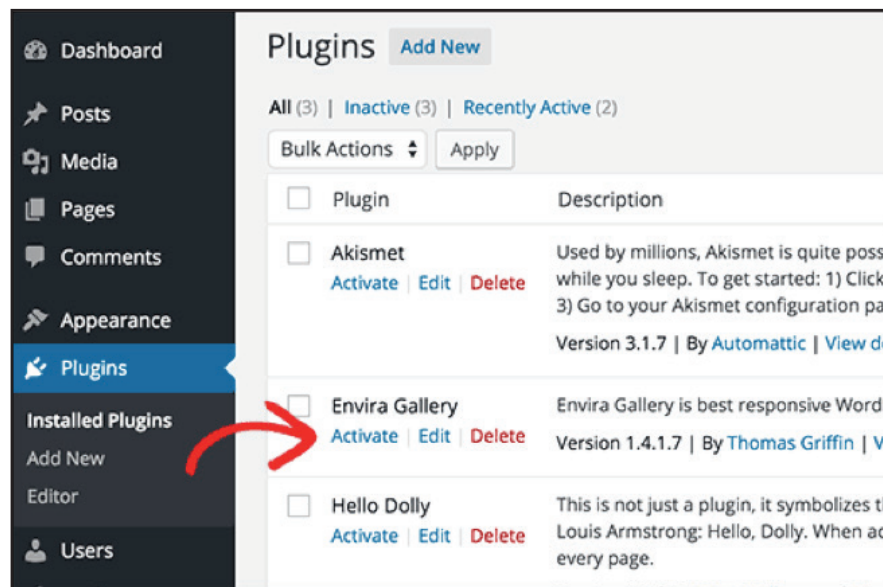




ii) Remove plugins

Dashboard->appearance->plugins

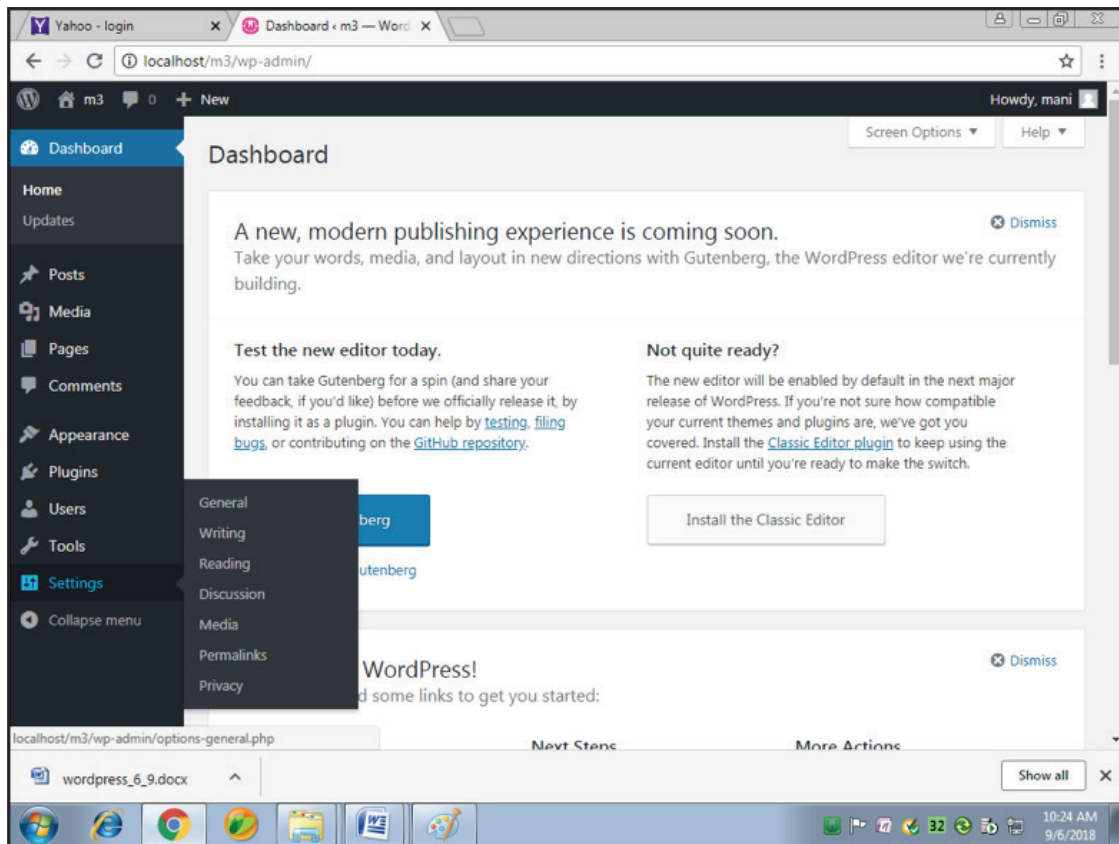
Delete all the Plugins



iii) Setting the Static page

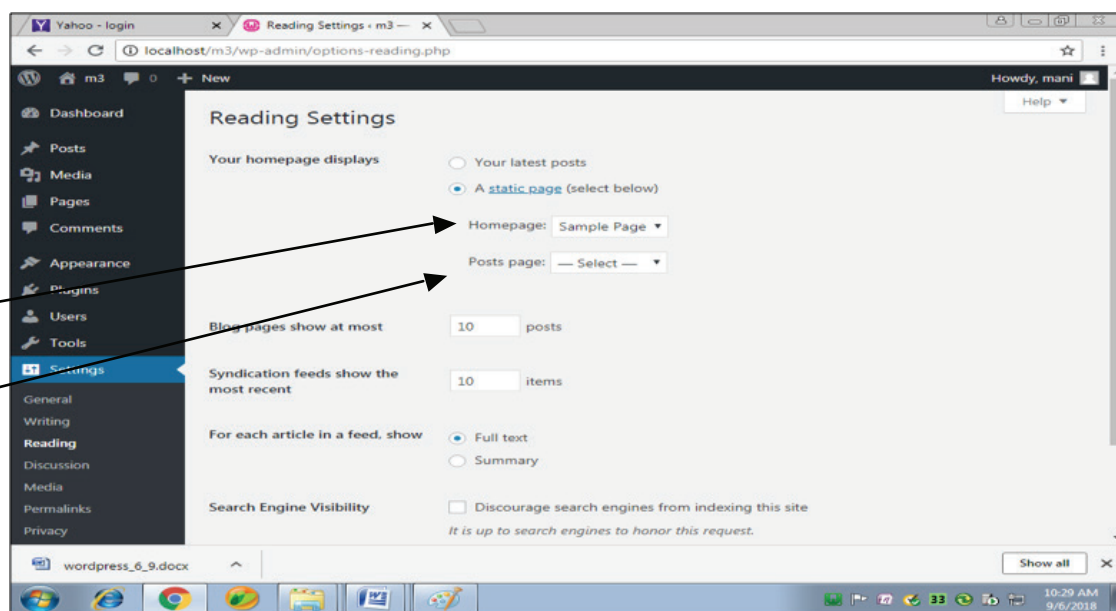
Setting a page as Static front page->

a) Dashboard>Default Settings->Reading



b) Select the following:

- 1) Radio button as A Static Page.
- 2) Select The Sample Page as the Home Page.
- 3) Scroll down and click on Save changes button.

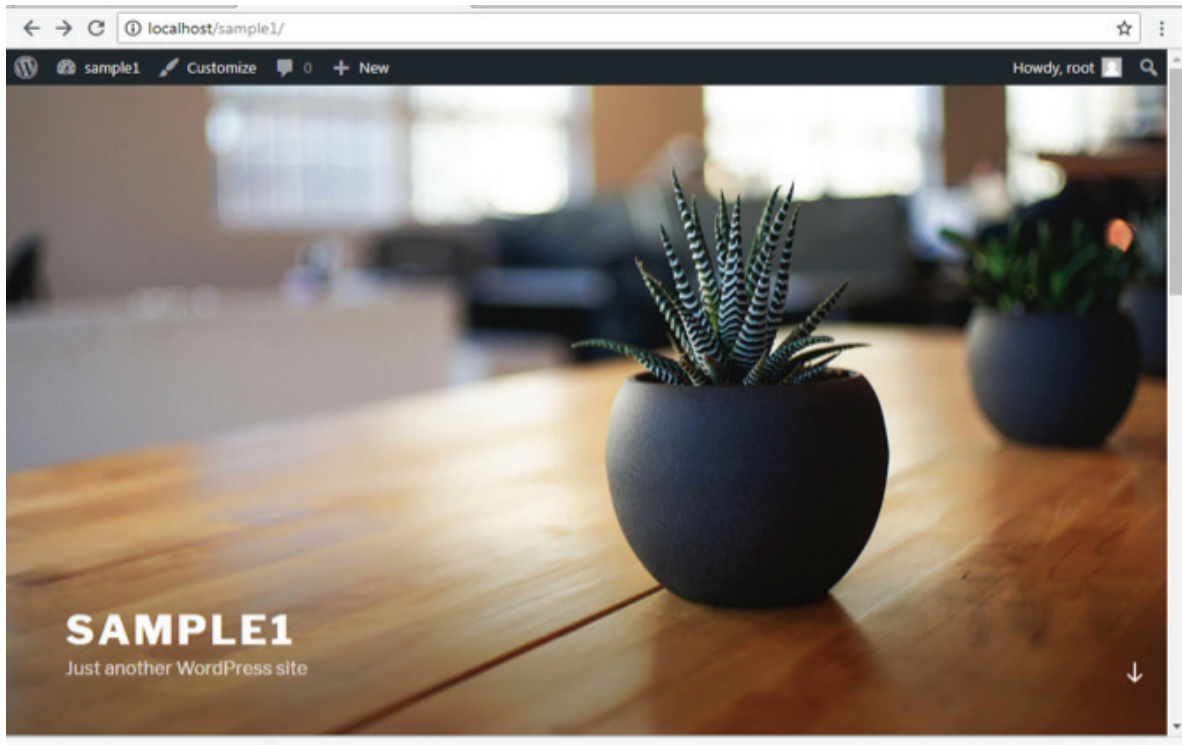


iv) **Setting up Top menu**

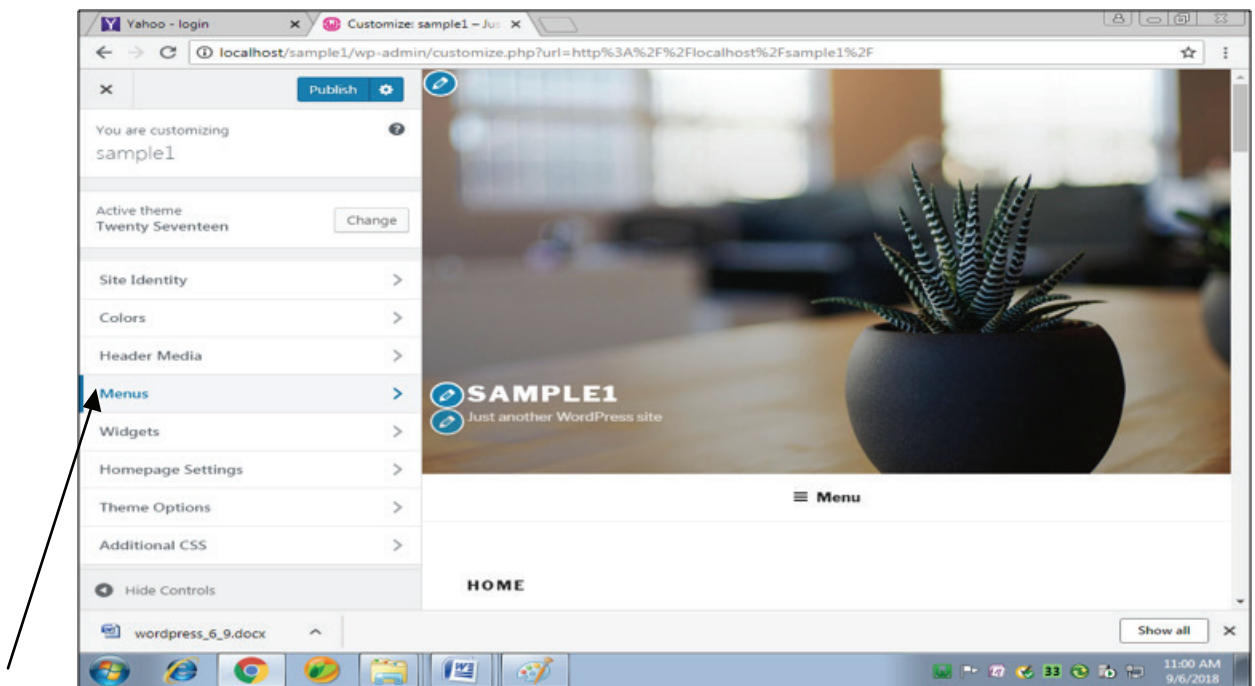
Steps to be followed :

METHOD 1

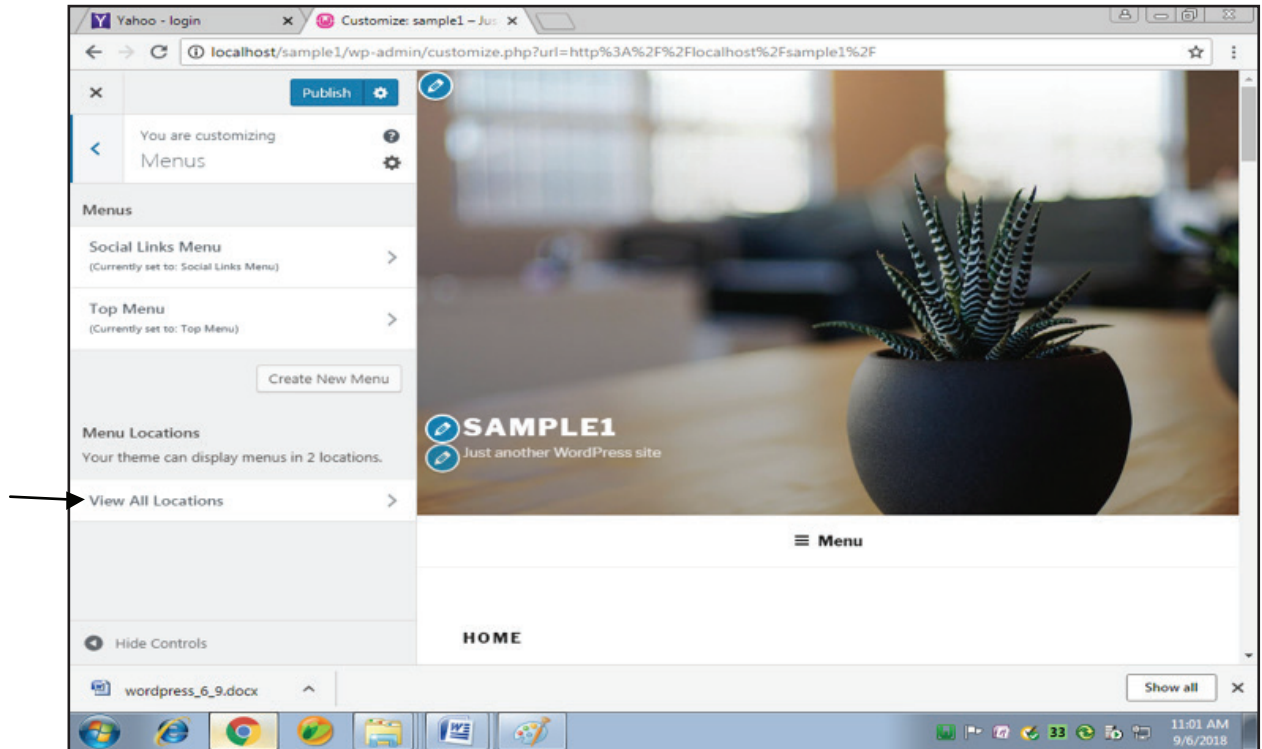
1) Click on the Customize option of your site



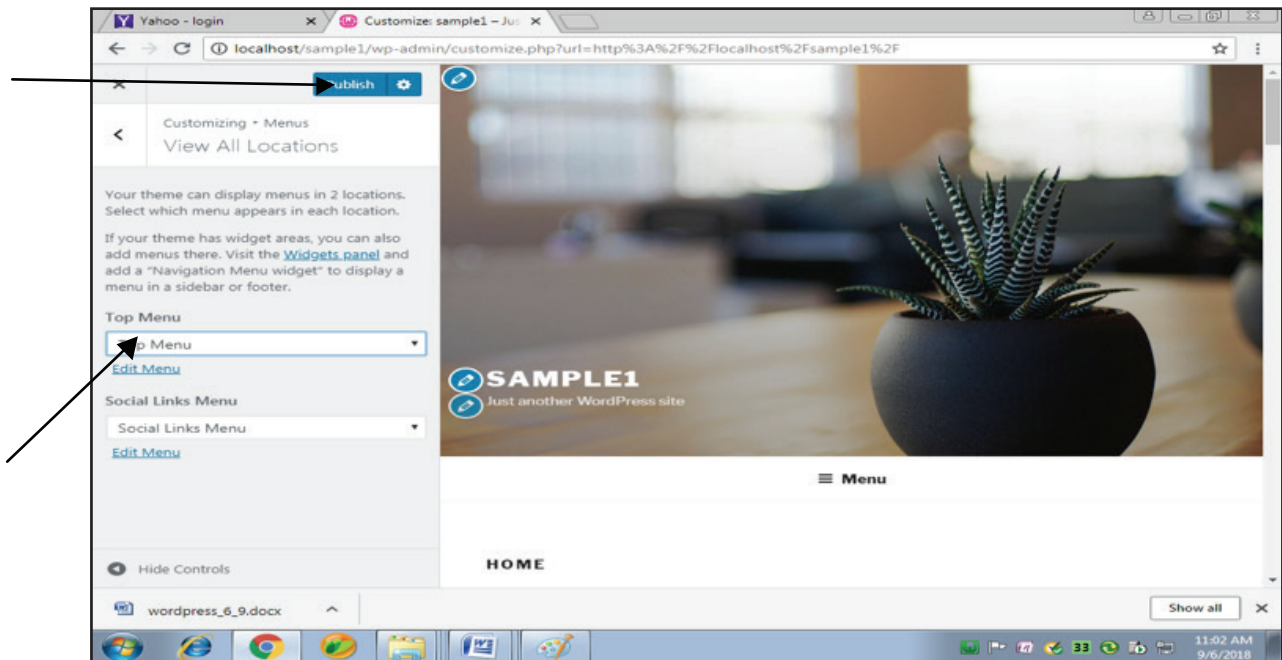
2) Customise option will display the following options from which select the menus option as shown below



3) Click on the View All locations option



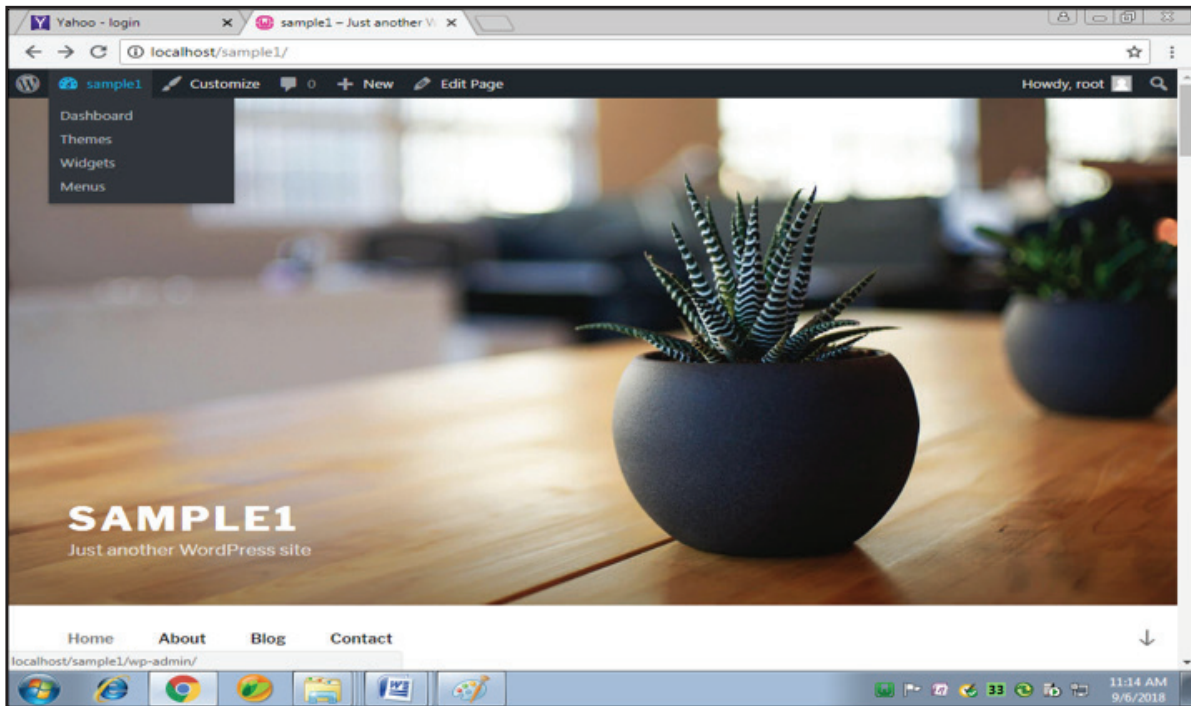
4) Select the Top Menu option from the Top Menu section and then click on the Publish button.



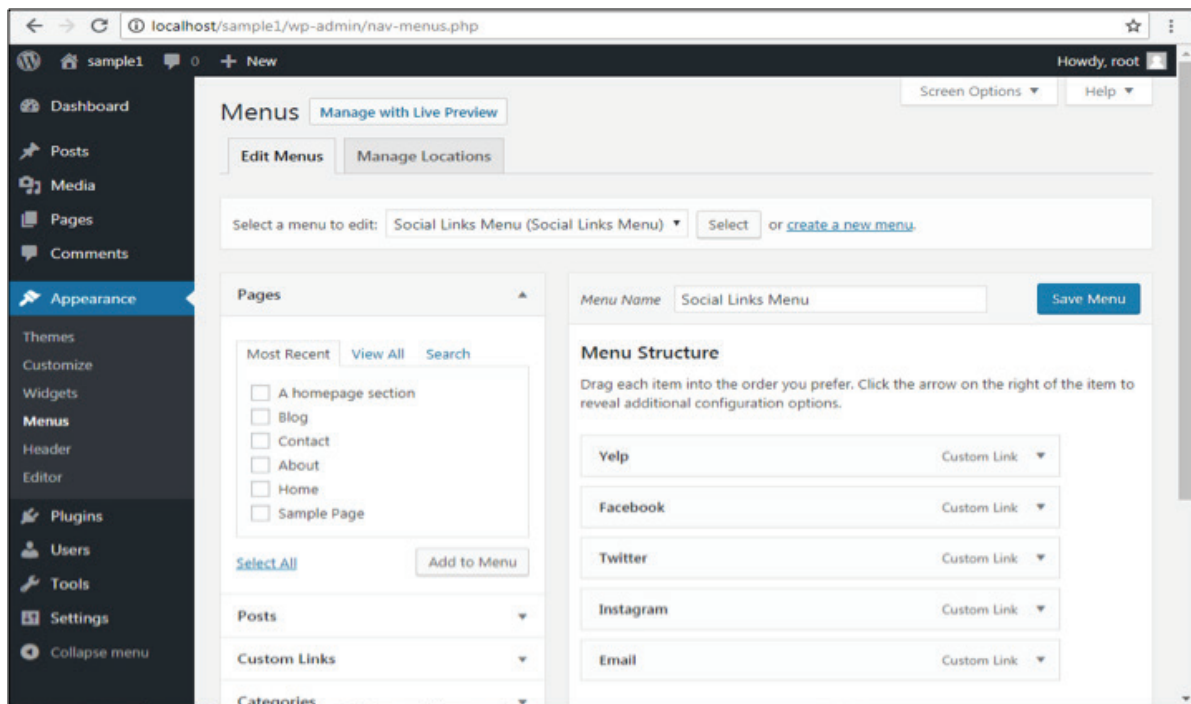
METHOD 2

a) Select From Dashboard -> Appearance->Menus

SCREEN 1:

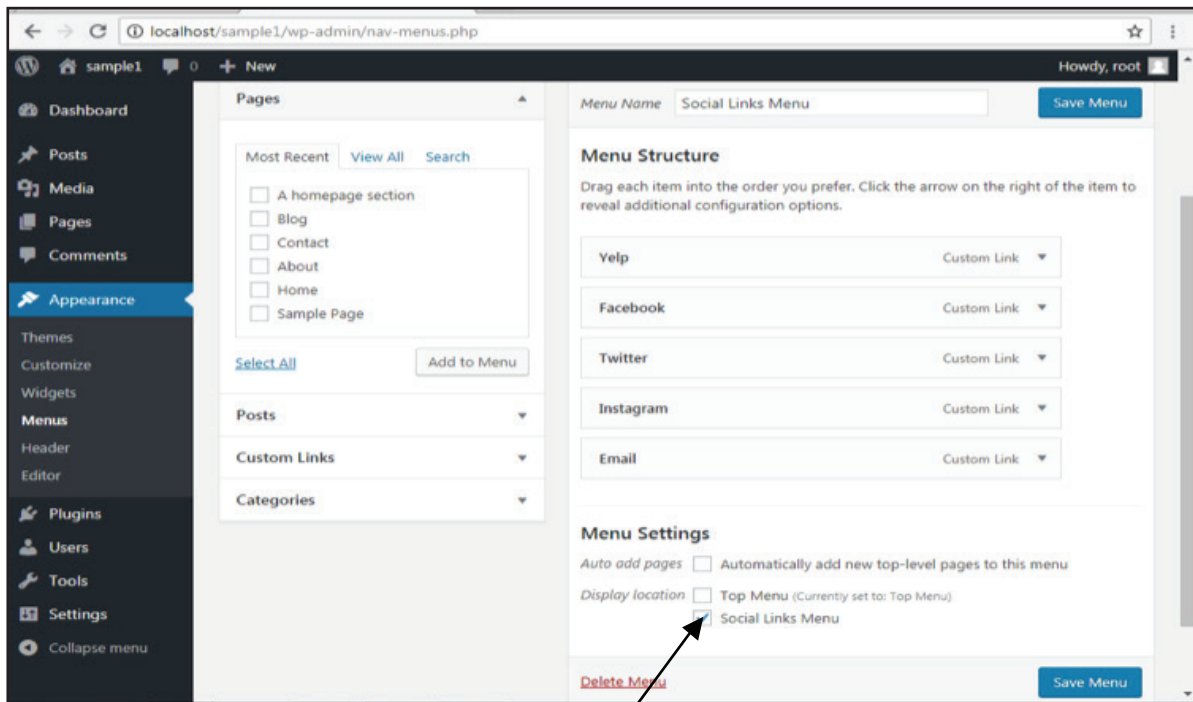


SCREEN 2:

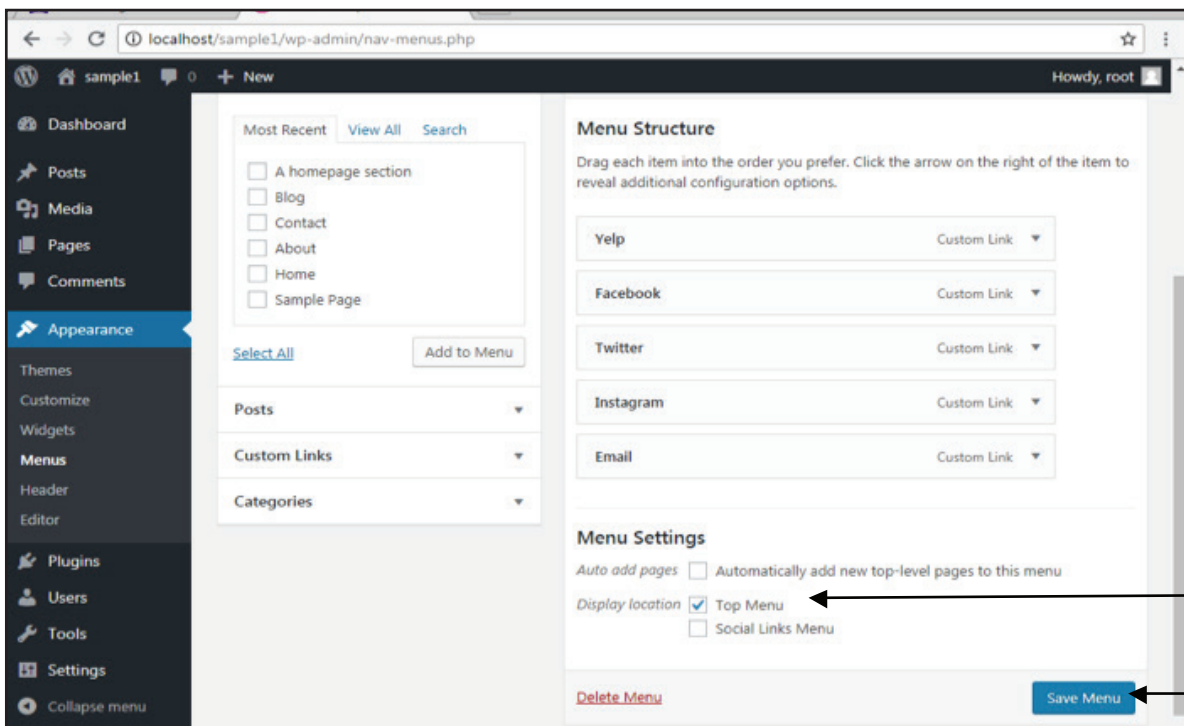


Scroll further down

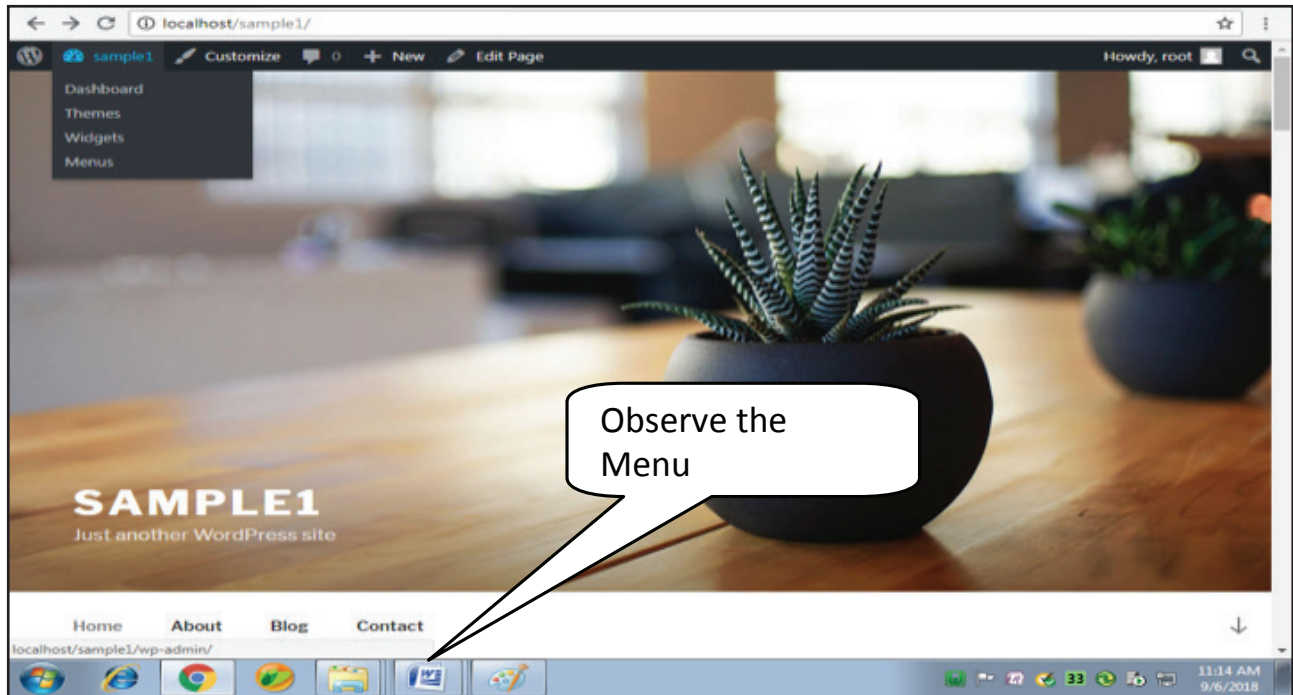
SCREEN 3:



- 1) Uncheck on option: **Automatically add pages to this menu**
- 2) Click on the Save menu button



3) Visit site (The menu appears as shown below)



Customising the Menu (adding more menus/sub menus) will be done after adding the relevant pages required for the menu. (will be dealt later).

🌸 BRAIN DEVELOPER 🌸

I. CHOOSE THE CORRECT ANSWERS:

1. What database does Wordpress uses?

- a) PostgreSQL
- b) NOSQL
- c) MySQL
- d) Oracle

2. To access your admin areas, you need to put the following URL

- a) /wp-logout
- b) /wp-wordpress
- c) /wp-admin
- d) /admin

3. is the best way to describe Wordpress.

- a) Wordpress is a blogging platform
- b) Wordpress is a hosting platform
- c) Wordpress is a e-commerce platform
- d) Wordpress is a CMS platform

4. What programming language is used to develop Wordpress?

- a) PHP
- b) Python
- c) Perl
- d) C

5. What is Wordpress template?

- a) Template are the files which control how a Wordpress file will be deployed on the web.
- b) Templates is only the front page of Wordpress blog
- c) Templates requests for information stored within Wordpressdatabase
- d) Template is a main theme configuration file

6. How can one discourage search engines from indexing?

- a) By deleting cookies
- b) By installing special plugin
- c) From General→Reading
- d) From the Tools→Export screen

II ANSWER IN ONE WORD:

- 1. First page of the website
- 2. How do you quickly access the site content?
- 3. How do you view the website?
- 4. Name one popular browser
- 5. What does the acronym CMS mean?

Teacher's Signature



INTRODUCTION TO WORDPRESS ESSENTIAL SETTINGS PART II

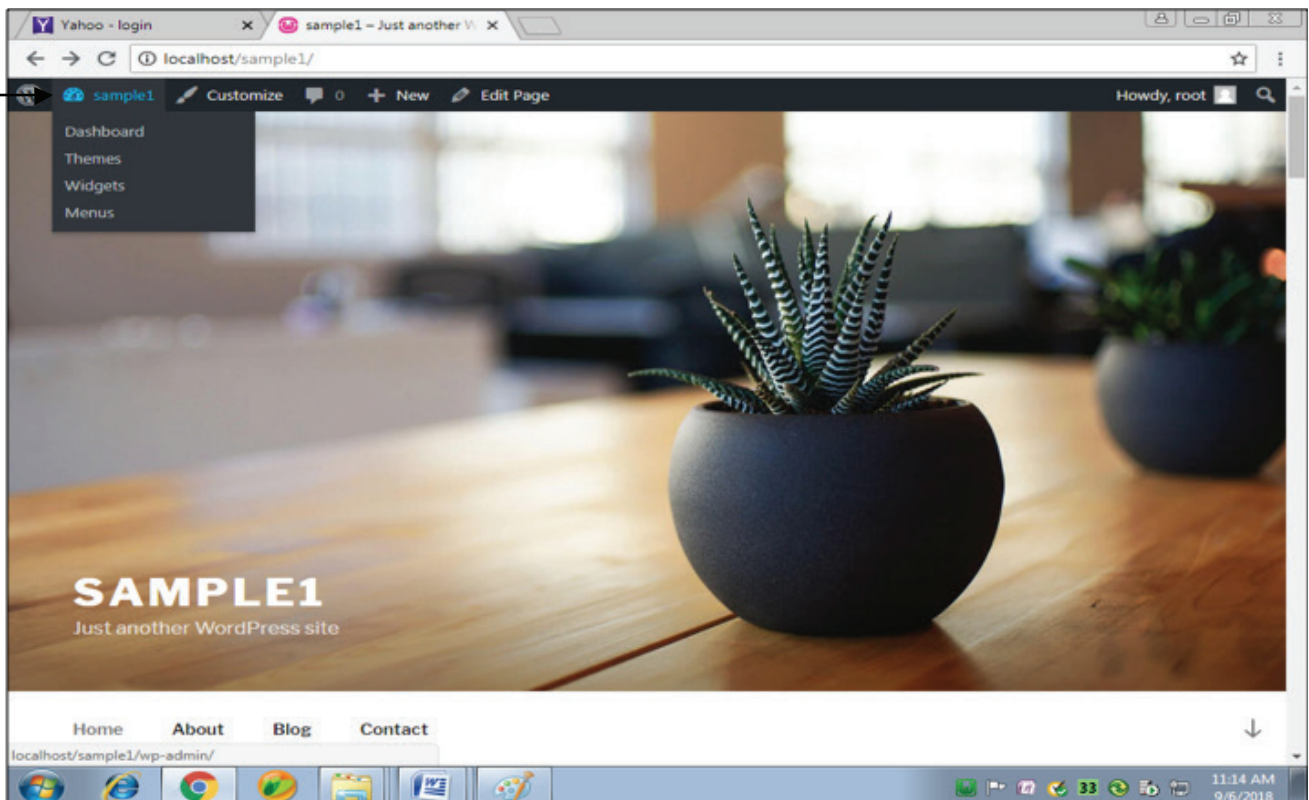
A WordPress Theme is a collection of files that work together to produce a graphical interface with an underlying unifying design for a weblog. These files are called template files. A Theme modifies the way the site is displayed, without modifying the underlying software. Choose the theme for your website by any one of the methods given below.

Method 1

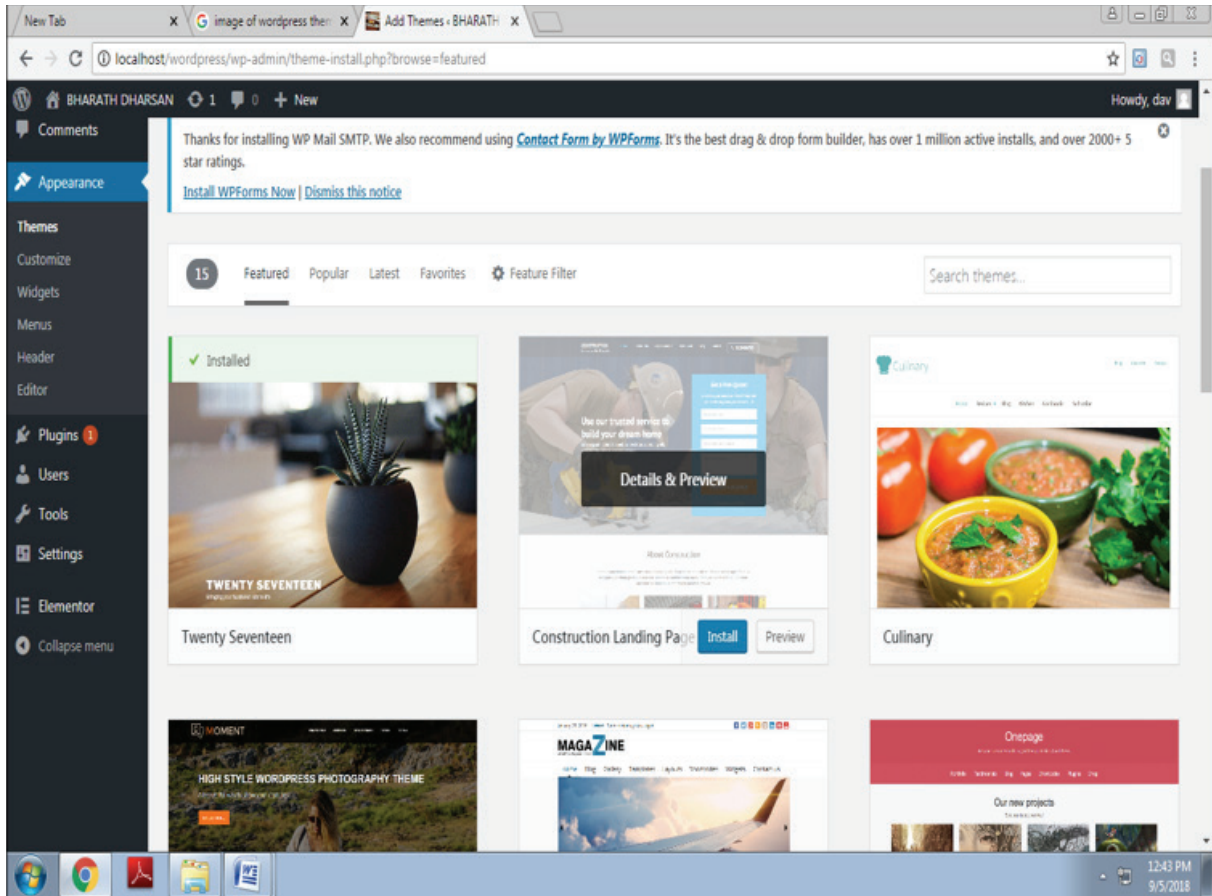
1. a. 1) From the WordpressDashboard choose:
Appearance->Themes-->Twenty Seventeen->Click on customise->
Publish->Visit site.

Screenshots for the above steps are shown below

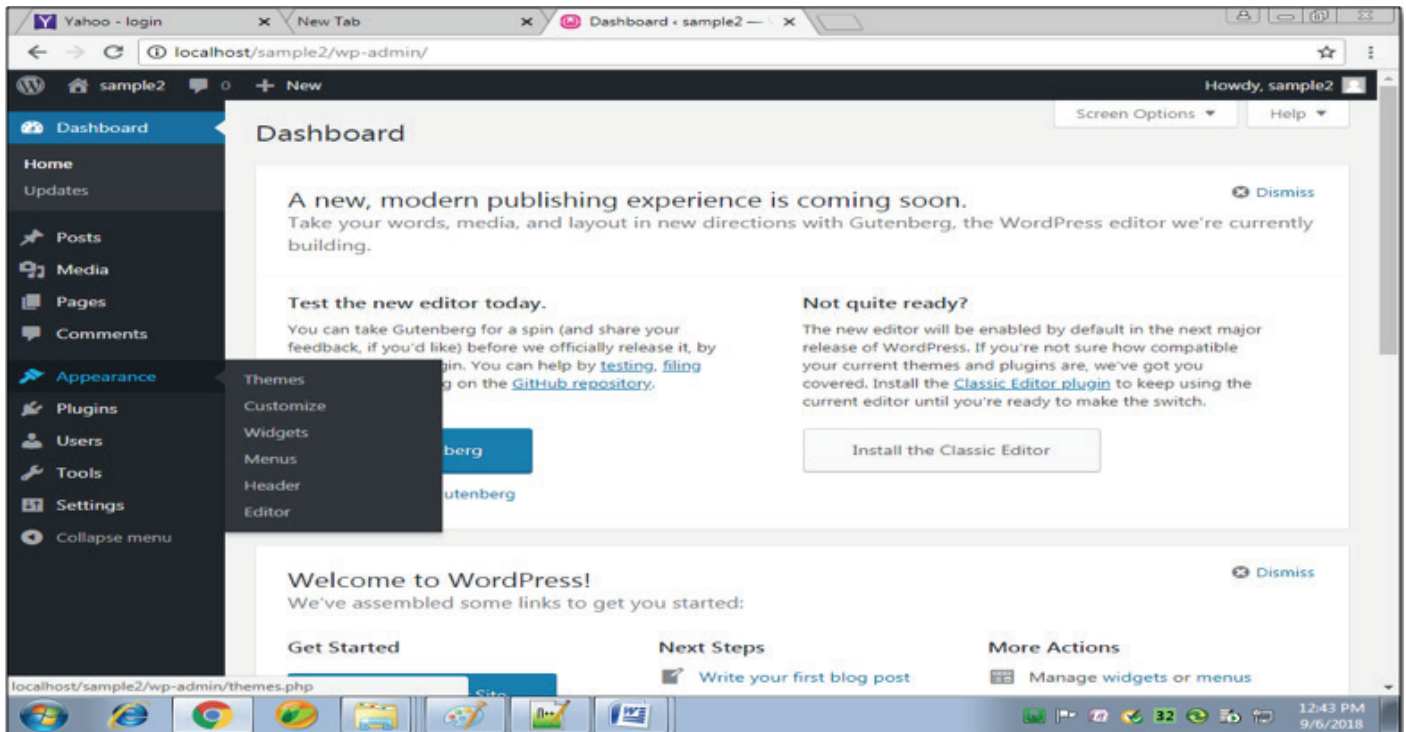
- a. 2) **SCREEN 1 - Dashboard**



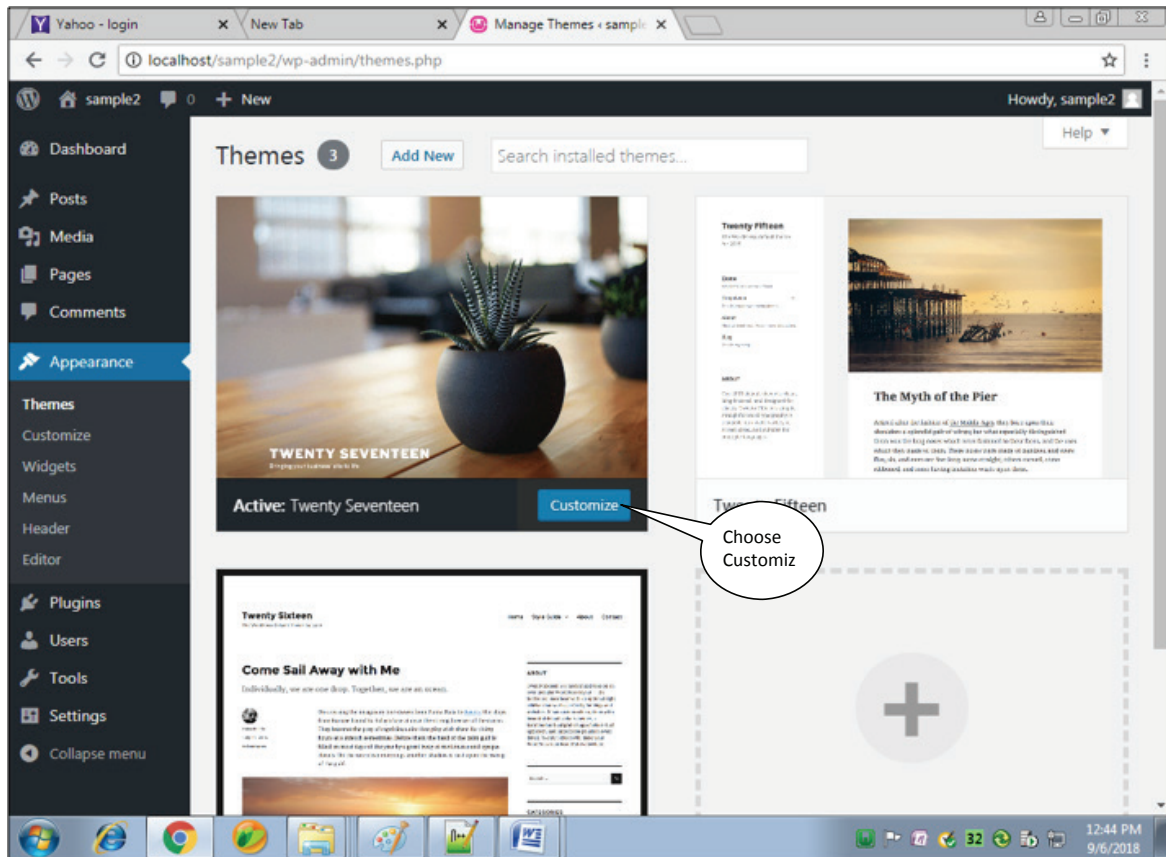
SCREEN 2



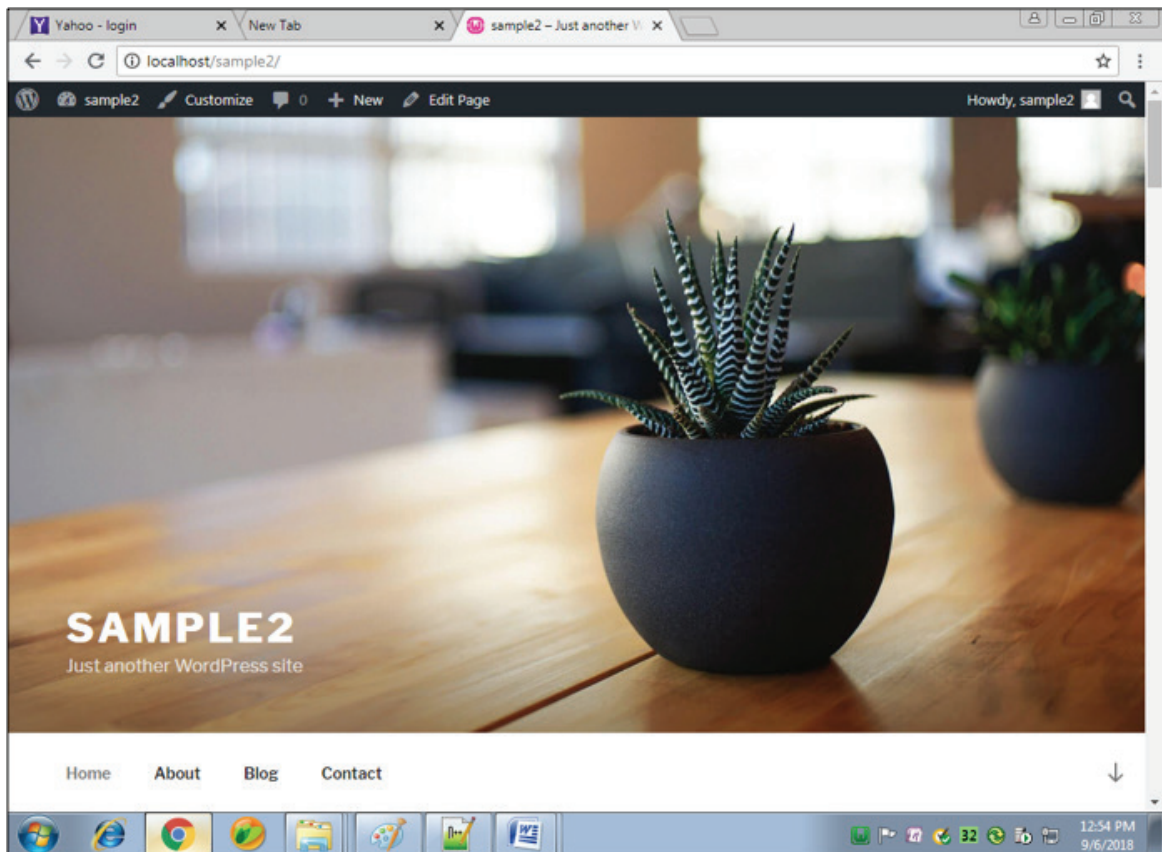
SCREEN 3



SCREEN 4

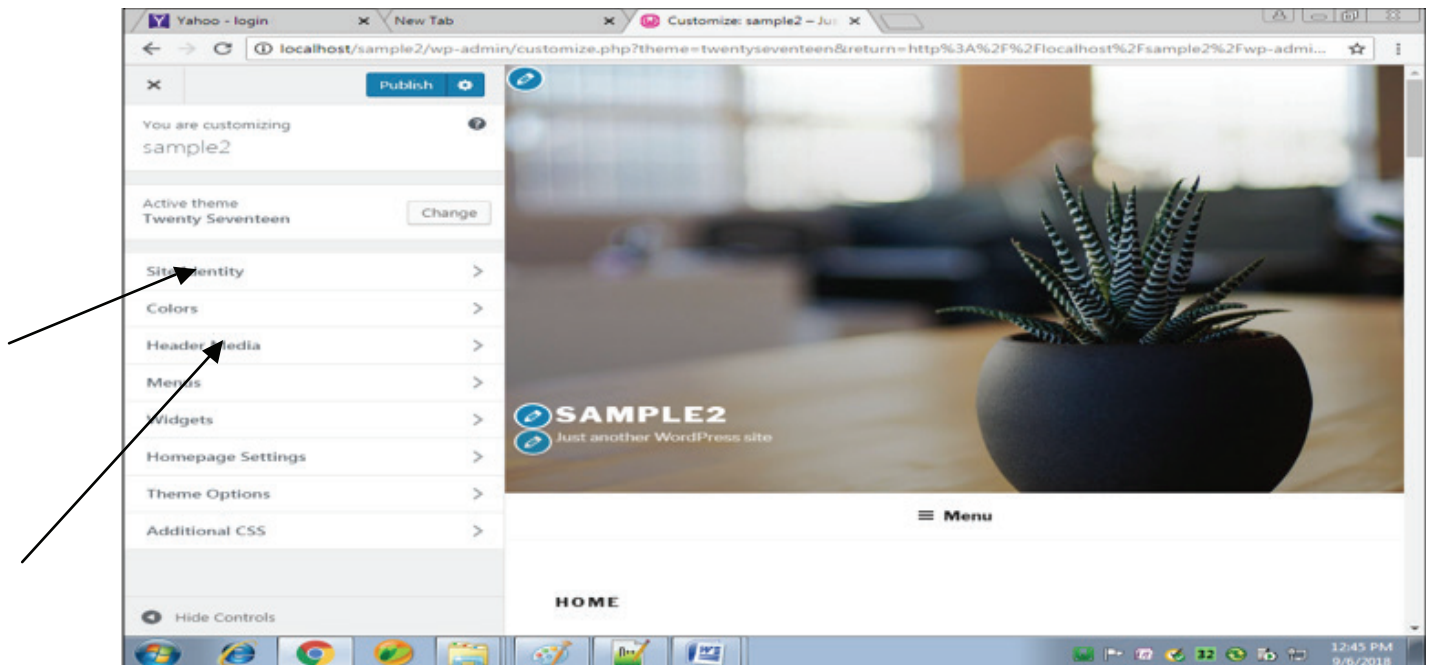


SCREEN 5: After clicking on customise, finally click on publish button and Visit the site. The site will appear as follows:



(The selected theme can be changed using the Active Theme->Change option. The worksheets have been designed using Twenty Seventeen theme. As the options and the website layout will differ from theme to theme, let's fix the theme as Twenty Seventeen.)

SCREEN 6: The screen shot for the Site Identity is shown below



Clicking on the Site Identity the following details can be customised

(Refer Screen shots 6 to 9)

a) Site Identity: BHARATH DHARSHAN

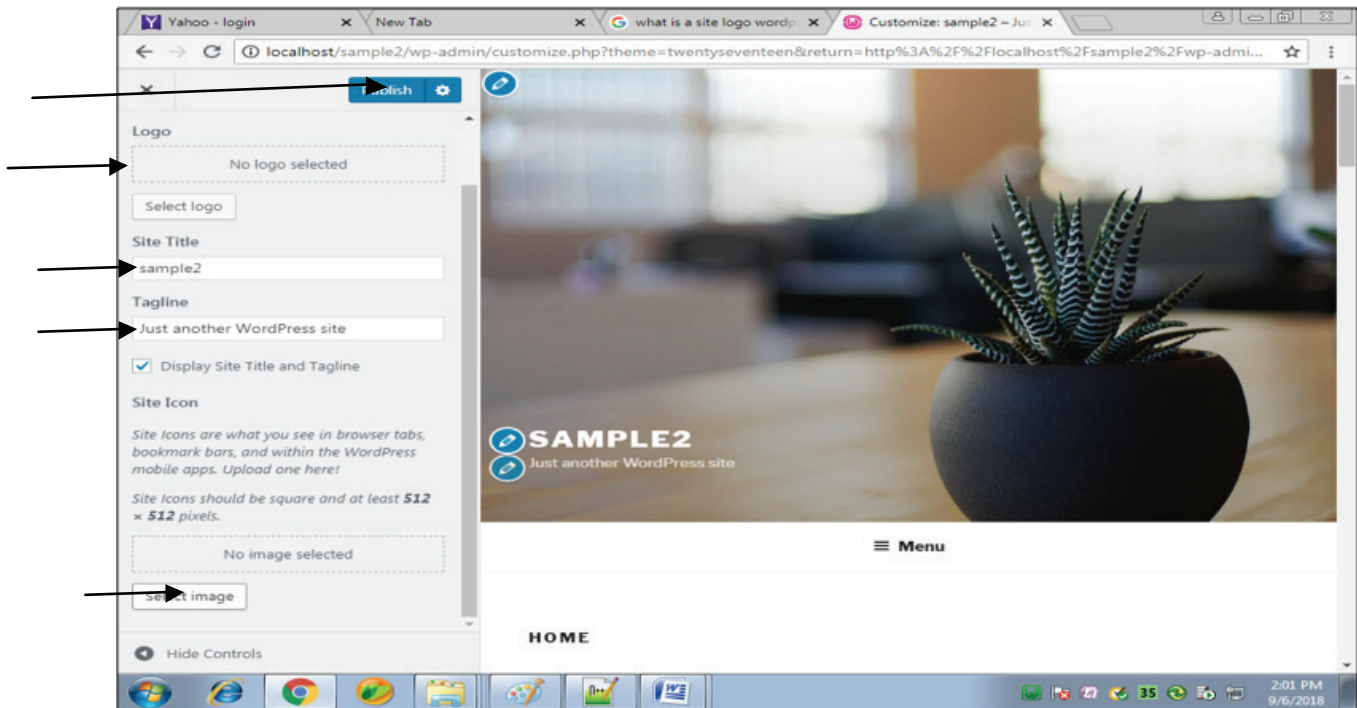
Tag line: Travel across Incredible India

The **Tagline** is a short description that explains what your site is about.

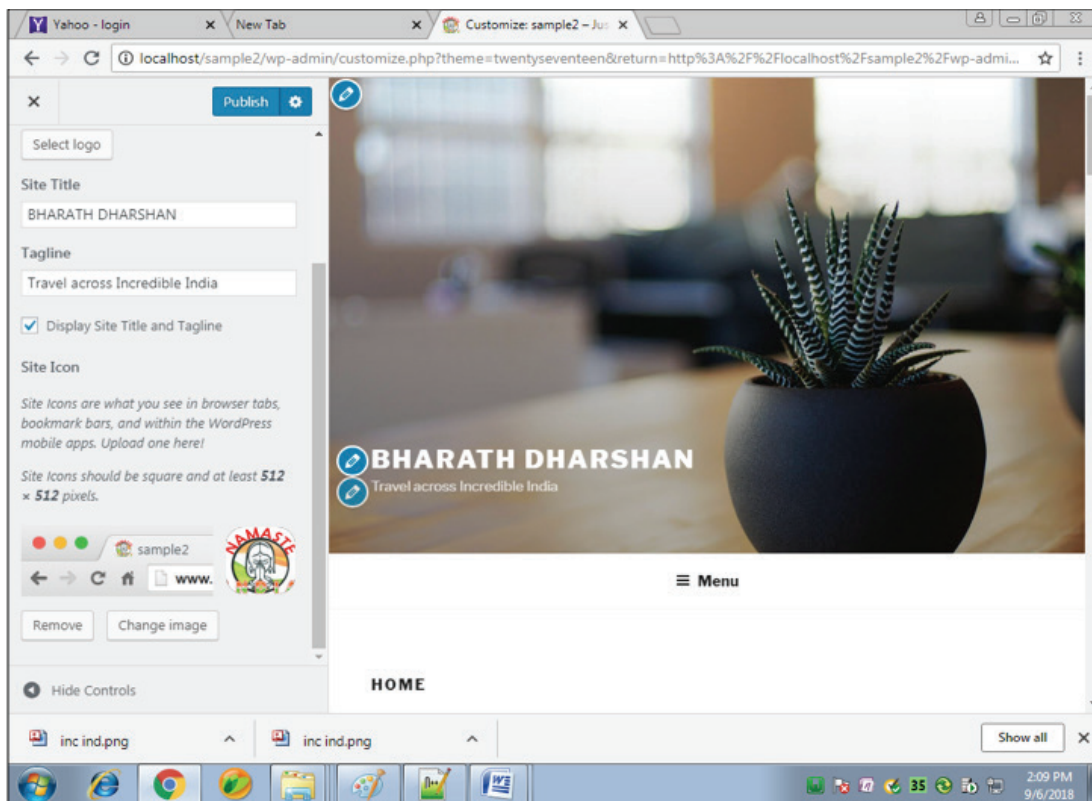
Site Logo: An apt image can be chosen which will give your site an identity with a logo that people can recognize instantly.

b) Click on Publish and Visit site to preview the changes.

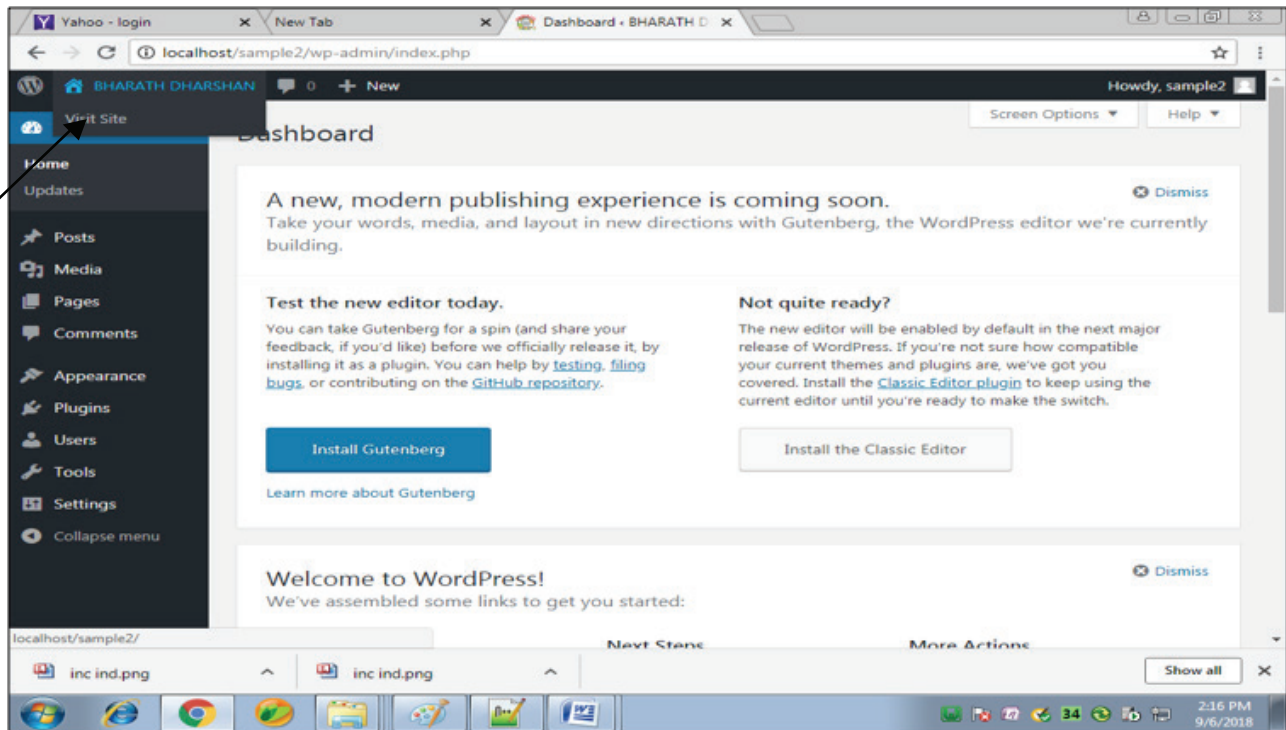
SCREEN 7 :



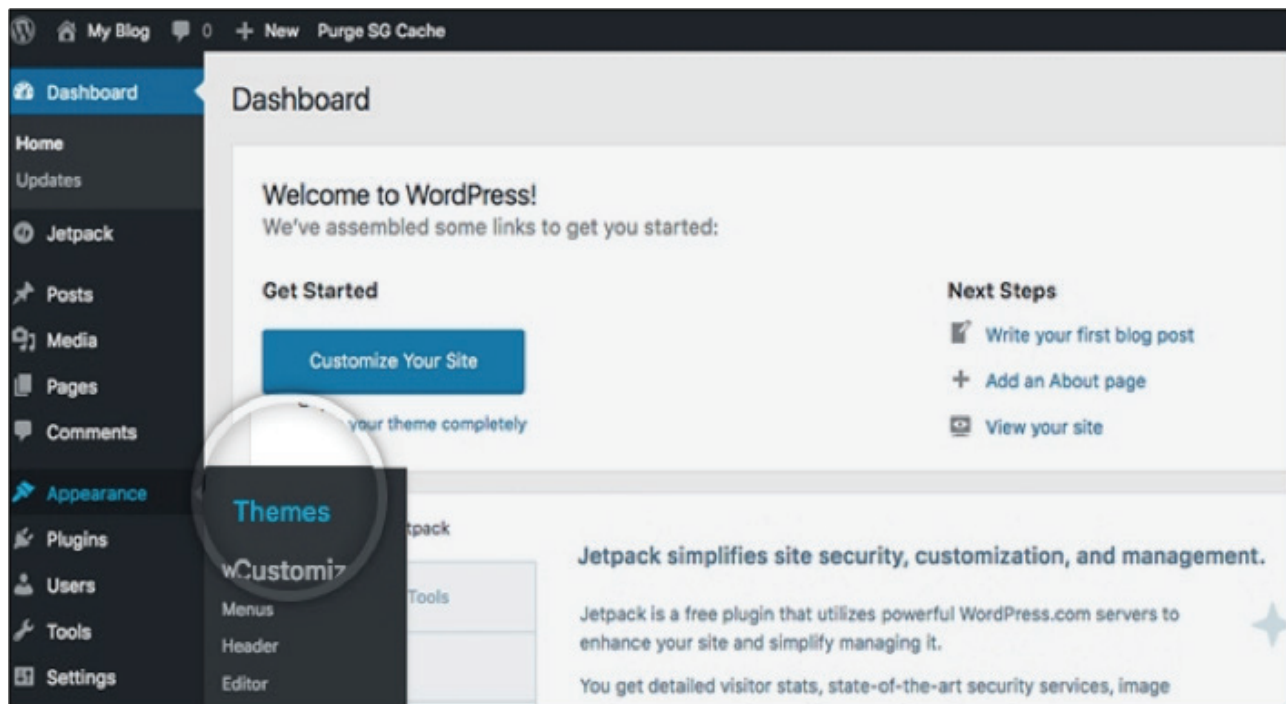
SCREEN 8: After editing the Site identity and Tag line



SCREEN 9: Visit site



Method 2



Method 3

Choose customize: Settings → General → Site Identity → Site Title (change to “BHARATH DHARSHAN”) – Tagline → change to “Travel across Incredible India”

localhost/wordpress/wp-admin/options-general.php

MainWP is almost ready. Please, [connect your first site](#).

Howdy, dav

General Settings

Love using Elementor? Become a super contributor by opting in to our anonymous plugin data collection and to our updates. We guarantee no sensitive data is collected. [Learn more](#).

Thanks for installing WP Mail SMTP. We also recommend using [Contact Form by WPForms](#). It's the best drag & drop form builder, has over 1 million active installs, and over 2000+ 5 star ratings.

[Install WPForms Now](#) | [Dismiss this notice](#)

Site Title: BHARATH DHARSAN

Tagline: INCREDIBLE INDIA
In a few words, explain what this site is about.

WordPress Address (URL): http://localhost/wordpress

Site Address (URL): http://localhost/wordpress

Email Address: user@example.com
This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not

WP Mail SMTP

12:57 PM 9/5/2018

I) CHOOSE THE BEST ANSWER

1. Wordpress themes can be changed using :

- a) Wordpress setting php file
- b) Wordpress settings
- c) Wordpress Appearances
- d) Wordpress pages

2. Wordpress themes are found in

- a) Wordpress-content/main
- b) Wordpress-content/
- c) Wordpress-content/uploads
- d) Wordpress-content/themes

3. How many templates can one theme contain?

- a) one only
- b) Depends on the server memory
- c) unlimited
- d) maximum 10

II) ANSWER IN ONE WORD:

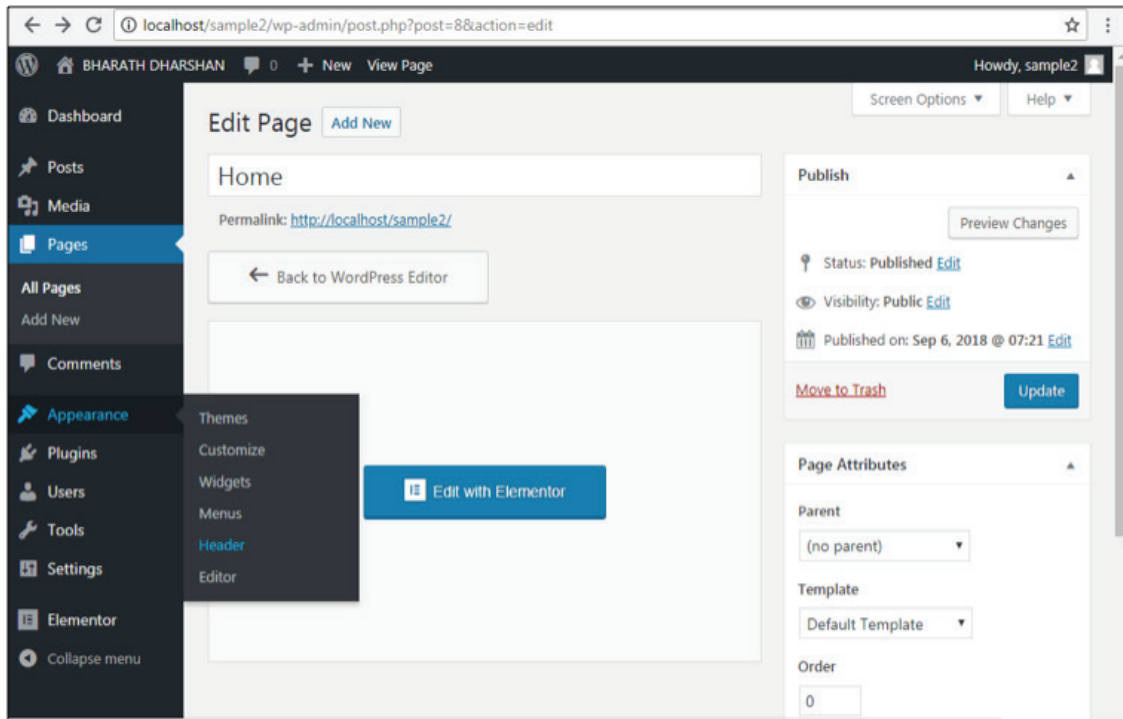
1. Tab that allows to upload a logo and change out the title of website
2. Short description of entire website
3. Collection of templates to define the appearance and display of a website in Wordpress
4. Collection of webpages
5. A open source software used to develop a website

Teacher's Signature

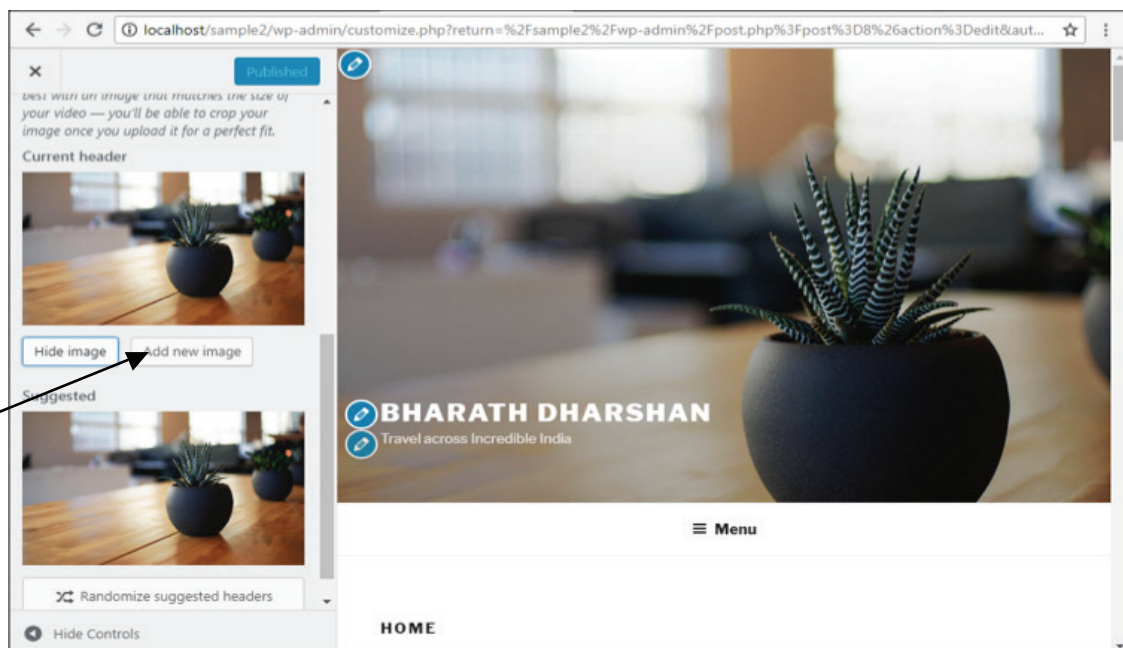
INTRODUCTION TO WORDPRESS- ESSENTIAL SETTINGS PART III

- a) Dashboard->Appearance-> Header->Header image (Change the image and crop image using the crop image option->after resizing maximum width ->click on update

SCREEN 1

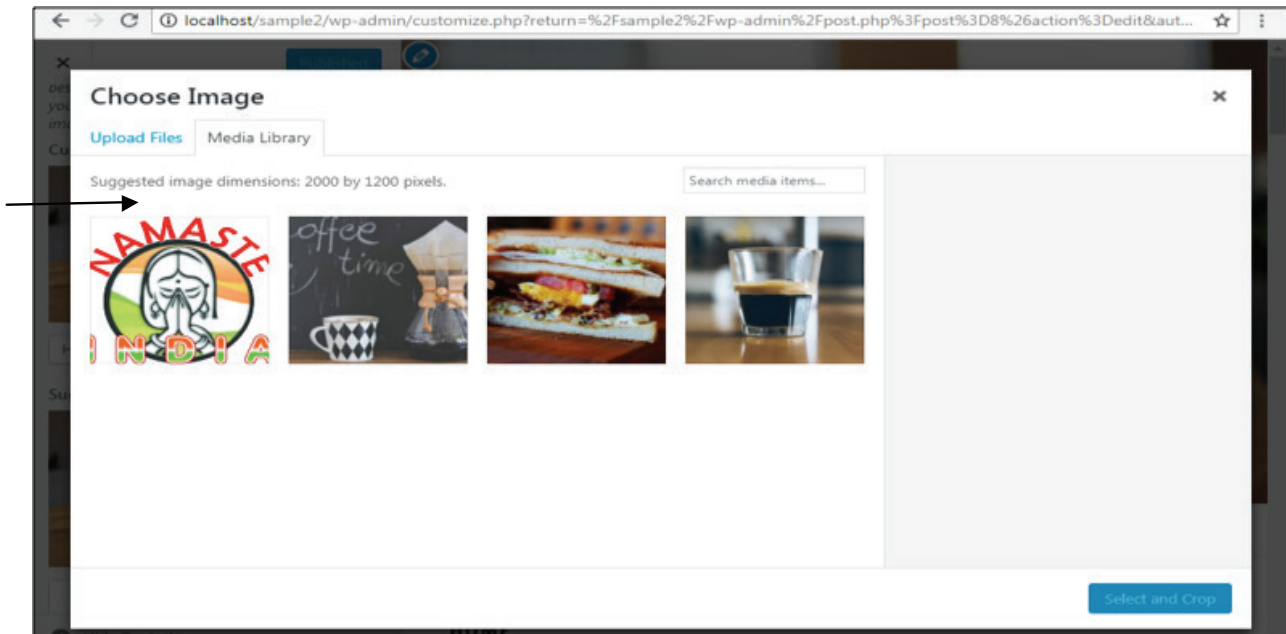


SCREEN 2



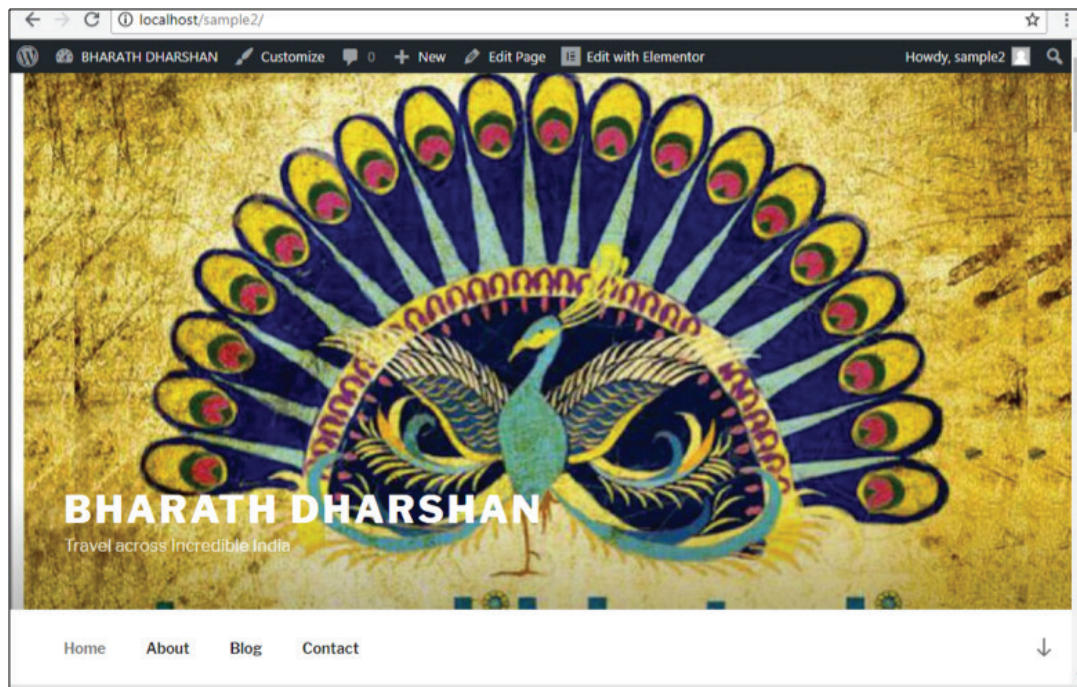
SCREEN 3

Select the Upload files->choose an image-> insert media file->publish



SCREEN 4

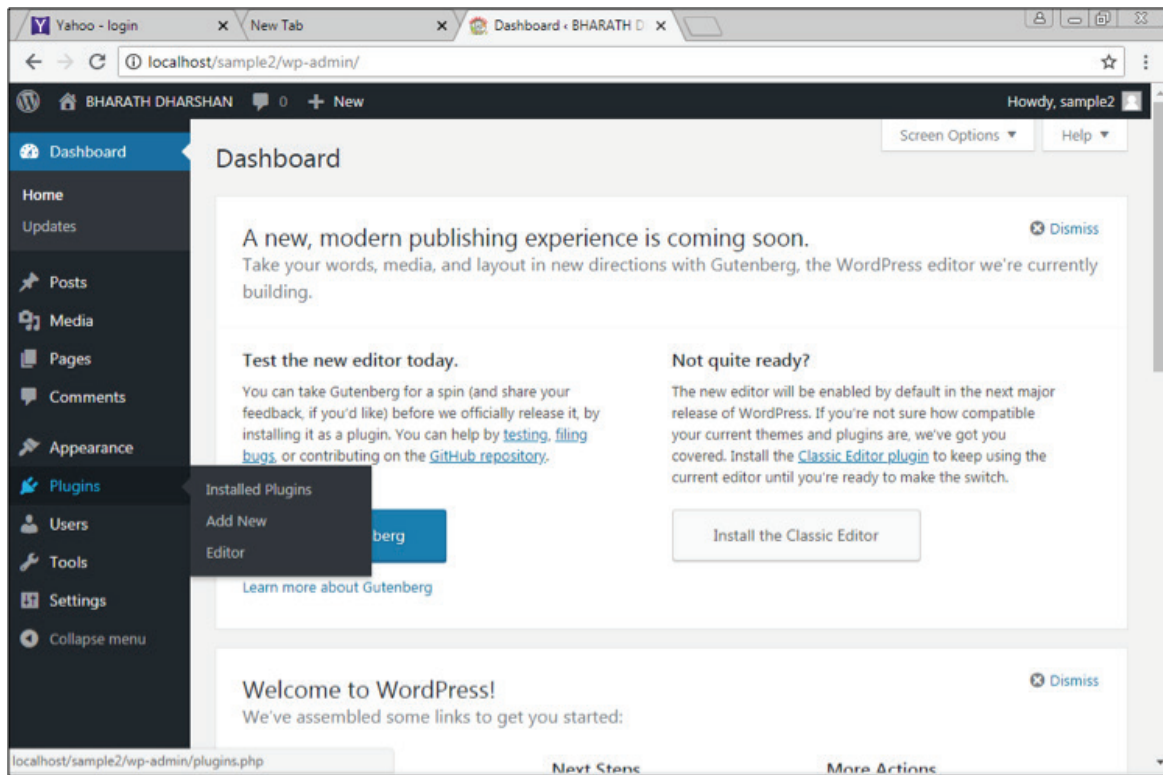
Visit site for the preview



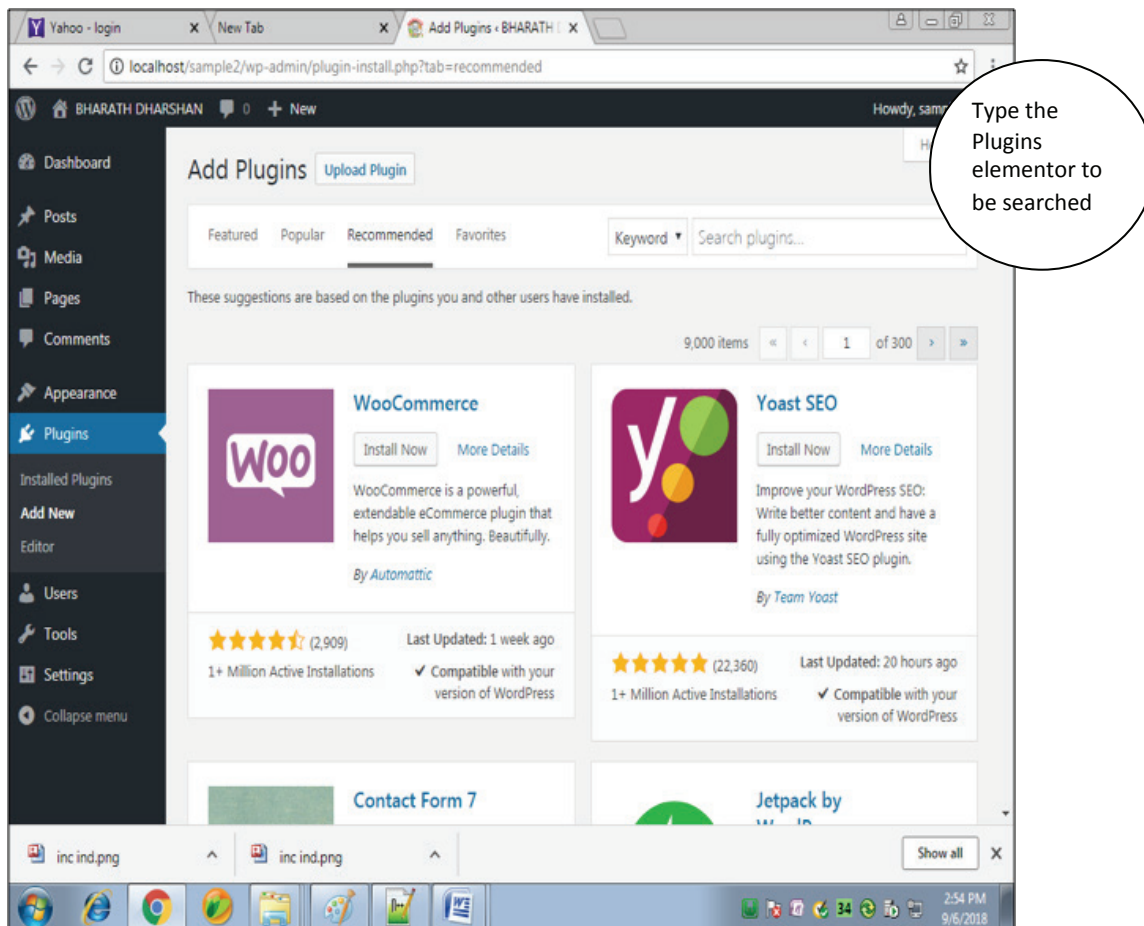
What is a Plugin? A plugin is a piece of software containing a group of functions that can be added to a WordPress website. They make it easy for users to add features to their website without knowing a single line of code.

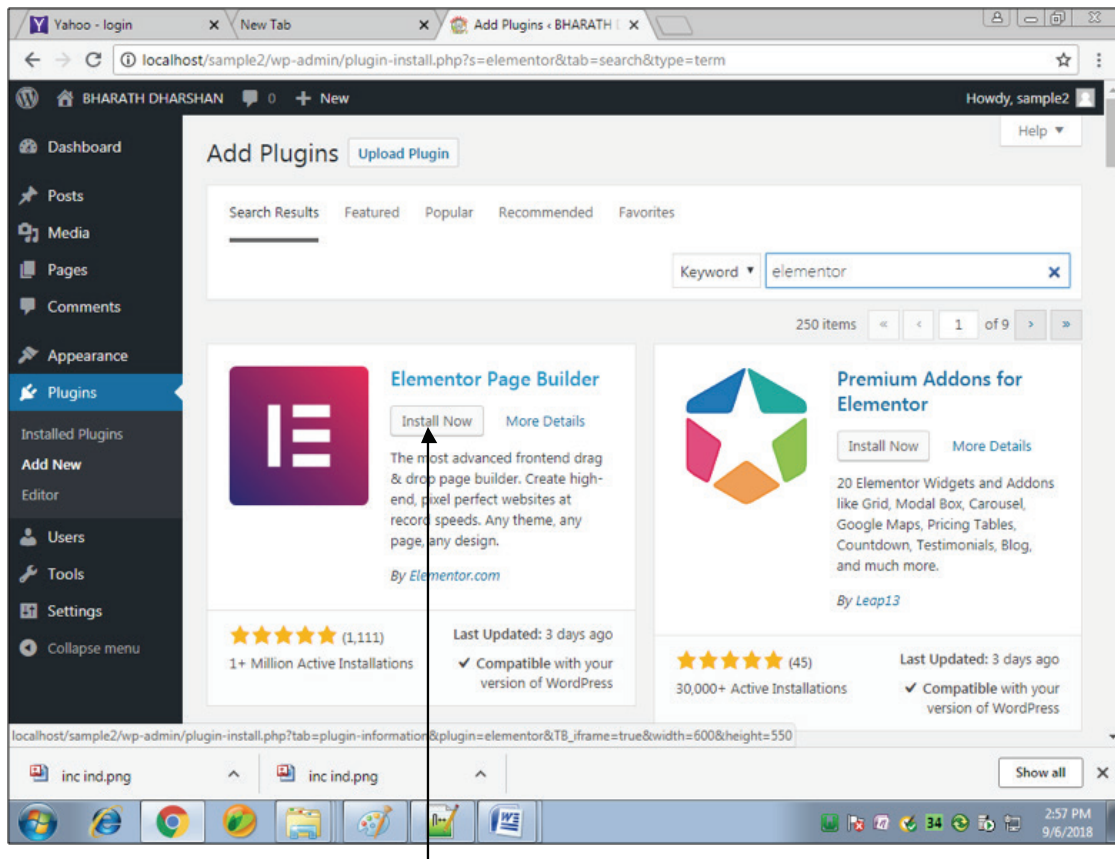
We will be adding the ELEMENTOR Plugin which has extensive features.

Choose Plugins from the dashboard.



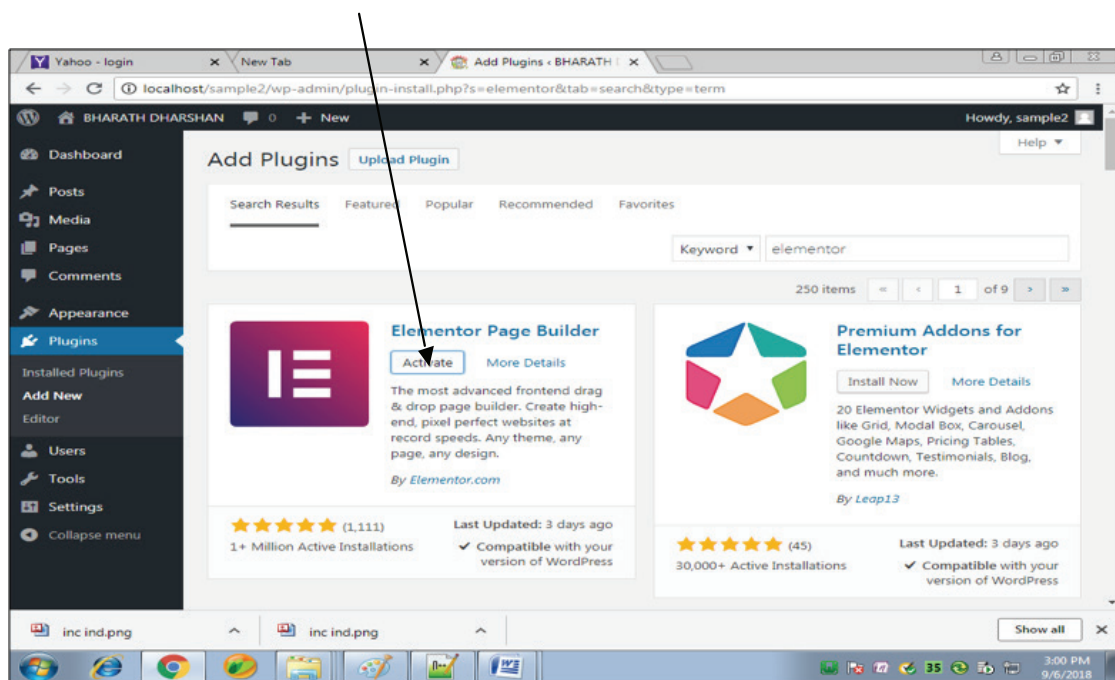
Hit on the Add New :SearchPlugins type “Elementor”



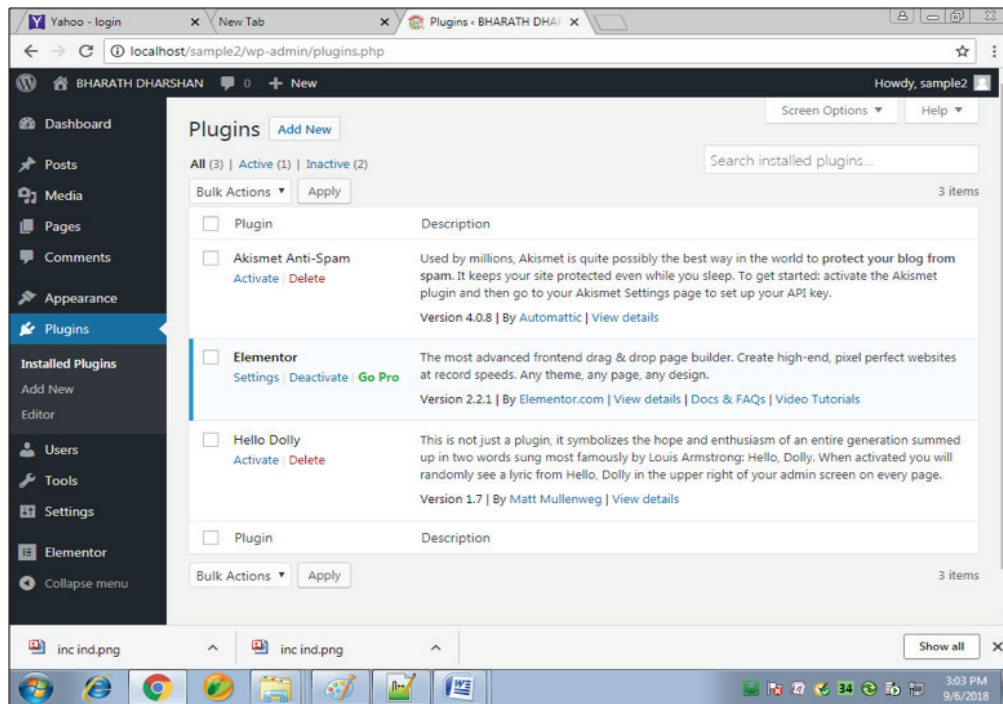


Click on “install now”

After installation “Activate”



Select: Dashboard->Plugins->Installed Plugins to preview the active Elementor Plugins.

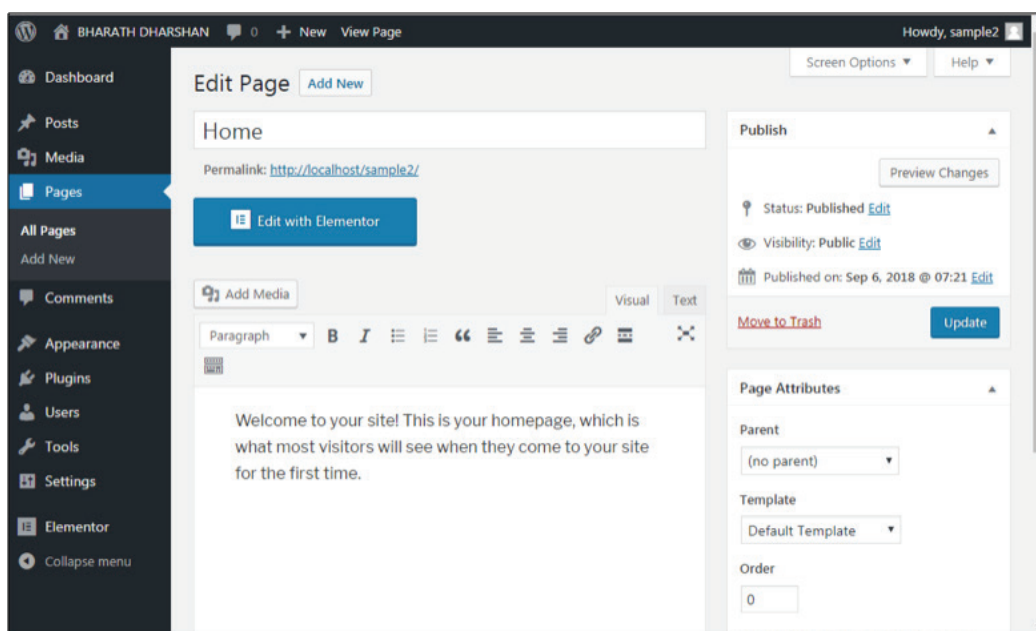


Editing the pages can be done using only one of the editors - Dashboard Editor or the Elementor Plugin Editor. Modifications cannot be done using both the editors simultaneously, as the changes made by the dashboard editors will not be reflected even if we attempt to make changes in the pages using both the editors.

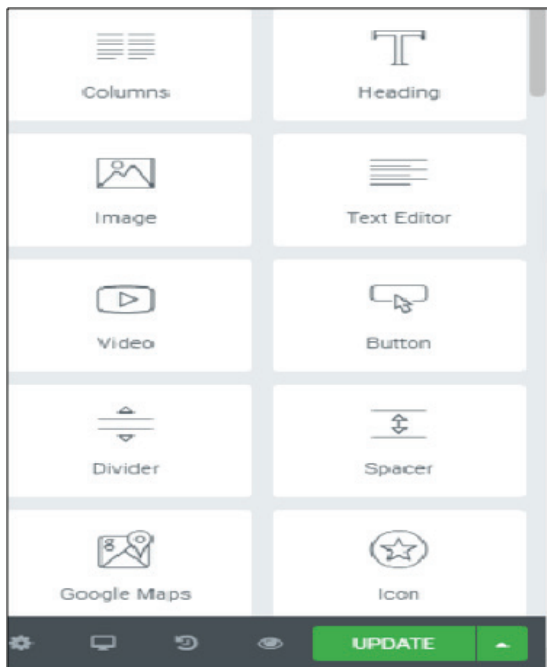
The content in the different pages of your website can be edited using the Elementor Plugin.

Choose Dashboard->Pages->Home -> “Edit with Elementor” option.

Features: Elementor Plugin can be used to edit/format text, add a divider, add a header, add a line, add an image, add a map, an image, add a image carousel, image gallery etc.,

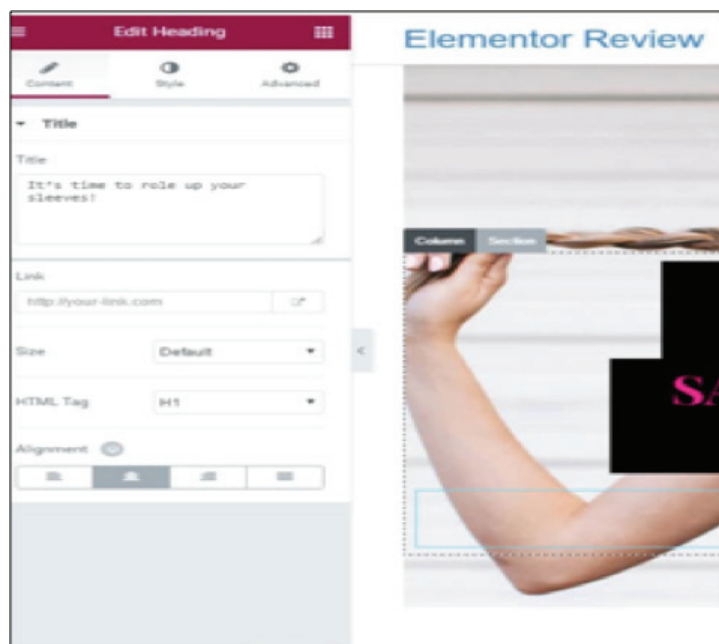


ElementorPlugins



Various elements of Elementor Plugin

Each element of the Elementor Plugin has three broad categories- Content, Layout and Advanced with various options . After making the necessary changes “Update” button should be clicked.



I) CHOOSE THE BEST ANSWER

1. **A freshly installed plugin crashes the Wordpress site with no access to the dashboard. What can you do to gain back access to the dashboard?**
 - a) Completely delete all the plugins folder from wp-content
 - b) Rename the specific plugin folder found in \wp-content\plugins
 - c) Delete the current theme folder \wp-content\themes
 - d) Reinstall Wordpress

2. **The uploaded files and images of Wordpress site are stored in**
 - a) Wordpress database only
 - b) Wordpress uploads folderwith metadata stored on the database
 - c) Wordpress theme folder
 - d) Wordpress images folder

3. **Where are the installed plugins stored in Wordpress?**
 - a) Wordpress.org site
 - b) Wordpress theme folder
 - c) Wordpress database
 - d) Wordpress plugin folder

II) ANSWER THE FOLLOWING

1. This is a page builder plugin that replaces basic Wordpress editor to create complex layout
.....

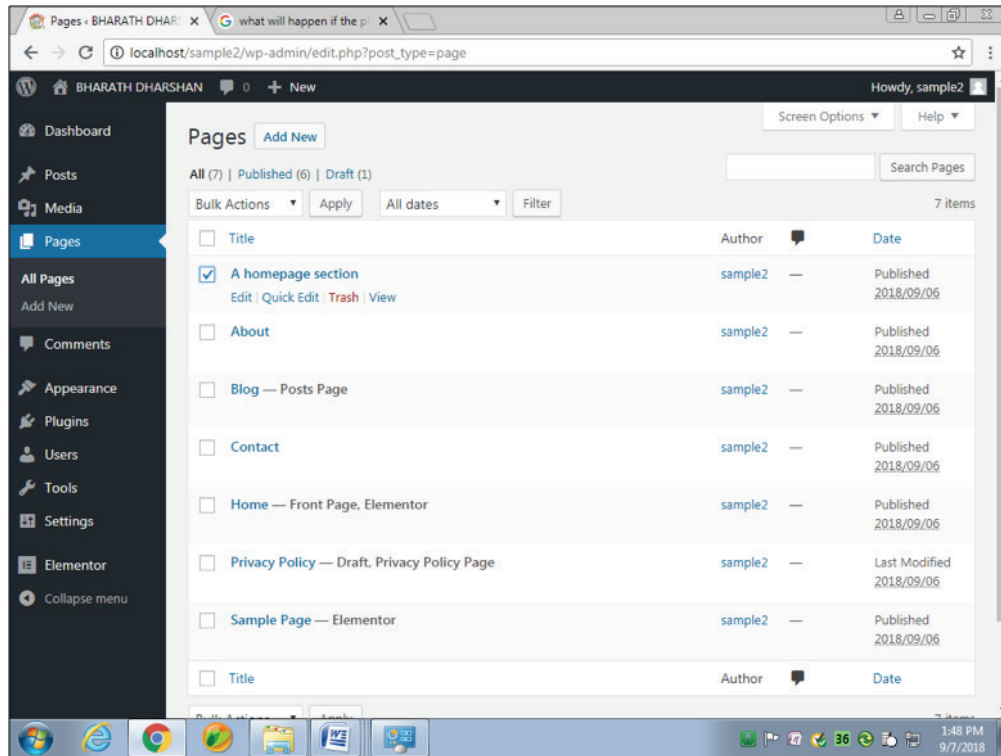
2. To post the changes in the website

3. Three options of Elementor plugin

4. Steps to view installed plugin

Teacher's Signature

a) Dashboard->pages->click on->A Home page Section



Click on the trash button to remove the page. In the same method delete the following pages: Blog, Sample Page, Privacy Policy

Customising the Home Page:

We want to make our page compact. The Twenty Seventeen theme by default supports 4 sections in the home page. Let us customise it as follows:

1. Appearance ->Customize->Theme Options
2. Page Layout -> choose one column

For Page sections 1 to 4 choose –select- as the option, as we do not want any sections in the home page and choose Publish.

SCREEN 1



Visit site.

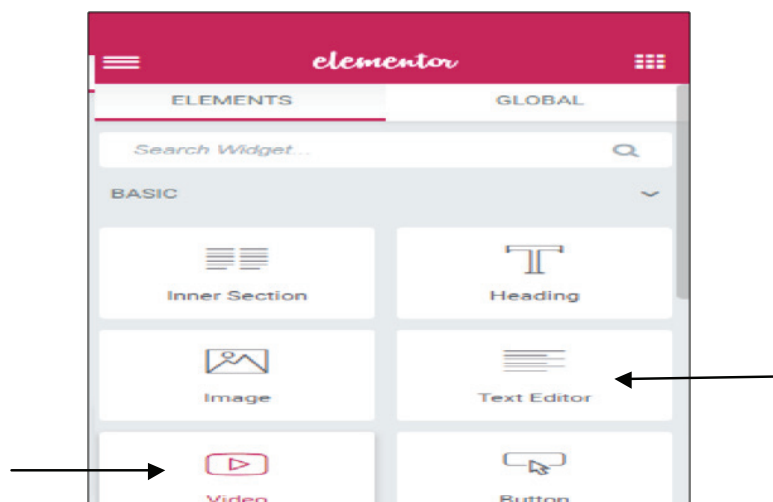
We will now format our home page by adding text and video.

Dashboard->Pages->home or visit site ->Edit Page on the top

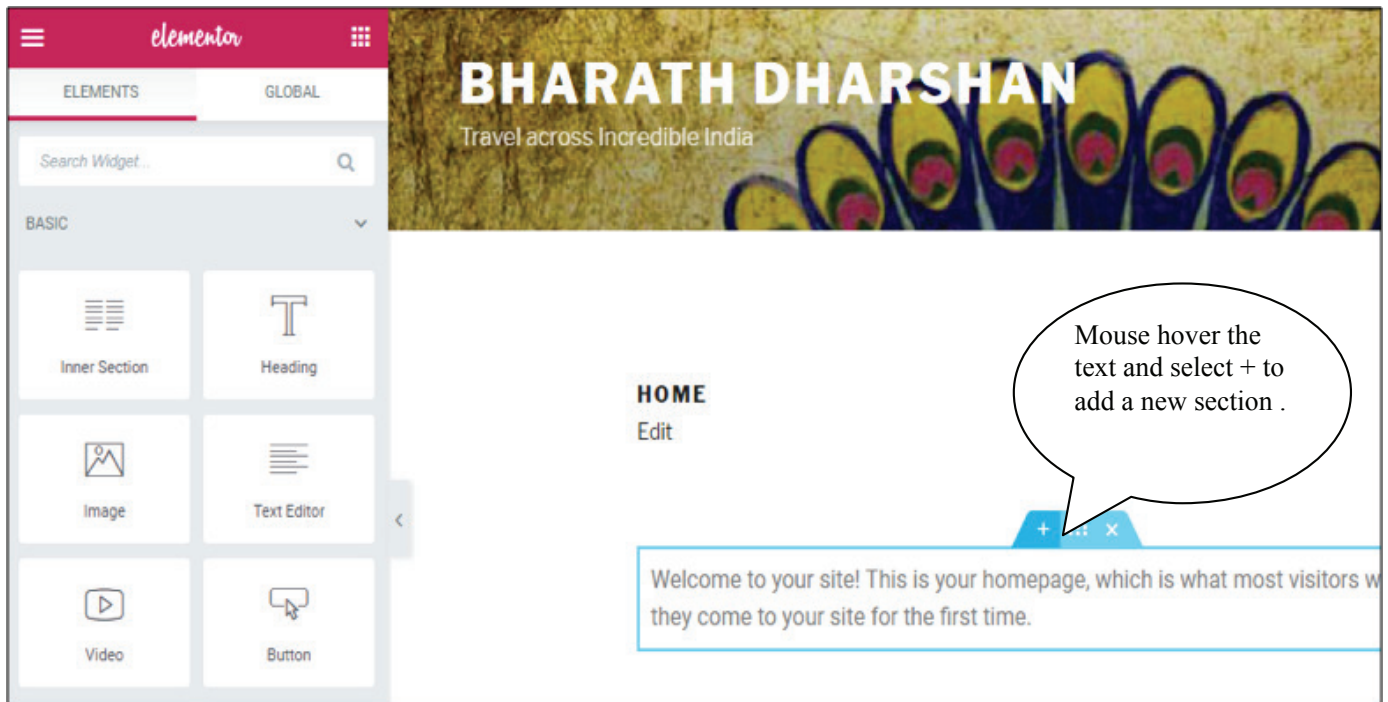


Add video and text in the home page using the respective tools available in the ElementorPlugins.

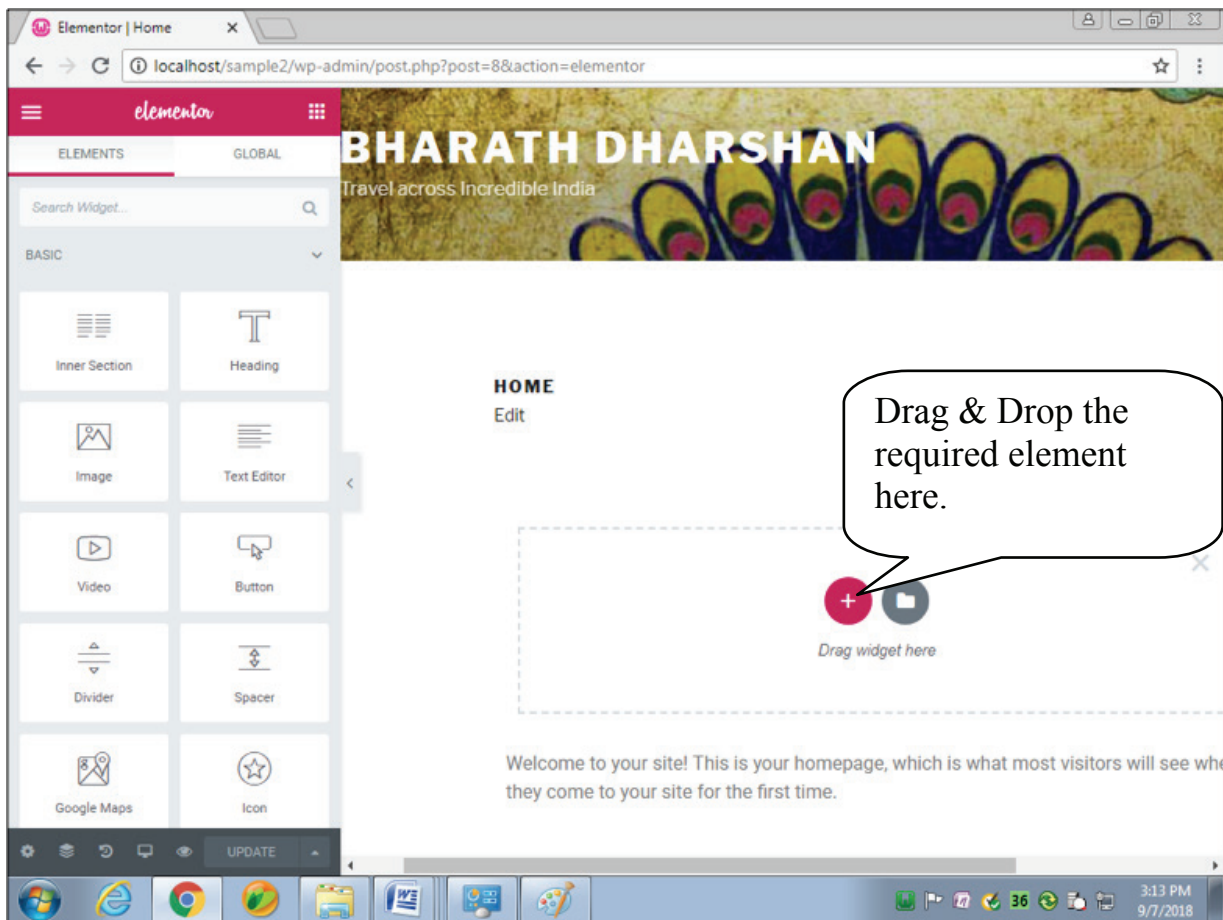
SCREEN 2



SCREEN 3



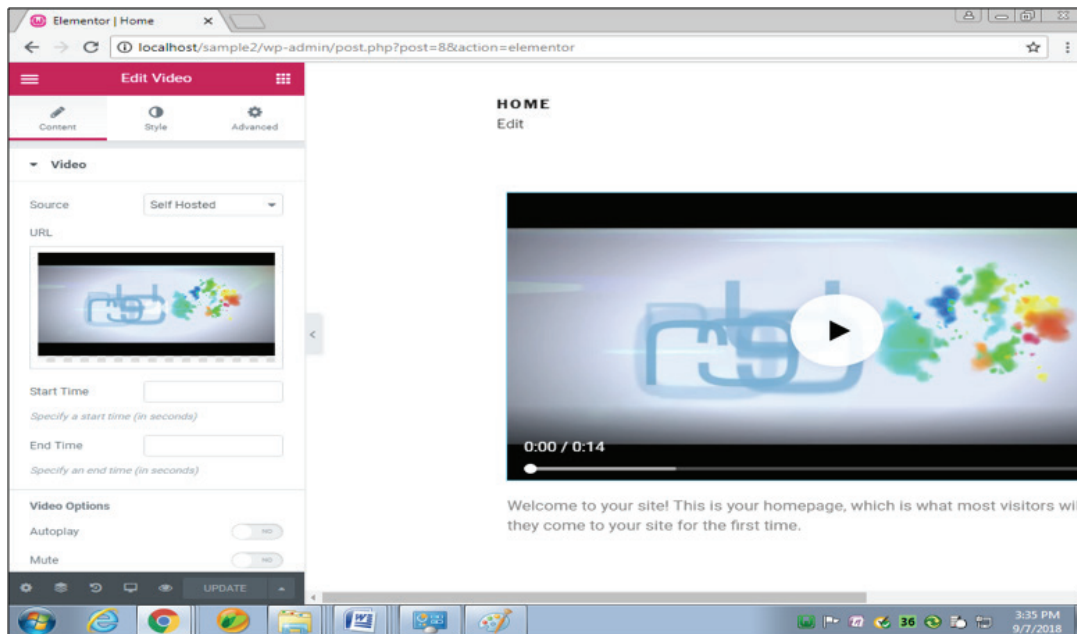
SCREEN 4 :Drag & Drop



Now a new section will be added, just above the text box. (Henceforth the same procedure is to be followed for addition of new sections.)

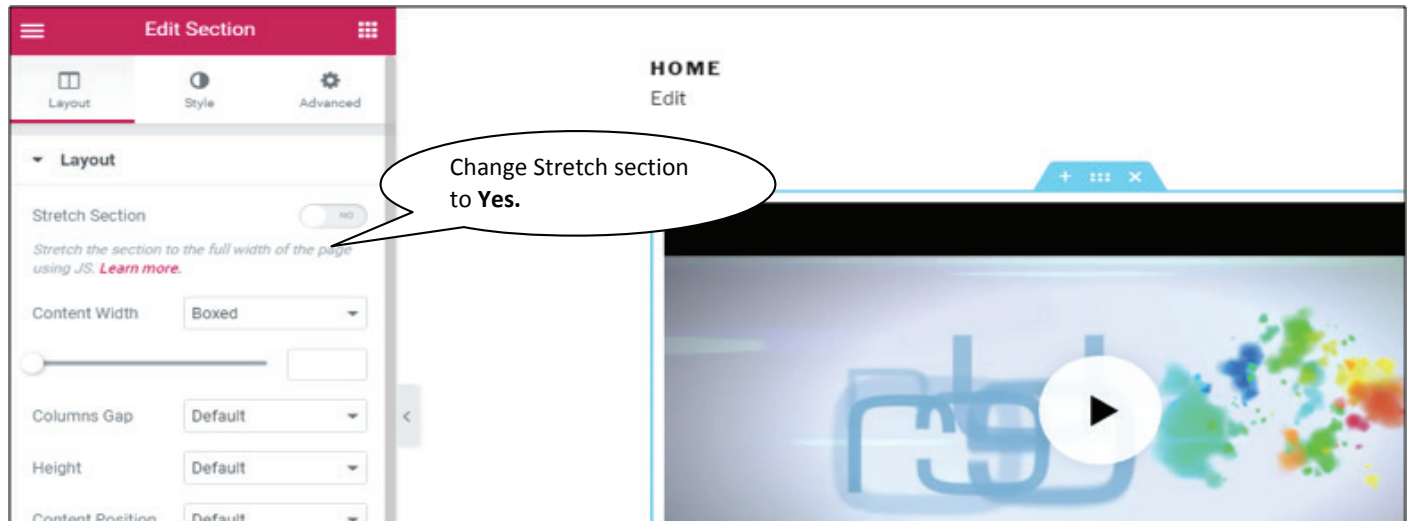
SCREEN 5

To add video choose the video element, select the source as **self hosted** and the video, click update option.



SCREEN 6

Stretch the video to the page size.

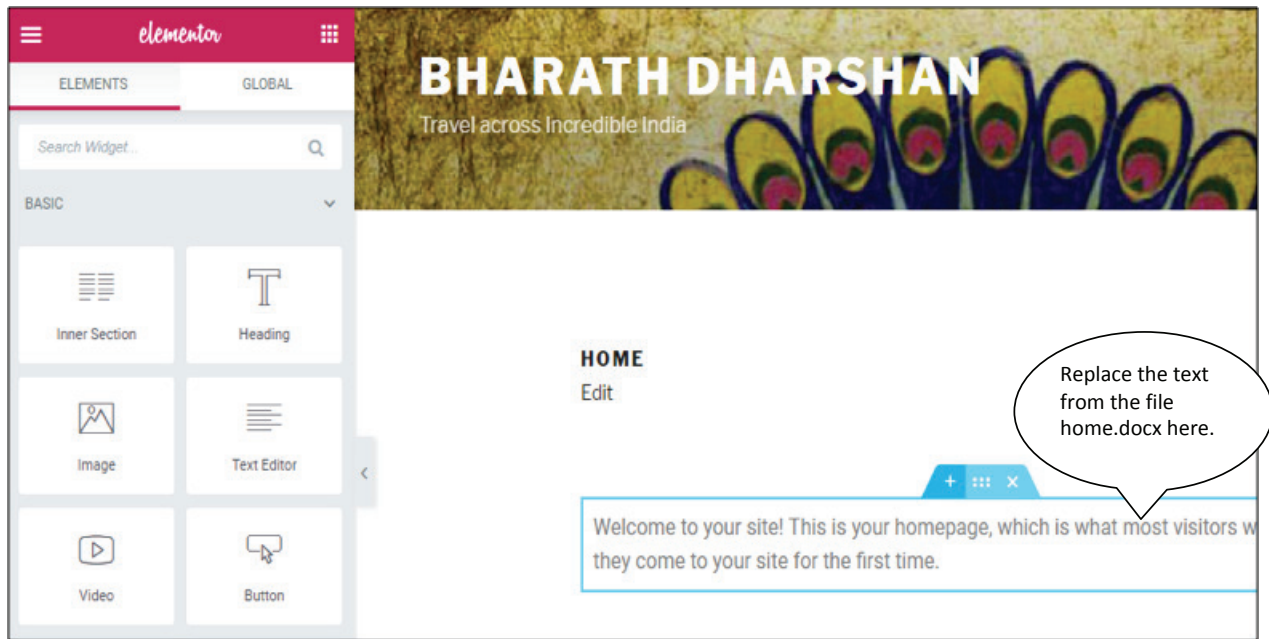


Replace the existing text in the Home page

Copy the paragraph 1 from the file home.docx and paste.

😊 Stretch the layout of the text

SCREEN 7



The text can be formatted (font colour, bold, italics) using the Style,Content options in the text editor of the ElementorPlugin.

🌸 BRAIN DEVELOPER 🌸

I) WRITE DOWN THE STEPS TO DO THE FOLLOWING

1. Add video in a web page
2. Add a new web page in the web site
3. Remove a web page from the web site
4. ----- is done to expand the text/video to the page size.
5. Using Elementor plugin, text can be added using -----tool.

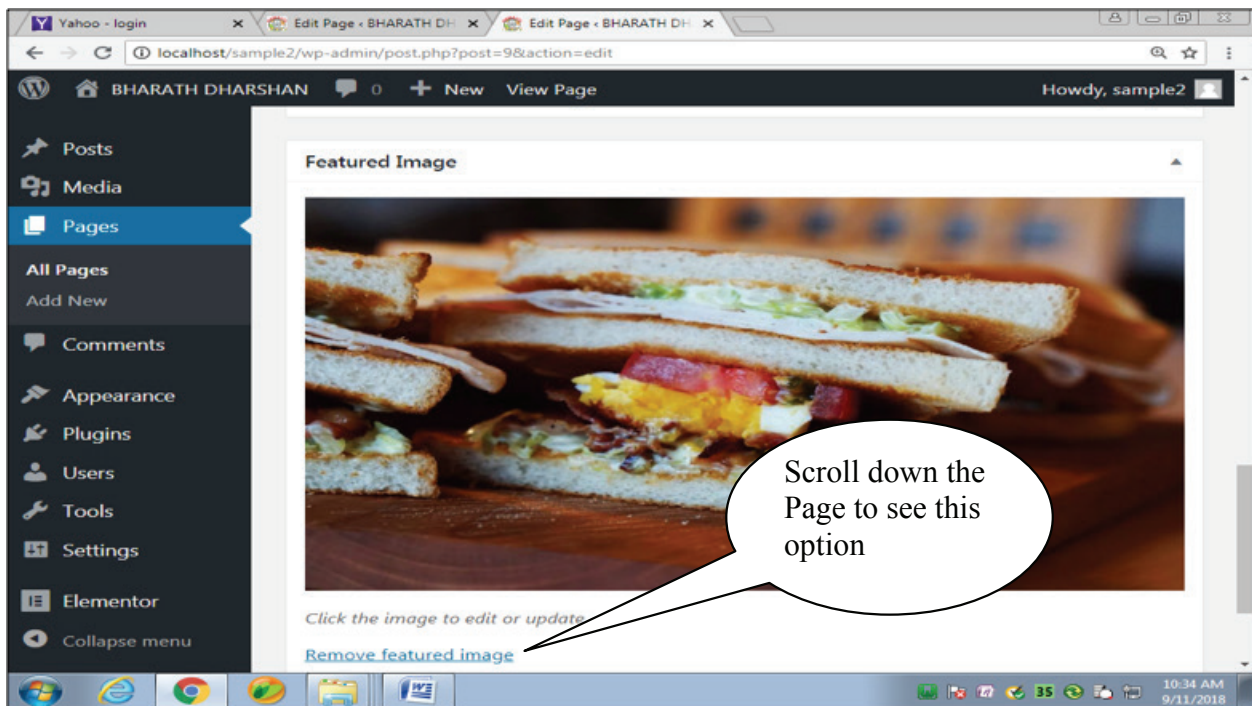
Teacher's Signature

The About Us Page gives description about the company.

The Featured Image (also known as post thumbnail) is a WordPress theme feature which allows theme developers to add support for using a representative image for posts, pages, or custom post types while browsing. We can choose thumbnail sizes, style them, and selectively turn the display of featured images ON and OFF.

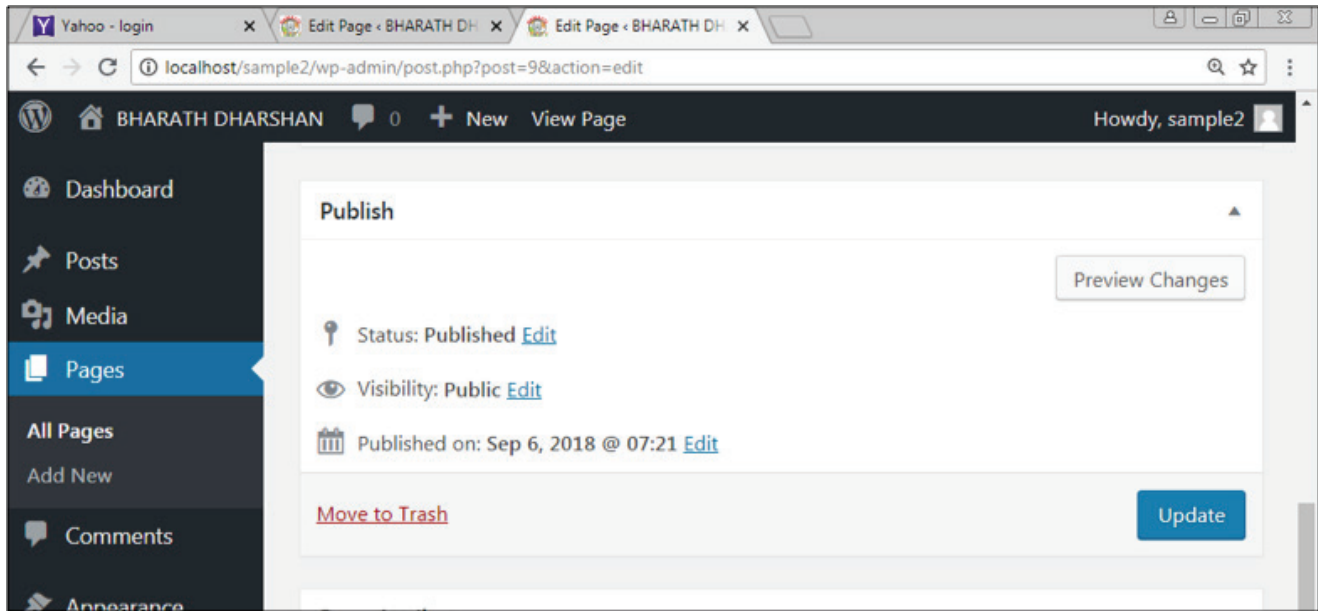
Removing the featured image in the About Us Page

Dashboard->All Pages->About Us Page (Edit with Elementor)



Click on the “Remove featured image”

Click on “Update” option”



A suitable image and text can be added in this About us page using Elementor. Copy the paragraphs 2 and 3 from home.docx and an image from the local computer. Apply necessary formatting features.

🌸 BRAIN DEVELOPER 🌸

MATCH THE FOLLOWING

- | | |
|---------------------------------|-------------------------|
| 1. First page of the web site | 1. Elementor plugin |
| 2. Featured image | 2. Publish |
| 3. Advanced formatting features | 3. Dashboard |
| 4. Overview of the web site | 4. Home |
| 5. View the modified web page | 5. Representative image |

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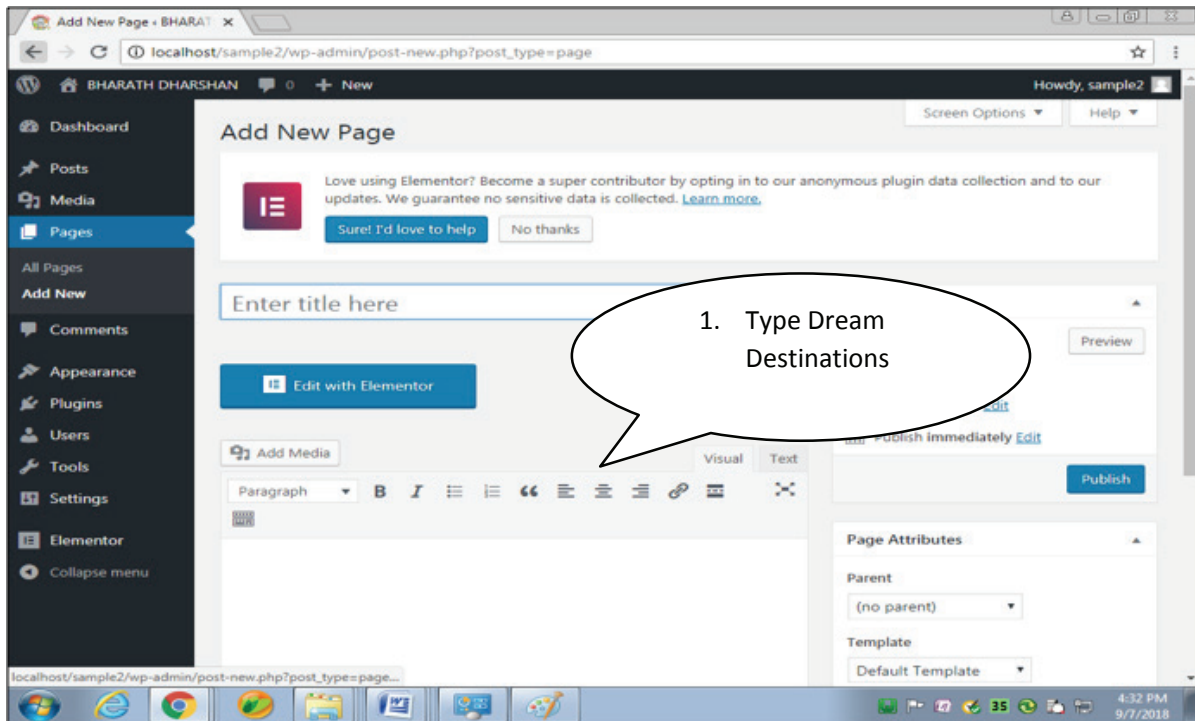
CHAPTER 6

CREATING PAGES

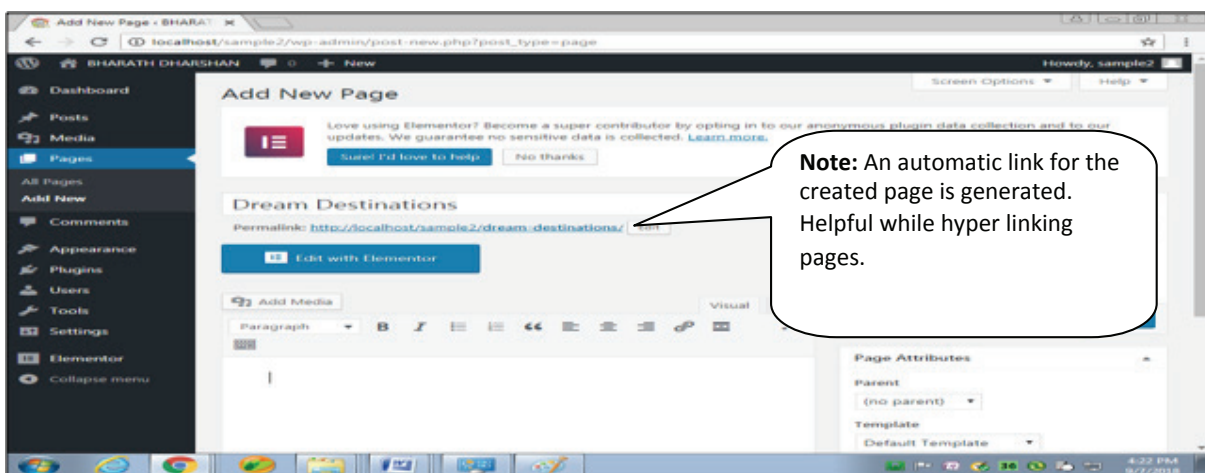
New Pages can be added by following the steps/screenshots shown below:

SCREEN 1

Dashboard-> Pages-> Add New and



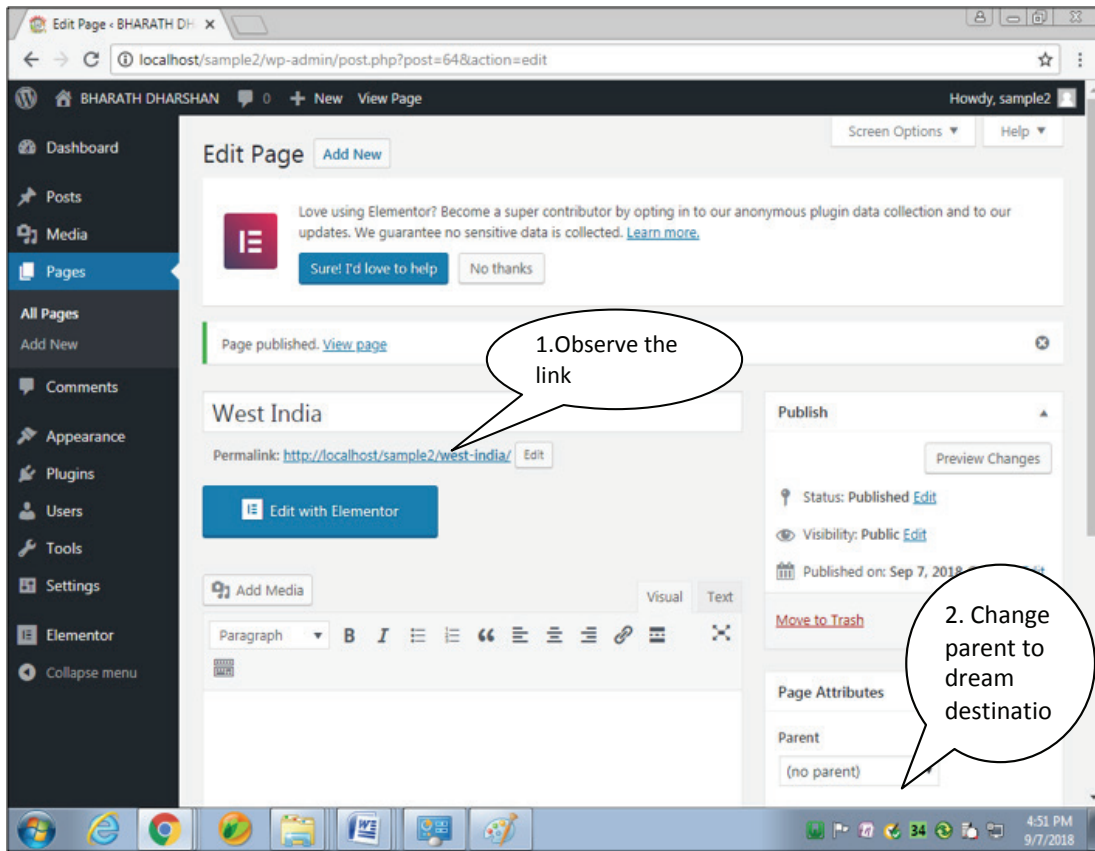
SCREEN 2



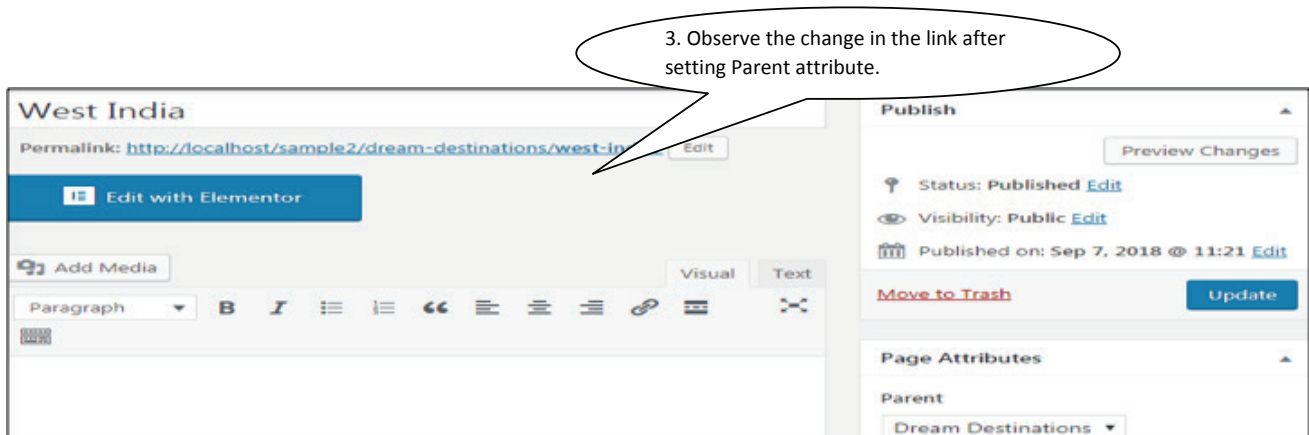
Add more pages- North India, South India, West India, East India, North HillStations, North Pilgrimage.

SCREEN 3

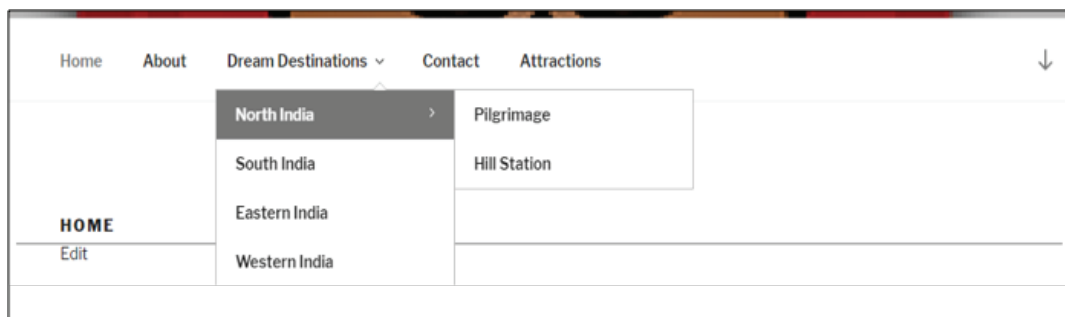
For eg: West India page is created and published



SCREEN 4



SCREEN 5



Set appropriate parent for every page that is created with reference to the hierarchy shown in the above screen shot.

Example:

Page Dream destinations - no parent

Page North India- Parent ->Dream destinations

Page North Pilgrimage->North India

BRAIN DEVELOPER

I) ANSWER THE FOLLOWING

1. ----- is the URL of the blog/page in Wordpress
2. Expand:
 - a) URL -
 - b) GUI -
 - c) WYSIWYG -
 - d) CMS -
 - e) OSS -
3. ----- have frequently updated content.
4. ----- is much static ans is organized into pages.
5. The ----- attribute of a page helps to create sub pages.

II) FIND SUITABLE MATCH FOR THE DIFFERENT PARTS OF THE BELOW PERMALINK

http://localhost/dreamdestination/NorthIndia

- | | |
|---------------------|----------------------------|
| 1. http | sub page |
| 2. localhost | parent page |
| 3. dreamdestination | protocol |
| 4. North India | system that stores website |

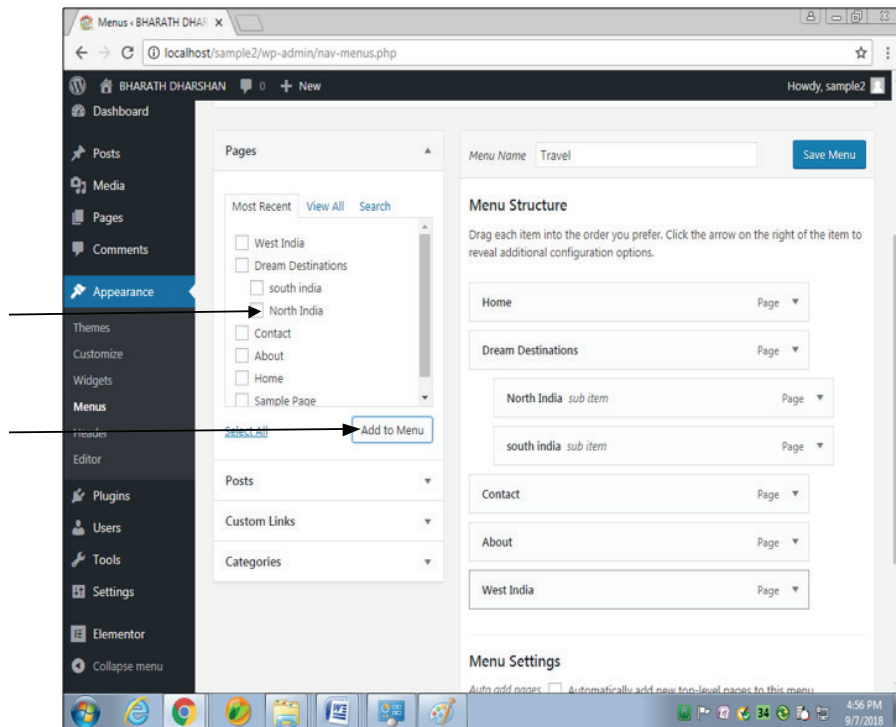
Teacher's Signature

CREATING AND CUSTOMIZING MENU

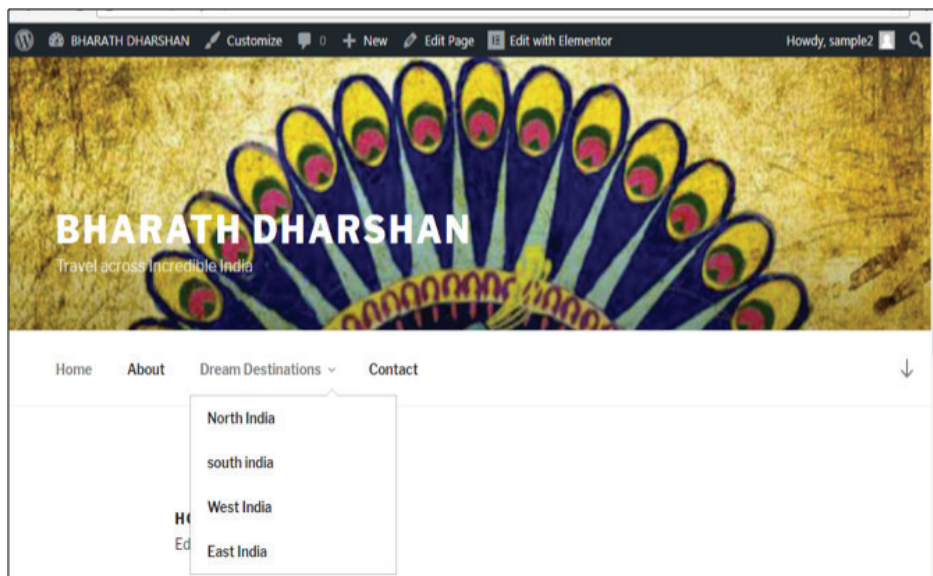
Click on Dashboard->Appearance->Menus

The pages created will appear on the left.

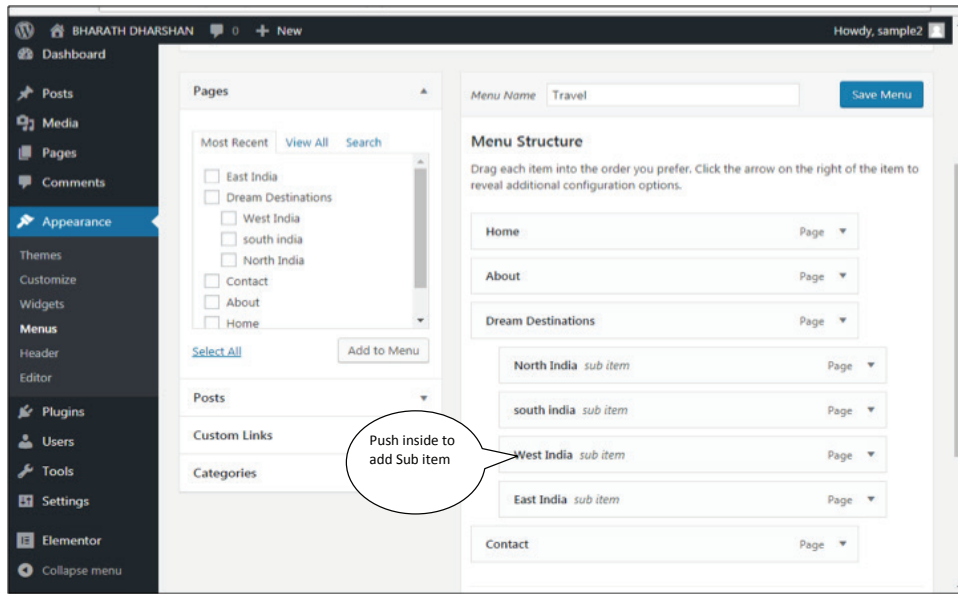
1. Choose the pages you want to add in the Menu by clicking on the checkbox and then hit Add to Menu button.



2. Rearrange the menu items such that the order of pages in the menu will appear as shown below.



- The Menu structure can be realigned/alterd according (using the double headed arrow, moving them up/ down/right and to add subitem push the page inwards from main menu page under Menustructure) to its hierarchy and then click on the Save Menu option.



BRAIN DEVELOPER

FILL IN THE BLANKS

- Write down the steps to create menu and sub menu in a Wordpress website.

.....

.....

.....

- must be created before organizing the menu.

- Menu can be saved by clicking tool.

- How do you arrange the menu?

.....

.....

.....

Teacher's Signature

CUSTOMISING PAGES USING ELEMENTOR PLUGIN PART I

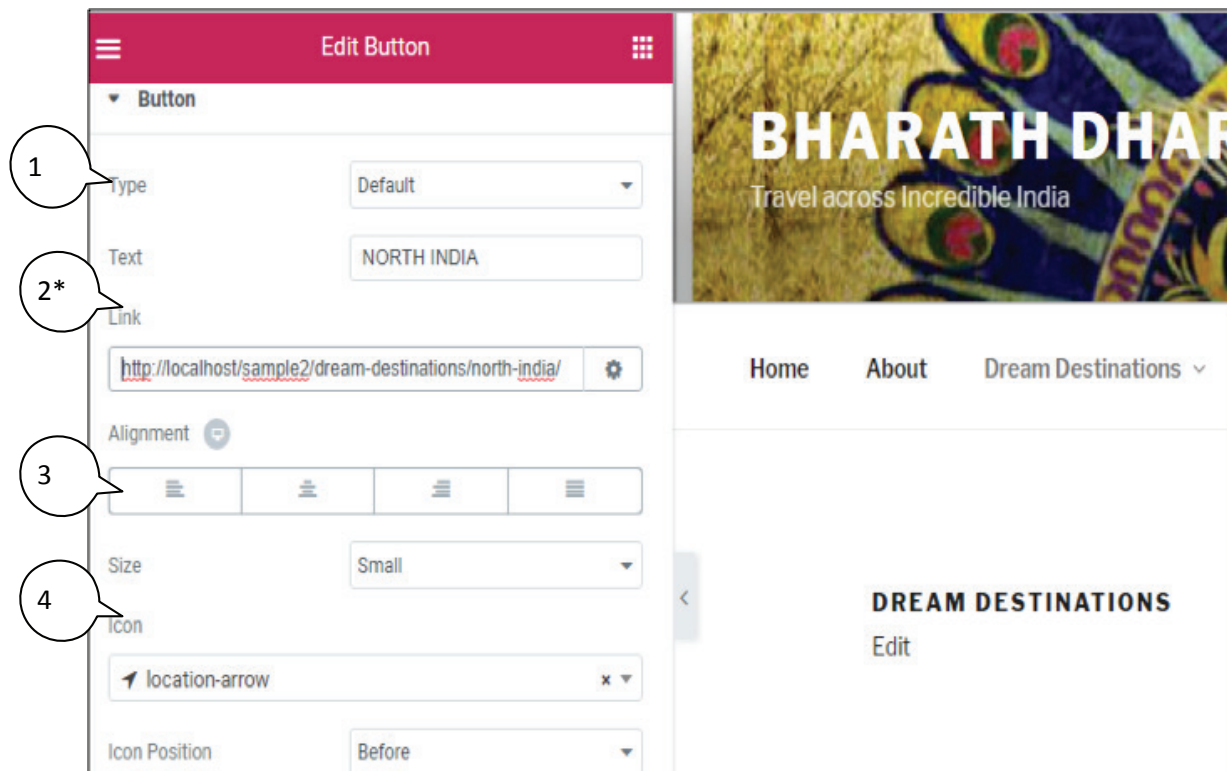
Click->Dashboard->Pages->Dream Destinations -> Edit with Elementor

(Refer Lesson 3 for Elementor Screenshot)

Use Button element from Elementor to add North India, South India, West and East India.

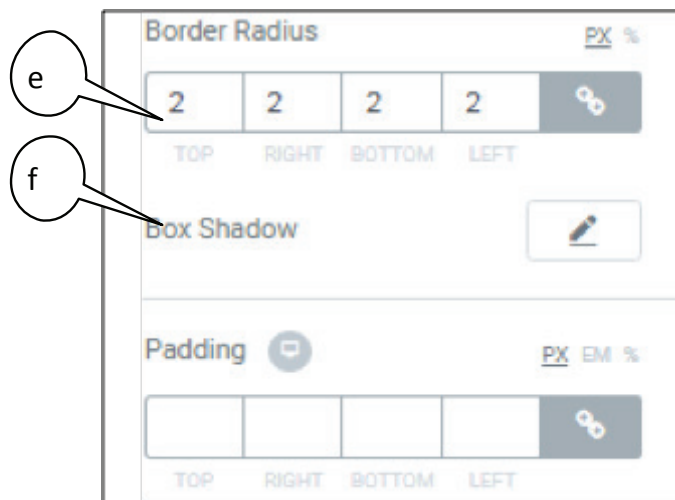
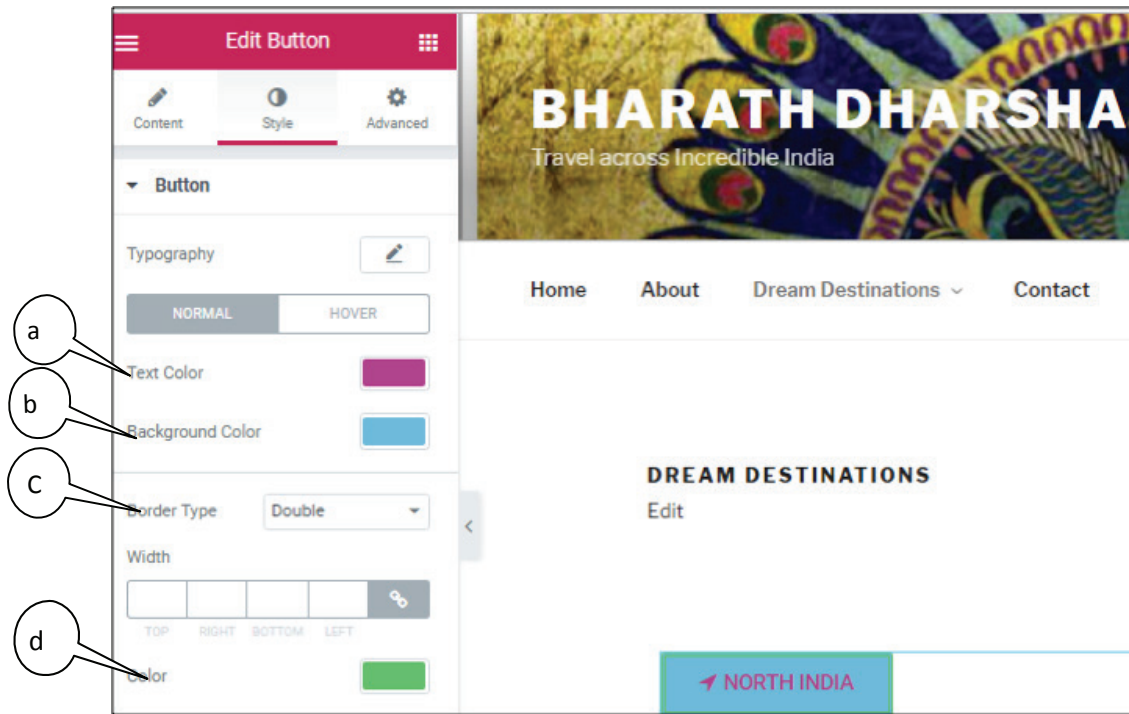
A sample screen shot to add a button for North India is shown below:

Finally click the update button



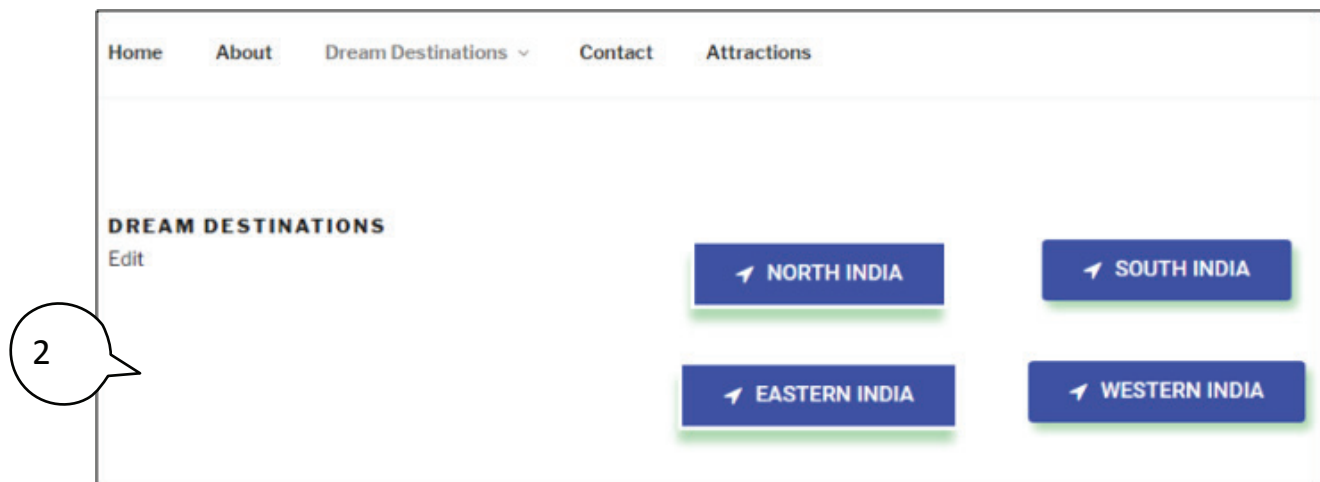
2* To get the link of north India page, follow the given steps

1. Dashboard->Pages->All Pages->choose North India page and choose view option.
2. Now this page will now be opened in the browser
3. Copy the address of the page from the URL
4. Paste this address in the 'link' option of the Dream Destinations page.
5. Use the Style option, and try formatting the button by following the labels **a,b,c,d,e**, fin the screenshot shown below:



Repeat the above steps for South, West and East India.

The Dream Destinations page will finally appear as shown below

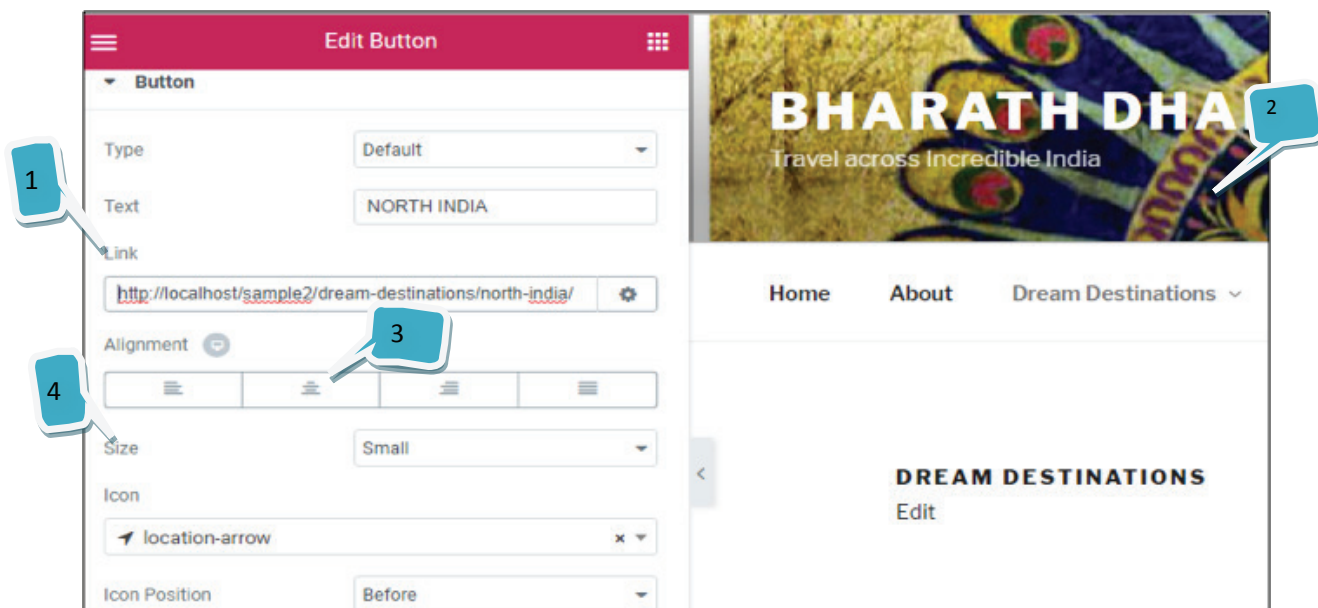


Note: In this website, North India Page can be viewed in two ways

It can be Directly accessed by clicking on its parent :Dream Destinations or by choosing the submenu “North India” from the parent menu “Dream Destinations”

❧ BRAIN DEVELOPER ❧

LABEL THE GIVEN PARTS:



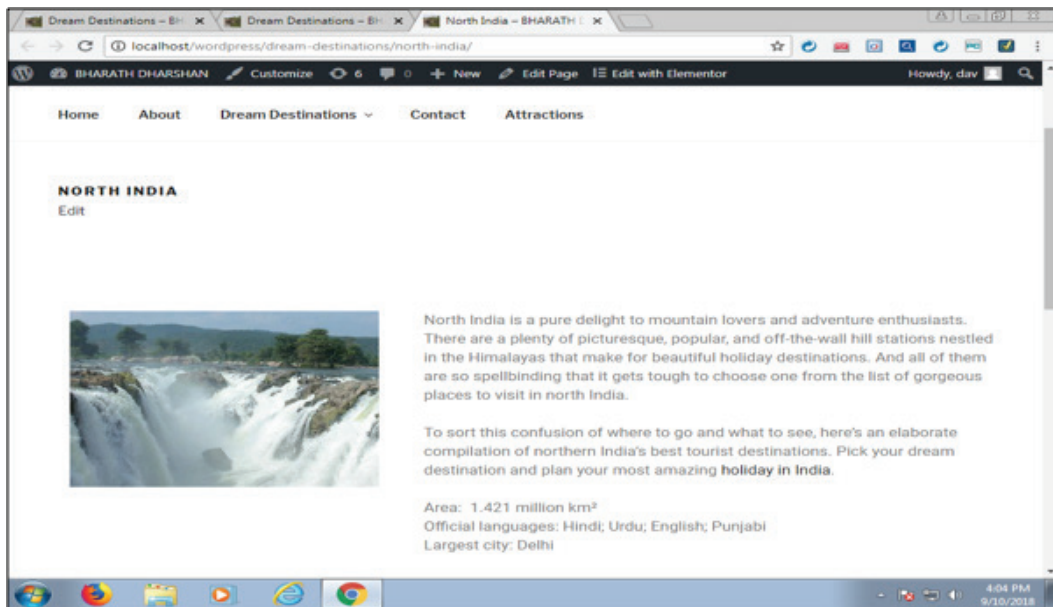
| S.No. | Name the labelled parts | Description |
|-------|-------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

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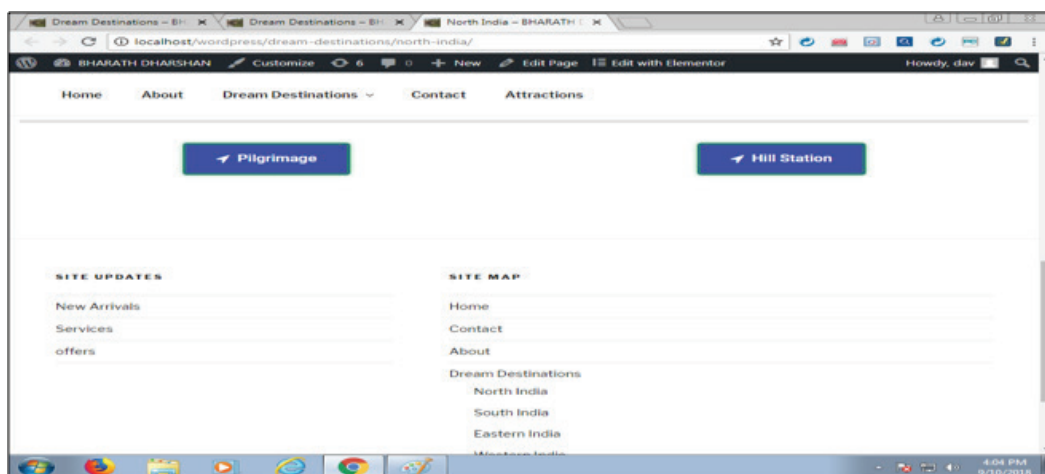
CUSTOMIZING PAGES USING ELEMENTOR PLUG IN: PART II

Let us now customize The North India Page. The output after customization will appear as follows:

SCREEN 1



SCREEN 2



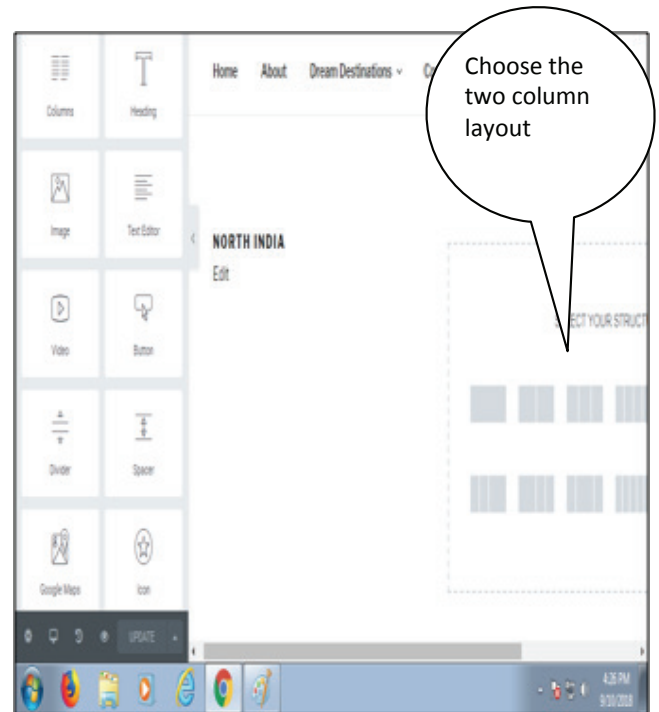
The Site Updates and Site Map in the above screen are referred as widgets, which will be dealt later.

The Page has a picture and text about North India. We will be inserting them in a two column structure, using ElementorPlugins by following the given screenshots.

SCREEN 1:



SCREEN 2:



Add picture and text through Image, Text Editor elements from the ElementorPlugins.

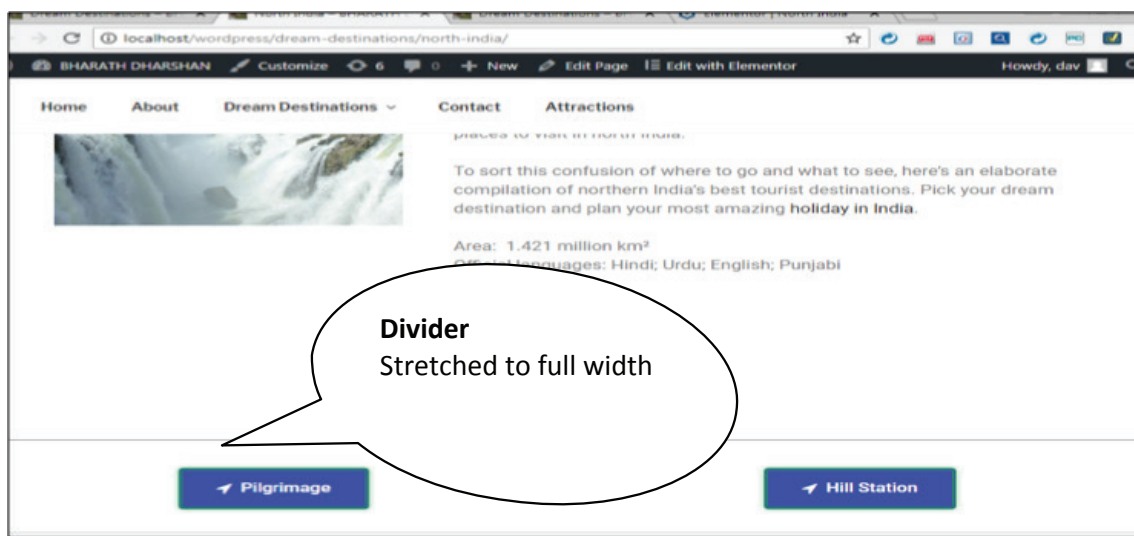
The picture and text for the page North India can be copied from North India folder.

Now add another element “Divider” from the ElementorPlugins and stretch it to the full width of the page.

Two buttons “Pilgrimage” and “Hill Stations” are to be added using the ElementorPlugins.

The Pilgrimage, Hill Stations button should be linked to the Page Pilgrimage and Hill Stations respectively. (Recall the linking done between Dream Destination and North India Pages)

The final output of the page will appear as:



I) NAME THE TOOL IN ELEMENTOR PLUGIN THAT WOULD:

1. Create a horizontal line in a web page -
2. Create a text in a web page -
3. Add picture in a web page -
4. Add buttons in a web page -

II) THE ELEMENTS OF THE PLUGIN CAN BE PLACED ADJACENTLY USING ----- LAYOUT.

Teacher's Signature

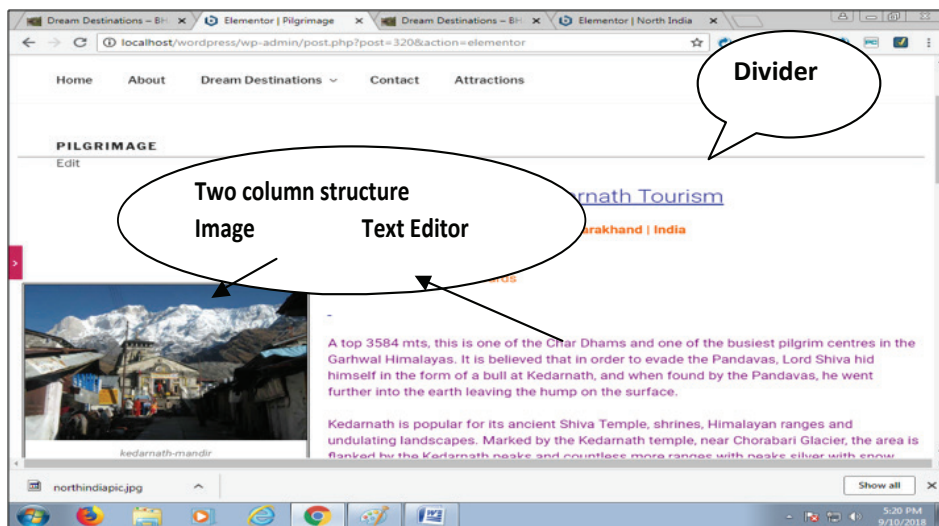
The Pilgrimage page will cover two places of visit: Kedarnath and Amristar.

The opening page will have Kedarnath tourism and then by hyperlinking the user is taken to visit Amristar tourism package.

The Pilgrimage page after complete customization is shown in three screenshots.

Elements used: Divider, Two column structure (column 1: Image, column 2 :Text Editor), Heading, Image Carousel (General), Text Editor, Hyper link a text.

SCREEN 1:



SCREEN 2:



SCREEN 3:

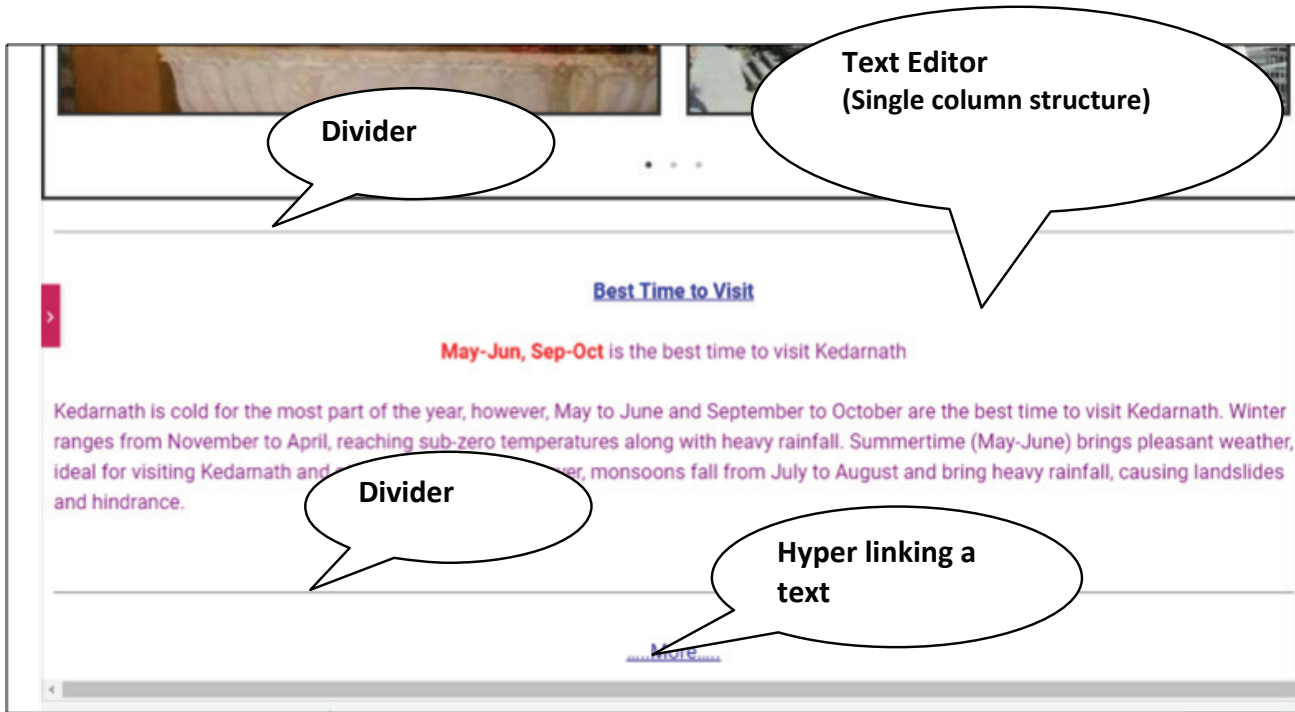
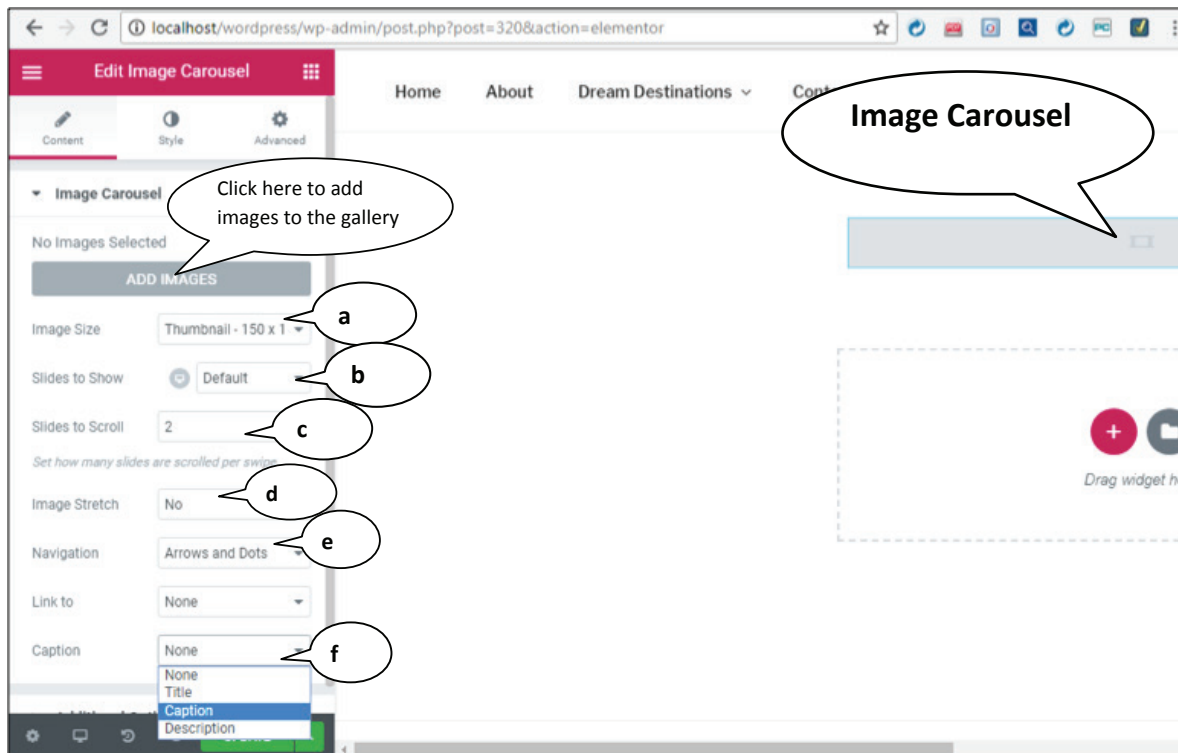


IMAGE CAROUSEL

Image carousel is an element that allow us to add series of images (*.jpg) in a gallery and gives us slider view on the webpage. This webpage shows 5 pictures created in a gallery through Image Carousel as shown below:

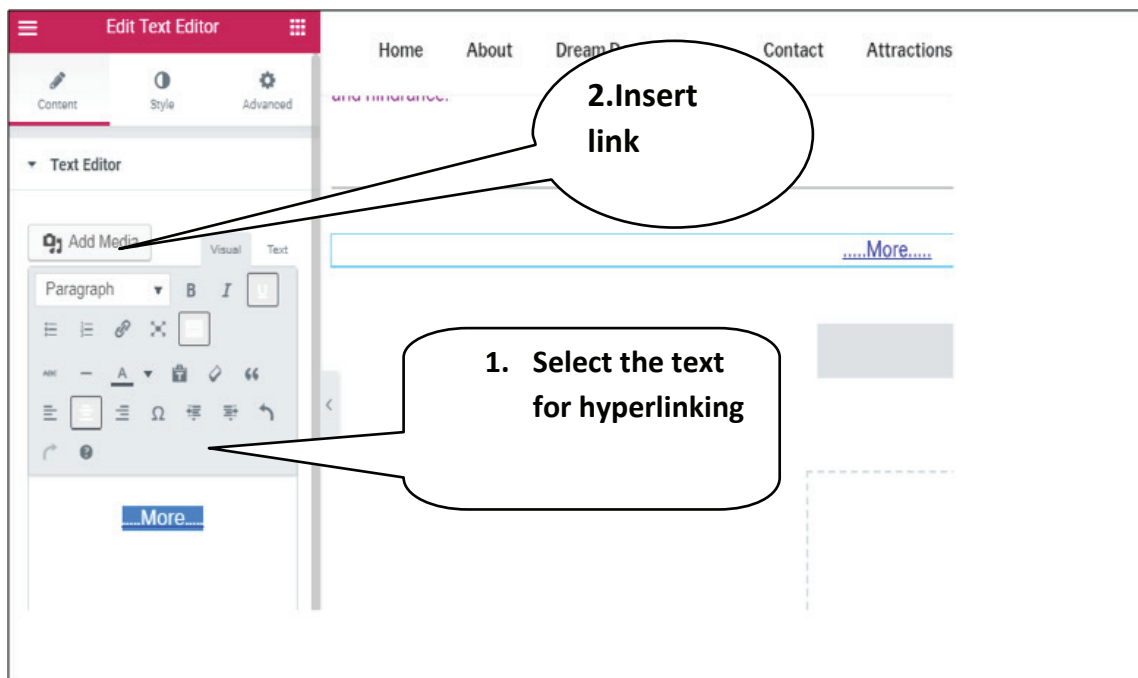


Try adding pictures using Image carousel element from Pilgrimage folder under North India and create a gallery of 5 pictures. Check out the appearance of the webpage by changing various options that are labelled from a-f by visiting the site.

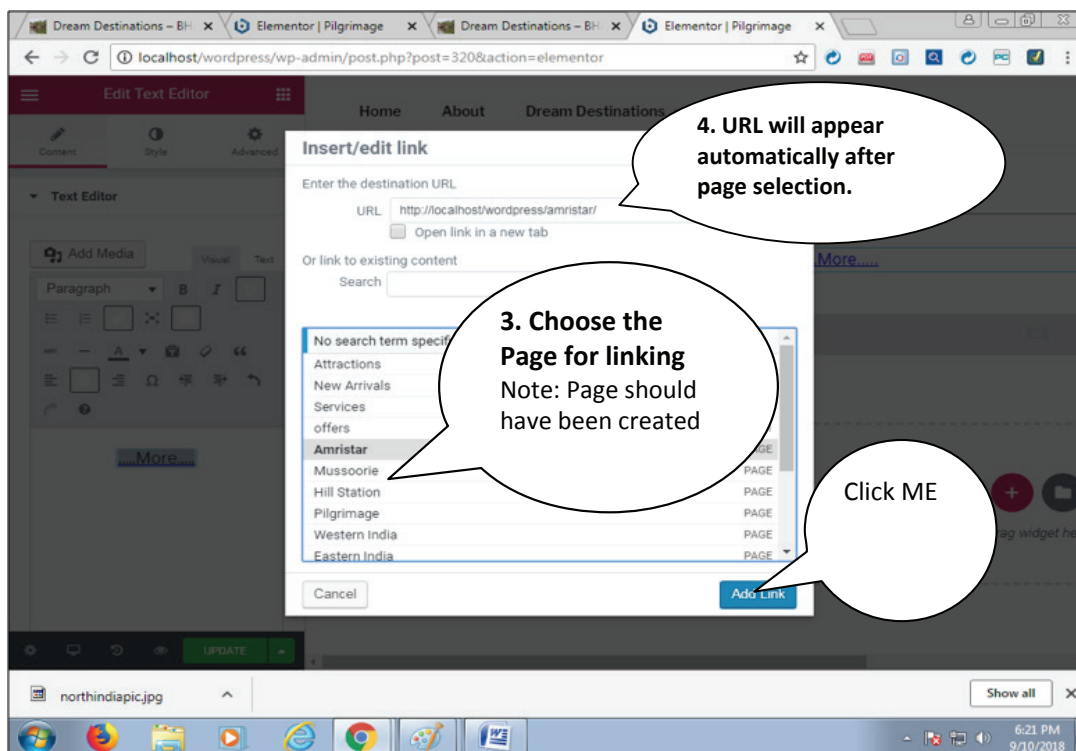
HYPERLINKING TEXT

Hyperlink is a word, phrase or image that you can click on to jump to a new document/webpage or a new section of the current document/webpage. The screenshot below illustrates setting up a “Hyperlink” on a text which shifts the control to another webpage.

SCREEN 1



SCREEN 2



If the hyperlink had to be removed, click on the hyperlinked text and just select Remove link tool.

In the same manner from Amristar page, set up a link for the text “BACK” to shift the page control back to Kedarnathtourism (i.e., Pilgrimage page).

Note: Create Amristar page by following the steps of creating pilgrimage page using different elements as discussed above. The required document and pictures for the webpage is available under Amristar folder of North India.

This activity can be extended to develop Hill Station webpage under North India and can be extended to South, East and West India as well.

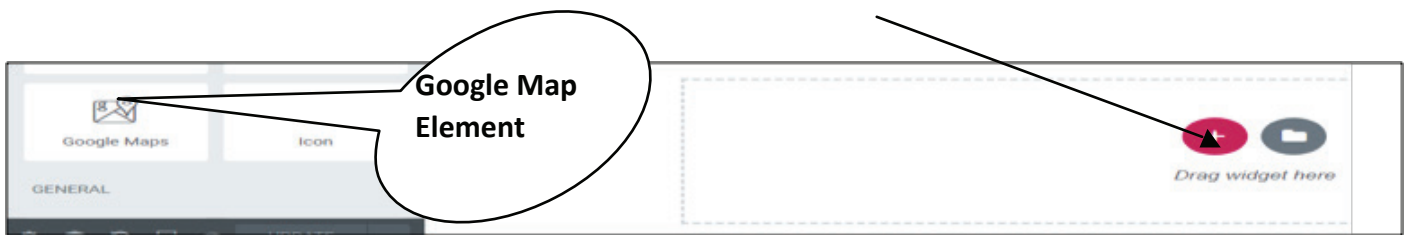
CUSTOMIZING PAGES USING ELEMENTOR PLUGIN PART IV

Remove the featured image in the Contact Page (Refer the Worksheet:n0) fill later

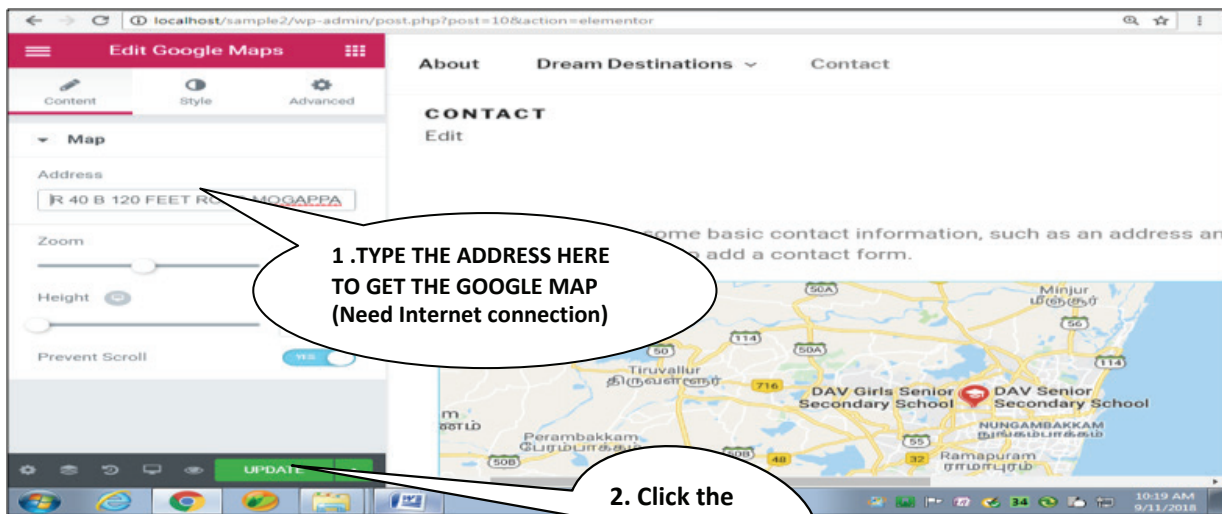
Creating a column to display the address of the touring company

Add a single column structure. Using Text editor element add the address in a new section (Copy the content from contact us folder and paste in this text editor.)

Drag the google map widget using the red icon +



Let's add a Google map for showing the address using map tool from the Elementor Plugin.



I CHOOSE THE CORRECT ANSWER:

1. What is a Permalink?
 - a) A popular Wordpress plugin
 - b) The complete URL of the Wordpress site
 - c) Part of the Wordpress URL
 - d) The numeric IP address of the Wordpress site

2. Give the function of :
 - a) Two column structure
 - b) Image control
 - c) Image carousel
 - d) Hyperlink
 - e) Font colour
 - f) Google map

II FILL IN THE BLANKS:

1. The ----- tool allows us to add series of images.
2. Collection of images is known as -----
3. jpg stands for -----

Teacher's Signature

This Worksheet aims at creating posts and adding them to a page.

A post is just information that has a publish date, author, category and tags. Post is more suitable for displaying time based information whereas a page is best suited for information that does not change much (static information). A page can have parent/child relationships but in post entries are listed in reverse chronological order.

Post generally comes in a new page other than Home page.

The following are the steps to be followed for creating Post.

1. **Creating Categories:** Every post must belong to some category. A category is used to sort and group content into different sections. A website publishing content on a variety of topics can divide their website into sections using categories.

To create category: Dashboard-> Categories->Add New category

2. **Creating Posts:** Dashboard->Post->Add New-> Choose categories listed on the Right hand side of the screen.
3. **Adding Posts in the Menu:** All post of same category can be grouped/displayed in a menu.

Appearance->Menu->Post->Choose the post to add as Menu/Subitem in a menu.

In our website development, For creating Post we will be creating three categories, namely:

New Arrivals

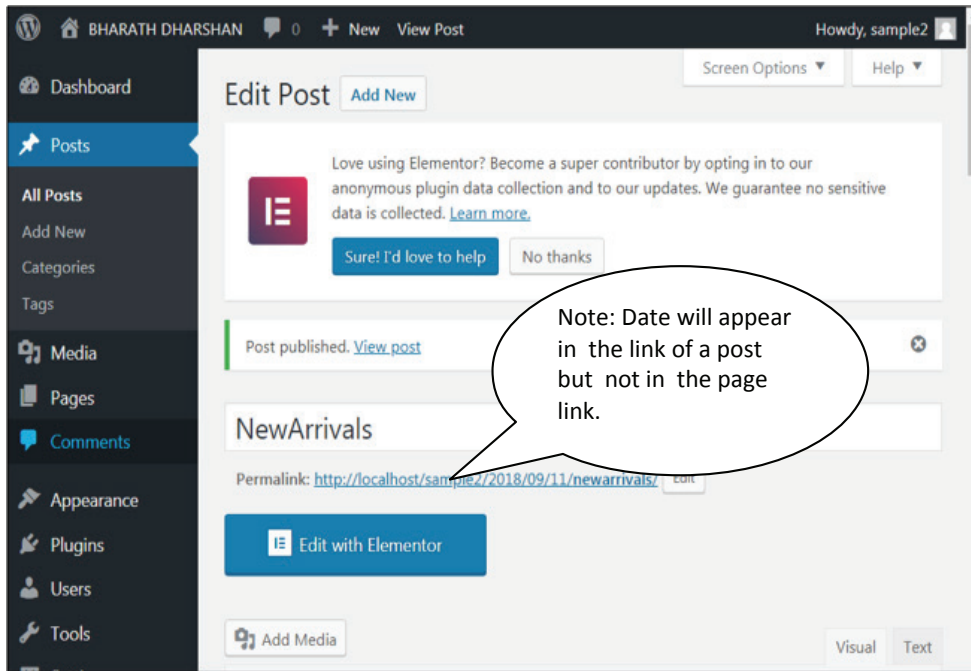
Services

Offers

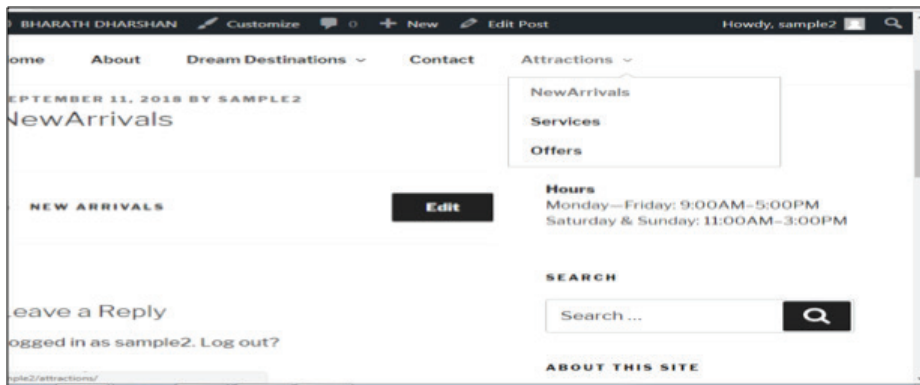
The posts that are created will have the names as that of categories.

Attractions Page should be created using the Dashboard.

Add this page to the menu and posts created above should be added as sub menu items in the Attraction menu.



Screenshot after adding the posts in the submenu.

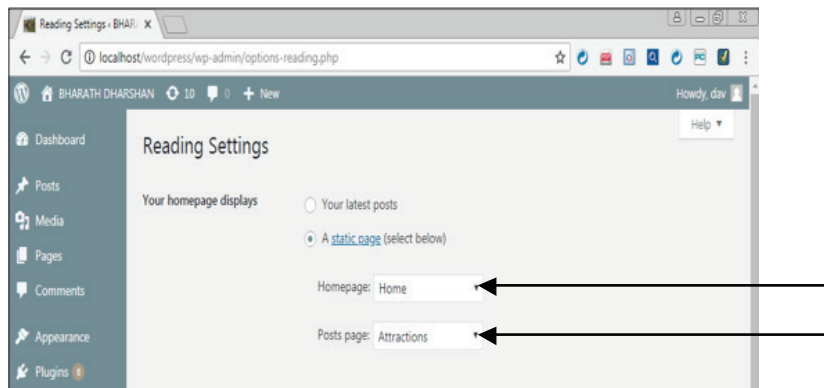


In order to limit the display of the number of posts in a Page/Category,

Select Settings->Reading

Choose->Static Page->Home

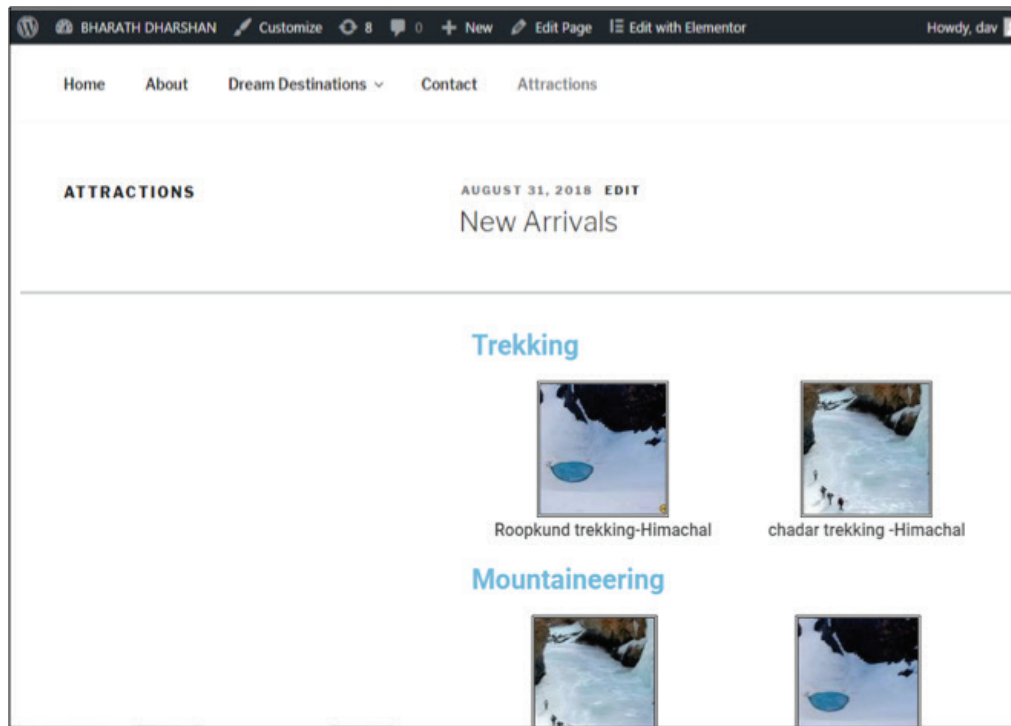
and post Page->choose the desired Page (About/Attractions ...)



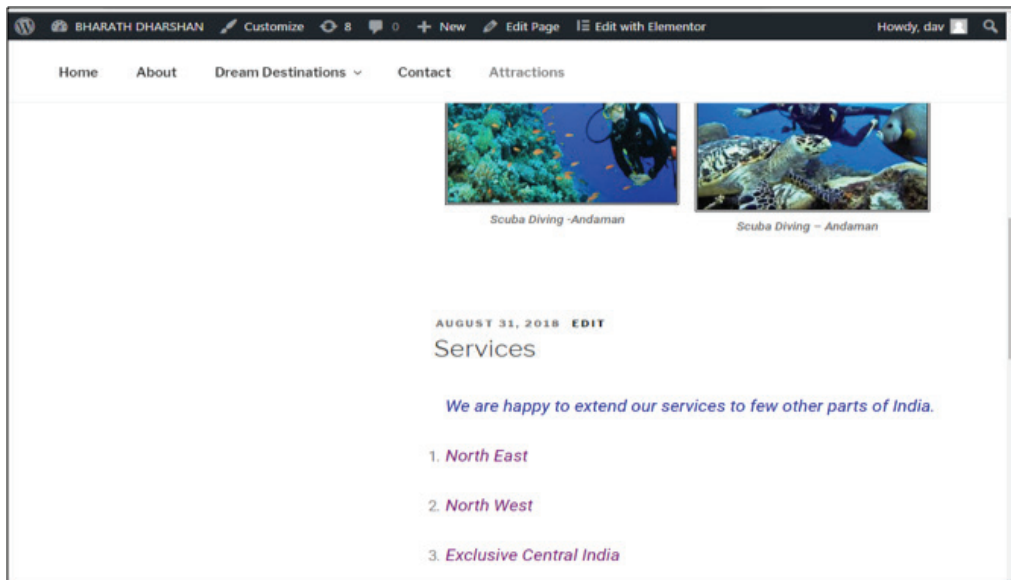
Creating the Content for the Posts (New Arrival, Services, Offers)

New Arrivals Posts should have the following images and text headings use the Elementor Plugins.

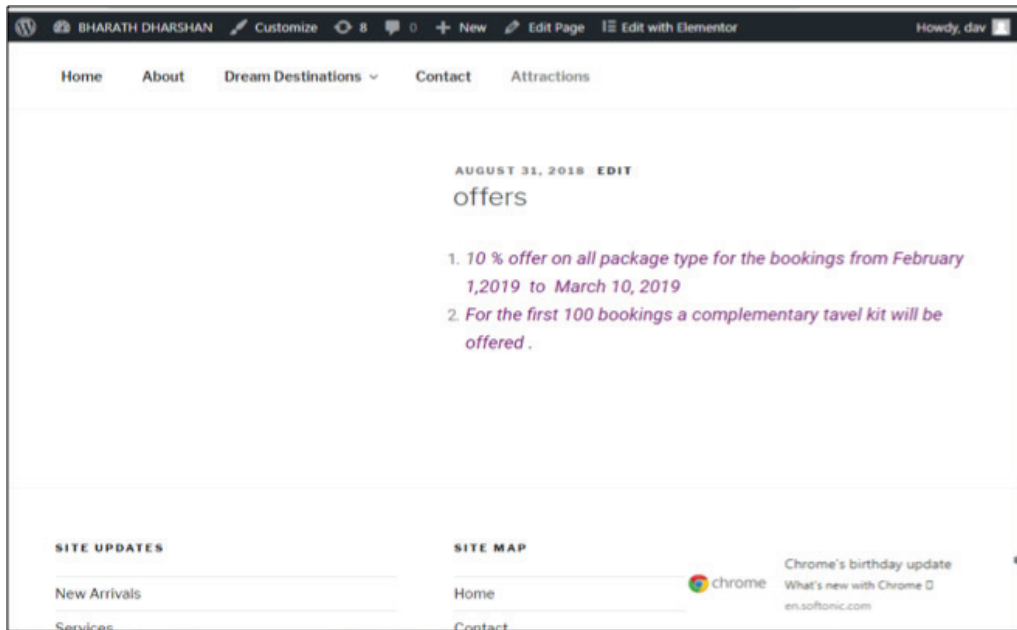
(Images available in the folder Trekking Mountaineering, Scuba Diving)



Services Posts should have the following text use Elementor Plugins.



Offers Posts should have the following text use Elementor Plugins.



BRAIN DEVELOPER

1. How many Wordpress posts can be created in a website?
 - a) Less than 10000 posts
 - b) Depends on the server size
 - c) No limit
 - d) Limited to 1000 posts
2. What is the difference between Wordpress posts and Wordpress pages?
 - a) No difference
 - b) Posts are entries listed in reverse chronological order on the site's home page and Pages are static and are not listed by date
 - c) Pages are entries listed in reverse chronological order on the site's home page and Posts are static and are not listed by date
 - d) None of the above
3. Date will not appear in the link of but appear in the link of

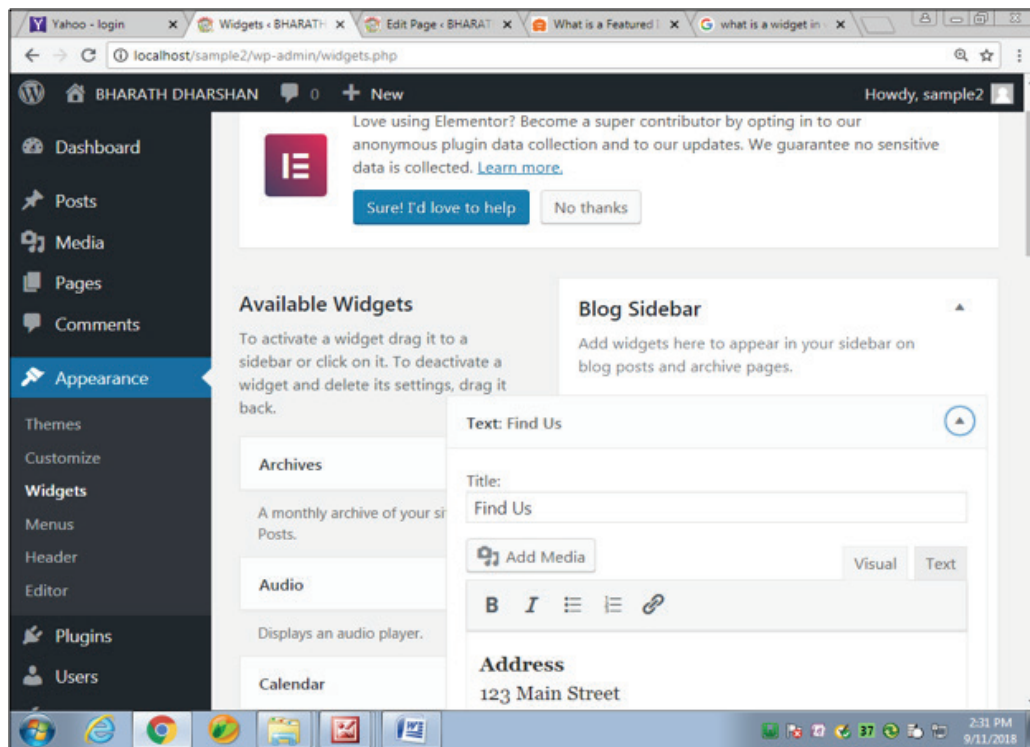
Teacher's Signature

Widget: A **WordPress Widget** is a small block that performs a specific function. You can add these **widgets** in sidebars also known as **widget-ready** areas on your web page. **WordPress widgets** were originally created to provide a simple and easy-to-use way of giving design and structure control of the **WordPress** theme to the user.

Dashboard->Appearance->Widgets

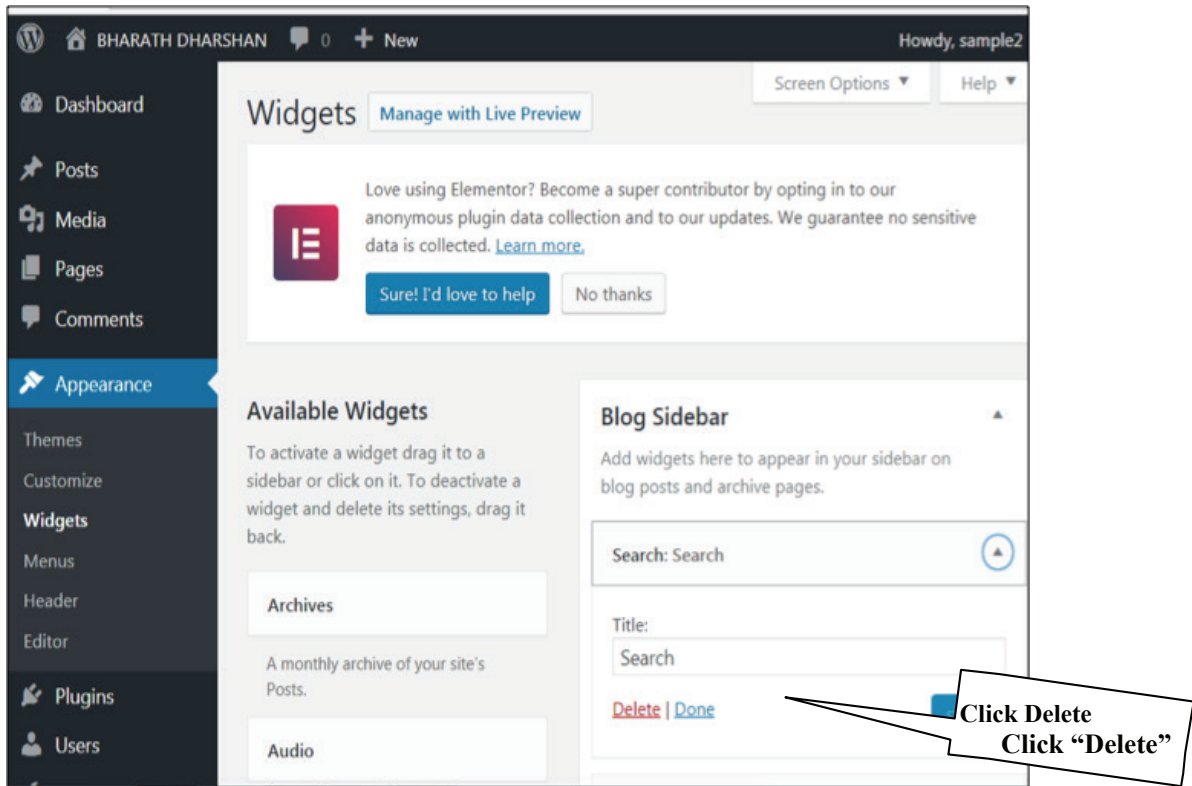
Customising the widgets

Side Bar widgets



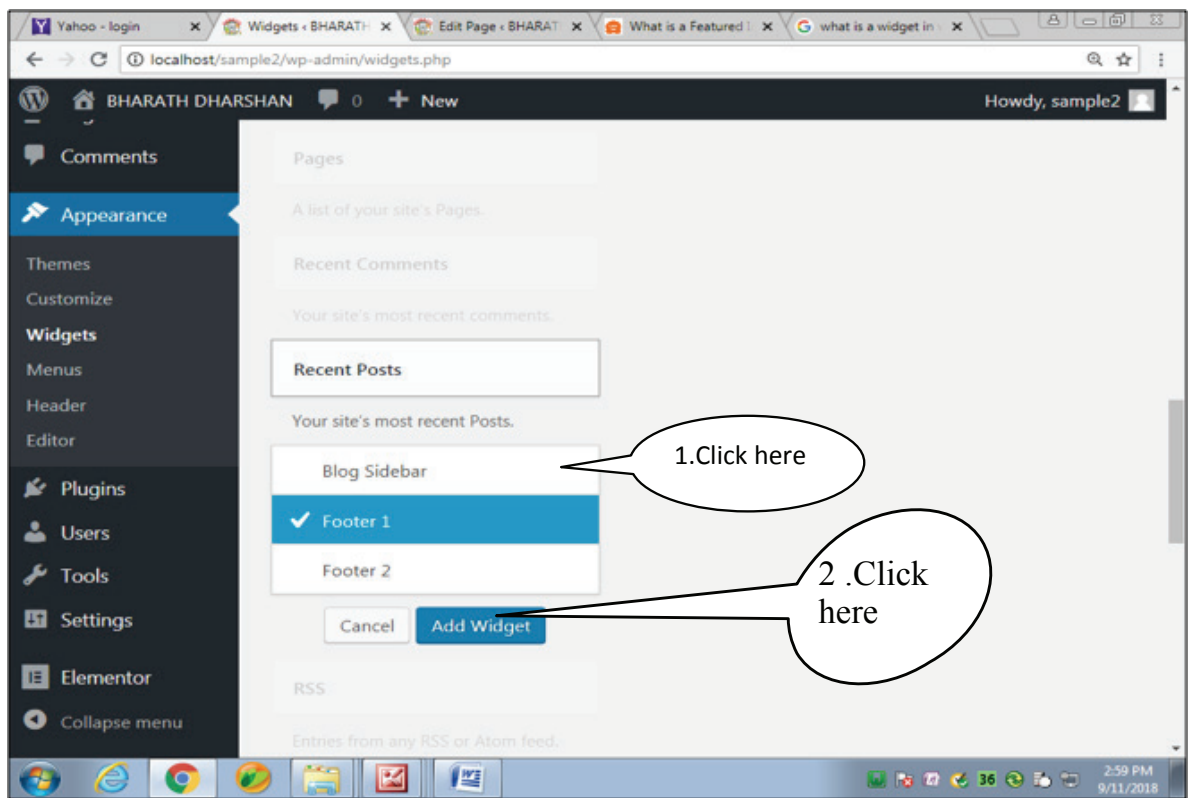
The Side bar widgets can be removed by scrolling further down “Blog Side bar “ sections and clicking the “Delete” option.

The Search and Text sections /widgets can be removed in the Footer 1 and Footer 2

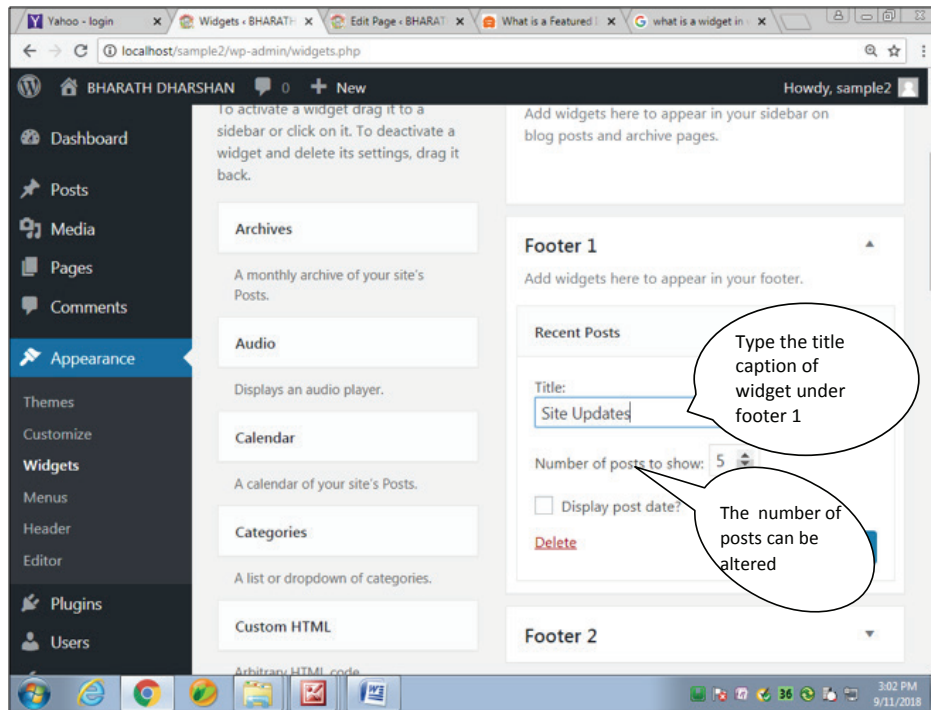


Dashboard->Footer1 ->Site Updates as Recent Post

SCREEN 1



SCREEN 2

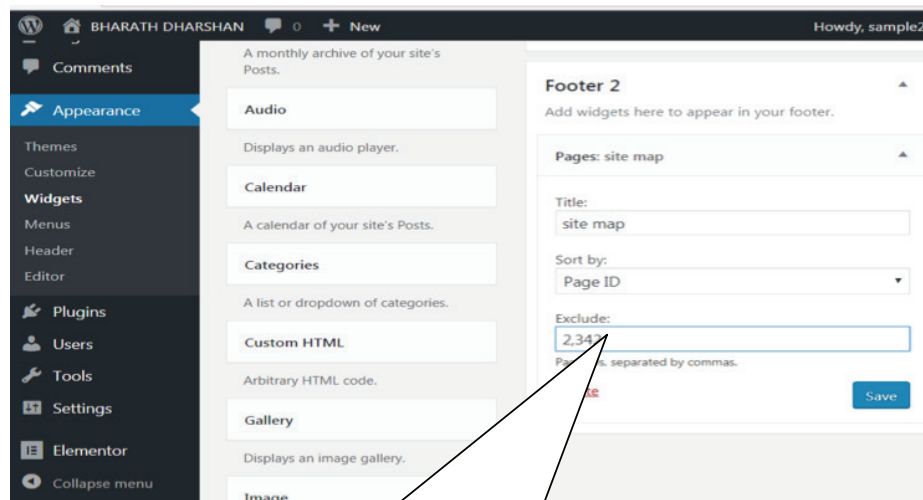


Now we will add Site Maps Footer 2 through widgets.

Site Map contains the Menu and the Sub menu items of the site through which the entire website can be traversed.

SCREEN 3

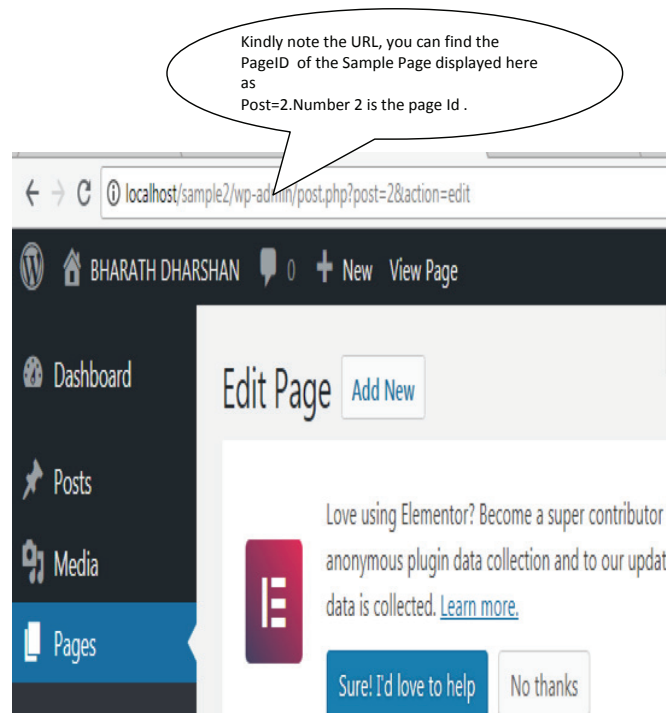
Dashboard->Footer2 ->Site Map as Page



1 The Page ID of the pages to be removed from the Site Map can be obtained by Dashboard->All pages->Sample Page->edit

Every page will have a unique Page ID.

Finding the Page ID



Multiple pages can be excluded for display from the Site Map by giving their respective Page IDs under the Exclude option of the Footer2.

❧ BRAIN DEVELOPER ❧



1. How can a sidebar be added to the Wordpress theme?
 - a) By installing a sidebar plugin
 - b) Inside the theme template
 - c) In the Wordpress site setting section
 - d) In the Wordpress site widgets setting
2. How do you add a widget?
3. is unique in every web page.
4. is a small block to perform a specific function.
5. A website can be traversed through

Teacher's Signature

PUBLISHING YOUR WEBSITE IN THREE STEPS

Step 1: Finding a Web hosting plan.

A WordPress hosting plan – allows you to easily install the WordPress Content Management System (CMS) with a single click. Depending on the complexity of your website idea, you may be able to simply select a theme defining the appearance of the website and start publishing content immediately.

WordPress is, for good reason, the most popular CMS in the world - it is flexible, user-friendly, and responsible for running over half of active websites on the Internet today.

DOMAIN REGISTRATION

The Domain Name defines the address that people use to find your website - for example, google.com. Most Web Hosting companies offer to register a domain on your behalf when you buy a hosting package with them. It is usually simplest to register a Domain with your hosting company, as they will then automatically link the Domain Name to your web server.

Step 2: Setting up a Website (Static or Dynamic Website)

A website can be created statically or dynamically. Static Webpages are created by writing codes using HTML, CSS and JavaScript and preview your pages by opening the files in your browser. Each page is a unique file on your web server and is displayed exactly as you create it when someone visits its URL.

Dynamic Website can be created using a dynamic Content Management System such as WordPress, you can add new content by clicking the 'Add New' link under the 'Posts' or 'Pages' menu section on the Dashboard. Pages are for content that rarely changes, such as 'About Us' or 'Company History'. New pages will usually appear in your website's navigation bar, which can be further customized in the 'Menus' section.

If your website is a blog, most of your content will be Posts. Each Post that you create will be dated, and the front page of your website can be configured to display your most recent posts. Remember that blogs are not exclusively personal; many business websites have blog sections for news updates and other time-sensitive information, and for letting search engines know that the site is being actively maintained.

Step 3: Publish the content through the Web hosting company.

The website that is developed will now be available in Internet for viewing.

🌸 BRAIN DEVELOPER 🌸

1. Define Domain.
2. What is the need to host a website?
3. Differentiate between static and dynamic website.
4. A dynamic website can be created using
5. What is needed to view the website?

Teacher's Signature

User Skill Typing Tutor





TYPING TUTOR

INTRODUCTION

- The knowledge of touch typing has become inevitable today in the use of computers.
- With typing tutor, you can learn touch typing in an easier and simple way.
- It is very similar to you that there are 26 letters in English alphabet. All these 26 letters are presented in the computer keyboard too.
- But, 26 letters are not arranged in an alphabetical order.
- The letters in the keyboard is arranged in QWERTY order.



TYPING STEPS

Follow the steps below:-

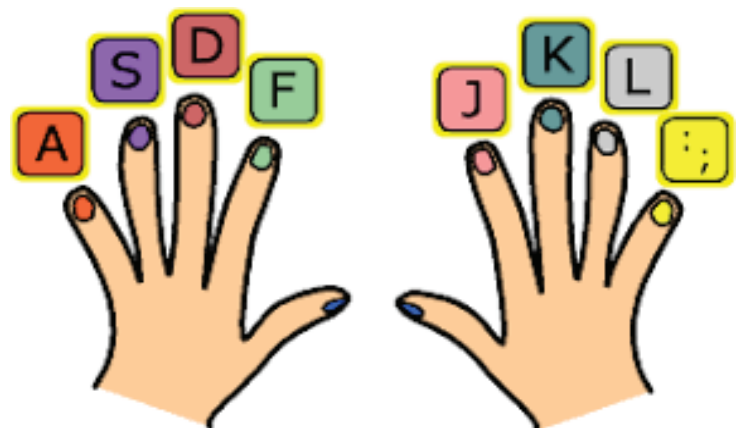
Step 1: First of all place your hand on the keyboard.

Step 2: Place your

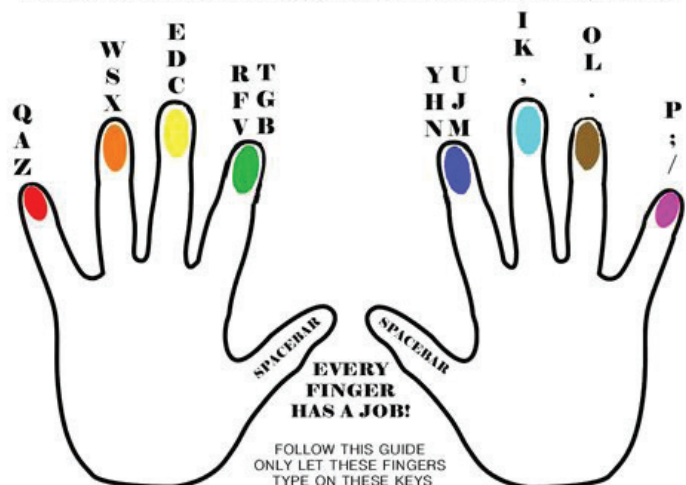
- Little finger of your left hand gently on the 'A'
- Ring finger on 'S'
- Middle finger on 'D'
- Index finger for both 'F' and 'G'

Step 3: Place your

- Little finger of your right hand gently on the key semicolon ';'.
- Ring finger on 'L'
- Middle finger on 'K'
- Index finger for both 'H' and 'J'

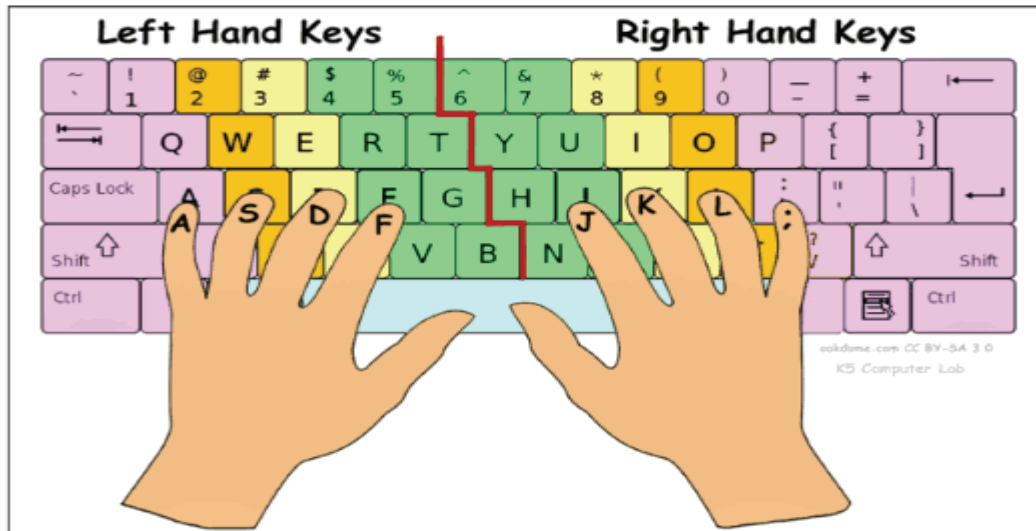


FINGER POSITION ON THE KEYBOARD



Step 4: Place both your left and right thumbs on the spacebar key.

Proper Finger Placement on the Keyboard



Lets start typing. Whatever it may be letter or numbers all most all the keys you can see around your fingers.

LEFT HAND FINGER

| Name of the Finger | Keys on the Keyboard |
|--------------------|----------------------|
| Little Finger | A |
| Ring Finger | S |
| Middle Finger | D |
| Index Finger | F,G |
| Thumb | Spacebar |

RIGHT HAND FINGER

| Name of the Finger | Keys on the Keyboard |
|--------------------|----------------------|
| Little Finger | ; |
| Ring Finger | L |
| Middle Finger | K |
| Index Finger | J,H |
| Thumb | Spacebar |

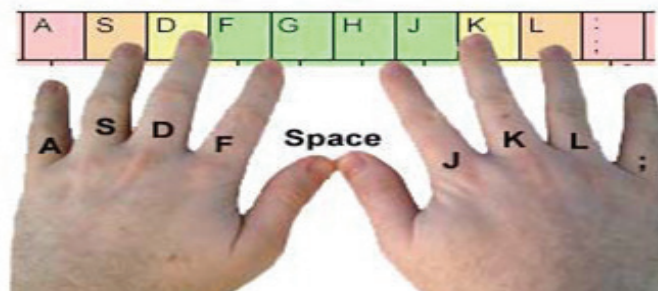
THE QWERTY LAYOUT

The keys on the keyboard is arranged in QWERTY layout. The layout is referred to us as “QWERTY” because of the arrangement of the keys in the upper row is QWERTY.

HOME ROW

Keyboard finger position

| Left hand | | | | | Right hand | | | | | | | | |
|-----------|---|-----|---|----|------------|---|---|---|---|----|-----|---|--------|
| ~ | ! | @ | # | \$ | % | ^ | & | * | (|) | - | = | Delete |
| Tab | Q | W | E | R | T | Y | U | I | O | P | { | } | |
| Caps | A | S | D | F | G | H | J | K | L | : | " | ' | Enter |
| Shift | Z | X | C | V | B | N | M | < | > | ?/ | . | / | Shift |
| Ctrl | | Alt | | | | | | | | | Alt | | Ctrl |



The finger of an experienced typist never “rest” However, if we could ask the fingers where they spend most of their time, it is over the home row.

When you are still learning to access keyboard, be careful to keep at least one finger of each hand anchored over the home row.

UPPER ROW / QWERTY ROW

QWERTY Row is located just above the Home row. It contains many number of characters.

LOWER ROW

Lower Row is located just below the home row, contains limited number of keys.

NUMBERS ROW

Numbers Row is located above the upper row, number keys are also available in a separate place at the right side of the keyboard.

ANCHORING

Anchoring means to keep a finger in very light contact with its home row key.

During the early stages of learning keyboard, this is necessary for the brain to develop a sense of position for the hands and fingers.

As you become a more skilled typist, your fingers will automatically move to the correct position of the keys.

