**WordPress 5 Essential Training:**

WordPress is the most popular way to create websites or blogs. Classic Editor is an official plugin maintained by the WordPress team that restores the previous (“classic”) WordPress editor and the “Edit Post” screen. It makes it possible to use plugins that extend that screen, add old-style meta boxes, or otherwise depend on the previous editor. Gutenberg, or the new WordPress block editor, is the next generation writing and site building interface in the WordPress blogging platform. WordPress has evolved to a full content management system over the years, and this new editor is becoming the new standard way of writing posts, building WordPress pages, and more.

The idea is that, instead of editing the whole post or page in a single go, and having to worry about each type of element you want to insert yourself, WordPress takes care of much of this. So if you’re writing an ordinary paragraph, a heading, insert an image, video or audio, a quotation, a “read more” link, or many other types of content, WordPress will allow you to do each of these in separate blocks. You can rearrange them, delete a block in the middle of your content, insert a new block with rich media etc., and WordPress will do the heavy lifting for you. It will take care of the correct markup, prompt you for the necessary information when needed, and show you the result right where and how it will appear with your theme in use. It is a WYSIWYG (what you see is what you get) editor, but in much more flexible form. You can even nest blocks and arrange them in columns nowadays. Block editor has some accessibility concerns so if you are in doubt use classic editor. There are ways to disable block editor. Gutenburg Ramp Plugin gives you control over where the block editor is used.

The one major difference between **WordPress.com and WordPress**.**org** is who's actually hosting your website. With **WordPress**.**org**, YOU host your own blog or website.  **WordPress**.com, on the other hand, takes care of all of the hosting for you. You don't have to download software, pay for hosting, or manage a web server.

**How WordPress Works:**

* It provides an easy interface (known as the dashboard) for website owners to manage their content database.
* It creates MySQL queries for the database, receives the information and publishes the page containing the required data on the path when it is requested by a browser.
* It welcomes variety through themes, plugins and shortcodes so that any functionality a website owner wants can be added to the site, given they understand PHP and studies WordPress codes.

The **WordPress admin** dashboard, often called WP **Admin** or WP **admin panel**, is essentially the control **panel** for your entire **WordPress** website. It's where you create and manage content, add functionality in the form of plugins, change styling in the form of themes, and lots, lots more.

Three main content types of WordPress are posts, pages and media elements. They are treated as individual elements in Databases.

To create content in block editor simply press +new in toolbar and you will enter in block editor. You can enter into spotlight mode, fullscreen mode and unified toolbar mode for editing.

Links can be easily set in document by simply selecting words and clicking the link icon and giving the url of external link or internal pages in website. To exit from a link press forward arrow key twice.

To remove a newly made block just highlight the content and backspace twice. You can choose different block types like image, quotes or others.

After done with your work you can publish it or save it as a draft if you don’t want to publish it yet. You can also schedule to post it later in future.

**Categories and tags** have much more significance when it comes to the content organization on your site, as well as SEO. **Categories and tags** are the two primary ways to group content on a **WordPress** site. In simple terms, **categories** are general labels, while **tags** are more specific (describe your posts in more detail).

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.

In order to add a **More Block**, click on the Inserter icon. Search for the **More Block** and click on it to add it to the post or page. You can also type /**more** and hit enter in a new Paragraph **Block** to add one quickly. When you do this, a link will be placed directly after your excerpt, pointing the reader to the full post.

To create a list in your post ,first create a paragraph then enter – and press space, first bullet will be created. press return to create another bullet and to come out of the bullet simply press return twice.

The **media** & **text block** allows you to place an image or video side-by-side with **text**. To create this **layout**, click on the **block** inserter icon to open the **block** library and select the **media** & **text block.**

To embed something into your Post or Page, simply select the appropriate Embed Block, paste the URL into the field and click the Embed button. The block will magically change to show the actual site content, right there in the editor.

The group block is a block that groups other blocks together inside one container. Think of it as a “parent” block that can hold multiple “child” blocks within it. In order to add a group block, click on the **block inserter icon** to open the **block library** and select the group block. Group block has some special features. If you make a heading group, a block group you can then change its background color too. You can group a single block too so its better to understand group block as wrapper block.

The Gutenberg **Block Manager** is a standlone  **plugin** for **WordPress** that allows site administrators to globally remove unwanted **blocks** from the Gutenberg editor for all users. Disabled Gutenberg **blocks** will be removed from the **block** inserter on all post edit screens.

If you have a page or post and within it you have a paragraph, map, button, or anything that you are likely to want to use somewhere else on the site, instead of having to cut and paste from one page or post to another, you can save the content and easily reuse it anywhere else that you might need it.

These blocks can then be updated just once and those changes will show wherever you have used the block. This can save a lot of time and ensure that you don’t have outdated information lurking on some of your older pages.For instance, you might want to have a weekly highlight that should appear on each post and be updated every week with a new link. You can do this very easily with the **reusable block feature,** without having to go to every post and update them all.

We can make templates too with these reusable blocks.