SHOPIFY MASTERY COURSE · SECTION 4 RESOURCE

Shopify Admin Navigation Cheat Sheet

Know Where to Go Before You Learn How to Configure It

Section 4: Shopify Account & Admin Setup

Video: Shopify Admin Tour

Use this cheat sheet whenever you are unsure where a task is located inside Shopify Admin.
This lesson is only an orientation. You will configure these areas step by step in later course lessons.

1 Quick Task → Admin Area

TASK		GO TO THIS ADMIN AREA
Add product	→	**Products**
Check order	→	**Orders**
Change homepage	→	**Online Store → Themes**
Add About or Contact page	→	**Content → Pages**
Create coupon / discount	→	**Discounts**
Check sales or visitors	→	**Analytics**
Install feature	→	**Apps**

2 Main Admin Areas

ORDERS
Customer orders, fulfilment, refunds and order-related activity.

PRODUCTS
Products, variants, collections, inventory and product information.

CUSTOMERS
Customer profiles, segments and purchase history.

CONTENT
Pages, menus, blog content, files and store content.

DISCOUNTS
Discount codes and promotional offers.

ANALYTICS
Store activity and performance.

APPS
Additional features and integrations.

ONLINE STORE / THEMES
Storefront theme and visual design.

SETTINGS
Store-wide configuration areas.

3 Important Reminders

Orientation first. Configuration later.

- Do not try to configure every area during this lesson.
- Learn where the options are located.
- Follow the practical lessons when each feature is covered.
- Verify your Shopify account email if required.

Email verification

Verify the email address connected to your Shopify account if Shopify asks you to do so.

If Shopify changes the location or name of a menu item, check the current Shopify Help Center or use the course resource hub.