

CA01: Content Administrator Essentials Syllabus

About This Course

[Elements of this syllabus are subject to change]

This two-day, instructor-led training course teaches non-technical users the basics of content management with Kentico CMS. Students learn how to use Kentico CMS for authoring and publishing Web content. This hands-on course features Live demonstrations, questions and answers, and guided student exercises. Only Kentico Certified Trainers deliver Kentico CMS Content Administrator training.

Target Audience

This course is intended for non-technical users who have no previous experience with Kentico CMS and need to learn the core capabilities and essential skills needed to manage the content on a web site.

Prerequisites

Attendees are expected to have basic computer skills that include using Microsoft Word, Microsoft Outlook, a web browser (such as Internet Explorer), and familiarity with web publishing concepts.

At Course Completion

After completing this course, students will be able to perform the following tasks:

- Explain the uses of Kentico CMS in web site management
- Login into the Kentico CMS Desk administration interface
- Login into the Site Manager administration interface
- Update and edit page content
- Perform on-site editing
- Use the View mode toolbar
- Add and configure web parts on a web page
- Add and configure widgets on a web page
- Manage your Kentico CMS user profile
- Create and customize personal Dashboard pages
- Explain how URLs are generated
- Manage URLs and document aliases
- Set document properties
- Update page content using web parts
- Use the What You See is What You Get (WYSIWYG) editor to format page content

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- Describe the use of page templates in Kentico CMS
- Work with the various elements comprising a page template
- Use inheritance with page templates
- Create a new page in CMS Desk using a page template
- Add Twitter integration
- Explain the use of documents
- Use the Content management toolbar
- Update content using Drag-&-Drop and the context menu
- Use the different delete functionalities
- Use pages with content defined by document fields
- Explain a structured document
- Create a new Office document
- Create News items
- Use Blogs
- Update a Wiki
- Explain the modules available in Kentico CMS
- Create and configure on-line forms
- Create and manage polls
- Create forums and moderate content
- Manage newsletters and create issues

Course Outline

Module 1: Overview of Kentico CMS

This module introduces the Kentico CMS management interfaces and page-design environment.

Lesson Objectives

- Explain the uses of Kentico CMS in web site management
- Login into the Kentico CMS Desk administration interface
- Login into the Site Manager administration interface
- Update and edit page content
- Use View modes
- Create and configure web parts
- Create and configure widgets
- Manage your Kentico CMS user profile
- Create and customize a personalized Dashboard page

Lessons

- Overview of Kentico CMS
 - Hands-on Lab M1-1: Kentico management interfaces
- View mode panel
 - Hands-on Lab M1-2: Web parts and widgets
 - The Validate tab
 - Hands-on Lab M1-3: Using the validate tab
 - Editing page Content
 - Hands-on Lab M1-4: Editing page content
 - On-site editing
 - Hands-on Lab M1-5: On-site editing
 - List view mode
 - Hands-on Lab M1-6: Using List view mode
- My Desk dashboard
 - Hands-on Lab M1-7: Managing your profile
 - My dashboard
 - Hands-on Lab M1-8: Adding a new widget

Module 2: Content and URLs

This module explains the use of URLs and content editing using Kentico CMS.

Lesson objectives

- Explain how URLs are generated
- Manage URLs
- Use document properties
- Use the What You See is What You Get (WYSIWYG) editor to format page content

- Work with preview URLs

Lessons

- Content and URLs
 - Hands-on Lab M2-1: Content tree URLs
 - Document URLs
 - Hands-on Lab M2-2: View document properties
 - Creating document aliases
 - Hands-on Lab M2-3: Creating document aliases
 - What You See is What You Get (WYSIWYG) editor
 - Hands-on Lab M2-5: Using the WYSIWYG editor

Module 3: Page Templates

This module explains the use of page templates and their importance in Kentico CMS.

Lesson objectives

- Describe the use of page templates in Kentico CMS
- Explain the components of a page template
- Use inheritance with page templates
- Create a new page in CMS Desk using a page template

Lessons

- Page templates
 - Hands-on Lab M3-1: Changing the site image
 - The Templates tab
 - Hands-on Lab M3-2: Visual inheritance
- Creating a new page
 - Hands-on Lab M3-3: Creating a page using a page template
- Adding Twitter integration
 - Hands-on Lab M3-4: Adding Twitter integration

Module 4: Organizing Documents

This module explains different ways that documents and content can be organized in CMS Desk.

Lesson objectives

- Explain the use of documents
- Use the Content management toolbar
- Update content using Drag-&-Drop and the context menu
- Use the different delete functionalities

Lessons

- Organizing documents
 - Hands-on Lab M4-1: Adding pages

- Changing hierarchy
 - Hands-on Lab M4-2: Moving documents
- Copying content
 - Hands-on Lab M4-3: Copying documents
- Sorting documents
 - Hands-on Lab M4-4: Sorting documents
- Deleting documents
 - Hands-on Lab M4-5: Deleting and restoring content

Module 5: Structured Document Content

This module introduces structured document content and how it is used in Kentico CMS.

Lesson objectives

- Use pages with content defined by document fields
- Explain a structured document
- Create a new Office document
- Create News items
- Use Blogs
- Update a Wiki

Lessons

- Structured document content
 - Hands-on Lab M5-1: Adding a new office
- News documents
 - Hands-on Lab M5-2: Adding a news item
- Blogs
 - Hands-on Lab M5-3: Adding a new blog
- Wiki
 - Hands-on Lab M5-4: Using the Wiki

Module 6: Kentico CMS Modules

This module introduces Kentico CMS modules that allow Content Editors to easily add advanced functionality to a web site.

Lesson objectives

- Explain the modules available in Kentico CMS
- Use on-line forms
- Create and manage polls
- Create forums and moderate content
- Manage newsletters and create issues

Lessons

- Kentico CMS modules

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- On-line forms
 - Hands-on Lab M6-1: Completing a form
 - Creating and publishing a form
 - Hands-on Lab M6-2: Creating and publishing a form
- Polls
 - Hands-on Lab M6-3: Creating and publishing a poll
- Forums
 - Hands-on Lab M6-4: Adding a forum
 - Moderated forums
 - Hands-on Lab M6-5: Creating a moderated forum
- Newsletters
 - Hands-on Lab M6-6: Creating a newsletter user
 - Newsletter overview
 - Hands-on Lab M6-7: Sending a static newsletter