

Kentico Content Administrator



Course overview

This two-day instructor-led training course will teach business users introductory fundamentals and best practices for using Kentico CMS 5.x. This course focuses on using Kentico CMS 5.x to interact, edit, maintain and manage content within Kentico CMS to deliver dynamic content to a website.

Who should attend

This course is intended for anyone who is beginning to work with Kentico CMS 5.x and wants to learn the core capabilities and essential skills.

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge
- Basic internet knowledge

What you will learn

After completing this course, students will be able to:

Describe:

- What a Content Management System (CMS) is and what business problems it solves
- The run-time modes of Kentico CMS 5.x
- How a Universal Resource Identifier (URL) is constructed
- Document types and how they are used within Kentico CMS
- Page templates and how they are used within Kentico CMS
- CMS workflow features and capabilities
- Versioning and how it can be used within a workflow
- The differences between a regular and moderated forum

- The e-commerce module and how it is used
- Document security and how it is applied
- The process of how to internationalise content
- Page meta data and its relationship to SEO

Create:

- New pages using a page template
- A newsletter
- A Bizform
- A blog post
- A news item
- Polls
- A forum
- A moderated forum
- A new e-commerce product and modify a product's order status

Add, use or update:

- The content tree to manage documents and view in different run-time modes
- Editable content using the CMS text editor
- Images in a CMS page
- Linked pages
- Tables within a CMS page
- The What You See is What You Get (WYSIWYG) editor to modify document content

Students will also be able to:

- Navigate the CMS Desk to perform common administration functions
- Move, delete and rename CMS documents
- Configure CMS workflows
- Approve and publish documents within a workflow
- Archive CMS documents
- Roll back a CMS document to a previous version
- Import files into the CMS content repository

- Apply security permissions to CMS documents
- Implement CMS management capabilities
- Modify and manage page meta data
- Manage the Kentico CMS user profile

Course outline

Module 1: Overview of Kentico CMS

This module explains the importance of a Content Management System (CMS) for maintaining your web presence.

After completing this module, students will be able to:

- Describe what Kentico CMS is and how it helps in website management
- Describe the difference between a:
 - Live website
 - Kentico CMS Desk editing interface
 - Kentico CMS Site Manager administration interface
- Log in to Kentico CMS Desk
- Manage the Kentico CMS user profile
 - Change the e-mail address
 - Change the password

Module 2: Editing an Existing Page

This module explains the process of editing an existing page in Kentico CMS.

After completing this module, students will be able to:

- Explain the use of URLs in web pages and their construction in CMS Desk
- Describe the use of the content tree
- Navigate the content tree to browse the website and switch between different modes in CMS Desk
- Use the 'What You See Is What You Get' (WYSIWYG) editor in Kentico CMS
- Update 'editable' content using the text editor features
- Upload and insert images into a page
- Create links to Kentico CMS pages
- Add tables to Kentico CMS pages

Module 3: Creating a New Page

This module explains what a page template is and how it can be used to create a new page.

After completing this module, students will be able to:

- Describe page templates in Kentico CMS
- Implement a page template to create a new web page

Module 4: Deleting, Moving and Sorting Documents

This module explains management of document assets in Kentico CMS.

After completing this module, students will be able to:

- Explain the use of documents within Kentico CMS
- Move, delete and rename documents using the Kentico CMS content tree

Module 5: Using Structured Documents and Modules

This module explains the usage of structured document types and their use in Kentico CMS.

After completing this module, students will be able to:

- Create newsletters
- Create a BizForm
- Create a blog post
- Create a news item
- Create polls
- Describe the differences between a regular and moderated forum
- Create a forum
- Create a moderated forum

Module 6: Kentico CMS E-Commerce Module

This module explains the Kentico CMS E-Commerce module.

After completing this module, students will be able to:

- Understand the Kentico CMS E-Commerce module
- Create and modify a new product
- Modify product options

Module 7: Workflow and Versioning

This module explains the workflow process and what steps documents go through before they are published on a live website.

After completing this module, students will be able to:

- Describe the workflow capabilities in Kentico CMS
- Configure workflow as an administrator
- Create a new document and submit it for approval
- Approve a document
- Archive a document
- Perform document versioning
- Roll back to a previous document version

Module 8: Importing Files

This module explains the process and best practices for importing files into Kentico CMS.

After completing this module, students will be able to:

- Import a single file into Kentico CMS
- Import a batch of files into Kentico CMS

Module 9: Document Security

This module explains the application of document security to documents within the site content tree.

After completing this module, students will be able to:

- Understand document security
- Implement security permissions to a document

Module 10: Multilingual Websites

This module explains of aspect of website internationalisation, and the process of web page translation into other languages.

After completing this module, students will be able to:

- Understand what internationalisation is
- Implement Kentico CMS translation management capabilities to support translation of web pages

Module 11: Managing Page Metadata

This module explains the management of page metadata in Kentico CMS and its relationship to Search Engine Optimisation (SEO).

After completing this module, students will be able to:

- Explain the fundamentals of Search Engine Optimisation (SEO) and its importance to a website
- Explain page meta data
- Create and modify page meta data