



Content Admin Essentials

Training Syllabus

Training overview

Kentico allows content authors to manage site content without worrying about such technical aspects as design and functionality. The Content Administrator Essentials training introduces non-technical users with little or no previous experience with Kentico to core capabilities and empowers them with the essential skills needed to manage website content.

Target audience

The course targets business users who will be managing the content of a website developed on Kentico by either a Kentico implementation partner or in house. Writers, editors, content managers, PR specialists, marketers, and other similar roles can benefit from attending this course.

Course objectives

After completing this course, attendees will be able to:

- Navigate and customize the Kentico administration interface
- Manage website structure
- Update and edit page content
- Use a WYSIWYG editor to format page content
- Edit content in multiple languages
- Add files to the website
- Manage file properties
- Create new pages
- Work with structured pages
- Add and adjust widgets to manage dynamic content
- Create and publish custom forms
- Move content through workflows
- View page history

Course duration and timing

Content Administrator Essentials consists of a single e-learning course broken down into 11 topics. The course can be completed in the time and place that students wish.

Requirements

Attendees will require a web browser to view the course. The introduction to the course will present the opportunity to obtain a hosted website to complete exercises throughout the course.

Topics overview

The training covers the following topics:

- Basics of Kentico Administration
- Pages Application Overview
- Working with Website Structure
- Editing Content Using Text Editor
- Working with Files
- Media Libraries
- Creating New Pages
- Working with Structured Pages
- Understanding Page Design
- Creating Online Forms
- Workflows and Versioning