

# CA01: Kentico CMS 5 Content Administrator Syllabus

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## About this Course

Elements of this syllabus are subject to change

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

## Audience Profile

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

## At Course Completion

After completing this course, students will be able to

- Describe what a Content Management System (CMS) is and what business problems it solves
- Describe the run time modes of Kentico CMS 5
- Navigate the CMS Desk to perform common administration functions
- Describe how a Universal Resource Identifier (URL) is constructed
- Describe document types and how they are used within Kentico CMS
- Use the content tree to manage documents and view in different runtime modes
- Update editable content using the CMS text editor
- Update and insert images into a CMS page
- Manage the Kentico CMS user profile
- Add and modify linked pages
- Add and edit tables within a CMS page
- Use the What You See is What You Get (WYSIWYG) editor to modify document content
- Describe page templates and how they are used within Kentico CMS
- Create new pages using a page template
- Move, delete and rename CMS documents
- Describe CMS workflow features and capabilities
- Configure CMS workflows
- Approve and publish documents within a workflow
- Archive CMS documents
- Describe versioning and how it can be used within a workflow

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- Roll back a CMS document to a previous version
- Create a newsletter
- Create a Bizform
- Create a blog post
- Create a news item
- Create polls
- Describe the differences between a regular and moderated forums
- Create a forum
- Create a moderated forum
- Describe the e-commerce module and how it is used
- Create a new e-commerce product and modify a products order status
- Import files into CMS content repository
- Describe document security and how it is applied
- Apply security permissions to CMS documents
- Describe the process of how to internationalize content
- Implement CMS management capabilities
- Describe page meta data and its relationship to SEO
- Modify and manage page meta data

## Course Outline

### Module 1: Overview of Kentico CMS

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

#### Lessons

- What is a Content Management System
- Kentico Modes of Operation
- Lab 1 – Logging into Kentico CMS Desk
- Lab 2 – Changing User Settings
- Lab 3 – Password Management

#### After completing this Module, students will be able to:

- Describe what Kentico CMS is and how it helps in web site management.
- Describe the difference between a:
  - Live Web Site
  - Kentico CMS Desk editing interface
  - Kentico CMS Site Manager administration interface
- Login into 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 the Kentico Content Management System.

### Lessons

- What is a URL?
- Editing Page Content – Lecture and Lab
- Creating a Link
- Lab 1 – Creating Tables
- Lab 2 – Inserting Images
- Using the What You See Is What You Get (WYSIWYG) Editor
  - Text Formatting
  - Creating Links

### 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 site 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.

### Lessons

- What is a page template
- Lab 1 – Adding a page using a page template

### 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.

### Lessons

- Document Fundamentals
- Managing Pages
- Content Management – Lecture and Lab

**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.

### **Lessons**

- Newsletter Module
- Lab 1 – Kentico Newsletters
- BizForms Module
- Lab 2 – Creating a BizForm to solicit information about the website
- Blogs
- Lab 3 – Adding a Blog
- News
- Lab 4 – Adding a News item
- Polls
- Lab 5 – Polls
- Forums
- Lab 6 – Creating and Moderating a Forum
- Lab 6 – Creating a Moderated Forum

**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.

### **Lessons**

- What is E-Commerce
- Lab 1 – E-Commerce
- Lab 2 – Changing order status

**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 web site.

### **Lessons**

- Introducing content management and workflow
- Content Creation
- Content management
- Publishing
- Kentico CMS workflow
- Lab 1 – Workflow Configuration
- Lab 2 – Publishing a document
- Lab 3 - Versioning and rollback
- Lab 4 – Document archival

**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
- 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.

### **Lessons**

- Lab 1 – Importing a File into Kentico Image Galleries
- Lab 2 – Import a File using Import (Single Or Multiple)

**After completing this Module, students will be able to:**

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

## Module 9: Document Security

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

### Lessons

- What is document security
- Lab 1 – Granting document permissions

### After completing this Module, students will be able to:

- Understand document security
- Implement security permissions to a document

## Module 10: Multi-Lingual Web Sites

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

### Lessons

- What is Internationalization?
- Lab 1 – Page translation

### After completing this Module, students will be able to:

- Understand what internationalization 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 Optimization (SEO).

### Lessons

- What is Search Engine Optimization (SEO)
- Kentico CMS Meta Data
- Page Address (URL)
- Lab 1 – Changing URLSs

### After completing this Module, students will be able to:

- Explain the fundamentals of Search Engine Optimization (SEO) and its importance to a Web site.
- Explain page metadata

- Create and modify page metadata

## **Prerequisites**

Before attending this course, students must have:

- Basic computer knowledge
- Basic internet knowledge