

# 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
- Describe the run-time modes of Kentico CMS 5.x
- 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 run-time 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
- 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 forum
- 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 product's order status
- Import files into the CMS content repository
- Describe document security and how it is applied
- Apply security permissions to CMS documents
- Describe the process of how to internationalise 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

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*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

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*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

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*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

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*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

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*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

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*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

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*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
- Document versioning
- Roll back to a previous document version

## Module 8: Importing Files

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*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

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*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

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*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

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*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 metadata
- Create and modify page metadata