

## Kentico CMS Certified Content Administrator Training

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When it comes to ensuring the success of a client implementation of Kentico, user adoption is paramount. This two day instructor led course introduces client content administrators to Kentico CMS. The training will instruct on how to use Kentico CMS 5 to author and publish content and will ensure CMS users learn how to perform their typical day-to-day tasks around managing content, security, workflow and advanced editorial tasks in the delivery of dynamic content to a Web site. Additionally, it focuses on the introductory fundamentals and best practices for using Kentico CMS.

### Target Audience

This course is intended for content editors and website administrators with little or no previous experience using CMS software and individuals that are beginning to work with Kentico CMS 5 and wants to learn the core capabilities and essential skills. Attendees are expected to have basic computer skills, including the use of Internet Explorer and standard word processing tools such as Microsoft Word. Attendees are not assumed to have programming experience, nor will the training contain any programming related tasks.

### Goals

After successfully completing this course, trainees will be fully equipped to use Kentico CMS for basic and advanced content authoring tasks.

### Pricing

Training Type	Duration	Location	Maximum Trainees	Recommended Cost
<b>Virtual Training</b> <i>Single Client Engagement</i>	2 Days	On-line meeting	No Limit	\$1,800 (excl. GST)
<b>On-site Training</b> <i>Single Client Engagement</i>	2 Days	Clients Facility	10	\$3,200 (excl. GST) plus travel expense.
<b>Hosted Training</b> <i>Single Client Engagement</i>	2 Days	Get Started's Nominated Facility	10	\$2,400 (excl. GST)
<b>Regional Training</b> <i>Multiple Client Engagement</i>	2 Days	Get Started Nominated Facility	25	\$750/trainee \$1,400/2 trainees (excl. GST)

## At Course Completion...

### Student 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 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
- Configure and manage 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, Bizform, blog post, news item, polls and forum
- Describe the differences between regular and moderated forums
- 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
- 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