# Confluence Advance Training

## Day - 1

# Day - 2

- **Lab Exercises**
  - Public Sign up and Login
  - Searching and Browsing for items related to a proposed workshop

- **Creating Page Content**
  - Create pages
  - Edit pages using the Text Editor
  - Change page layouts
  - Create a Table
  - Add Images & Attachments
  - Create a Template

- **Lab Exercises**
  - Using a template to create a workshop presentation page
  - Creating additional content related to the proposal

- **Supporting Pages**
  - Making Comments
  - Labels
  - Attachments
  - Page Locations & Restrictions
  - Browse menu basics

- **Gliffy: Installation and basic usage**
  - How to install Gliffy in Confluence
  - Basic usage of Gliffy

- **Sharing and collaboration in Confluence**
  - Watching page content
  - Adding comments to pages
  - Sharing page content
  - Enabling restrictions on page
  - Restricting access to spaces
  - Creating content in Confluence

# Day - 3

- **Simple Confluence Macros**
  - Introduction to Macros
  - Text Formatting Macros
  - HTML Macro
  - Space Macros

- **Lab Exercises**
  - Exploring the colour, quote, code and panel macros
  - Exploring more macros

- **Collaboration**
  - Watches
  - Favourites
  - Drafts
  - Following Users
  - Sharing a page & @mentions
  - Likes
  - Dashboards – Network & Popular Content
  - Page Information & History
  - Notifications

- **Lab Exercises**
  - Setting up Favorites
  - Sharing a page and using @mentions
  - Following a user and liking a page
  - Using your network
  - Viewing Page Information
  - Blogging your experiences

- **Creating a Space**
  - Create content in Space
  - Add heading and text in pages
  - Editing page content - Part 1
  - Editing page content - Part 2
  - Customizing page layout
  - Add images in pages
  - Adding links in pages
  - How to add Video
  - More macros in Confluence

- **Advanced Content Creation**
  - Shortcuts
  - Wiki Markup
  - Text Styles
  - Headings
  - Lists
  - Tables
  - Links

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- **Advanced Confluence Macros**
  - Macros
  - Adding Content
  - Widgets & External Content
  - Advanced Images & Visuals
  - User Macros

- **Lab Exercises**
  - Creating a page with embedded macros
  - Macro errors
  - The blog-posts, gallery and tasklist macros

- **Notifications and Tasks**
  - Email options
  - Confluence Notifications – Advanced
  - Confluence Tasks
  - Creating Tasks
  - The Tasklist Macro
  - Using Tasks

- **Lab Exercises**
  - Turn off the confluence recommends email
  - Notify a user
  - Create a task
  - The task list
  - From a notification
  - In a confluence page
  - Complete a task

- **Attaching Files and File Management**
  - Attaching files
  - The Attachments Macro
  - Viewing Attachments
  - Editing Attachments
  - File Versioning

- **Lab Exercises**
  - Versioning Attachments
  - Use the Attachments Macro
  - Change Attachment Settings