

# Day - 1

- **Exploring Confluence benefits and resources**

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- Configuring Confluence
- Navigating the dashboard, spaces, and pages
- Creating users and groups
- Creating pages from templates and blueprints
- Importing, updating, and removing content
- Giving content feedback
- Watching pages, spaces, and blogs
- Managing tasks and notifications

# 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