

Confluence in action («CONF01»)

This training gives you the confidence to navigate Confluence, and understand the different types of content. We'll show you how to format content using the many macros, enabling you to make full use of all its rich wiki functionalities.

Duration: 1 day

Price: 1'300.–

Course documents: Digicomp courseware (digital)

Content

1. What's a wiki? Who can use it?
 - Wiki concepts
 - Application fields – use cases
 - General features
 - Your Confluence workspace
2. Creating content in Confluence
 - Creating and using pages
 - Managing attachments
 - Creating blog posts
 - Templates and blueprints
 - Use of macros
 - Using links
3. Content management
 - Search tool
 - Page and attachment versioning
 - Restrictions and user rights
 - Using labels
 - Page import/export
4. User preferences
 - User profile management
 - Personal space
 - Social network features
 - Notification preferences
 - Favourites and watches
 - Task management
 - Online documentation

Key Learnings

- Understand how to use Confluence's basic functionalities
- Become a confident knowledge contributor in Confluence and be able to coach colleagues on how to add and format content

Target audience

New users of Confluence, or users who want to feel more comfortable in their day-to-day use of the tool.

Additional information

Please note: The training will be on the Jira Data Center / Service version. The trainer will discuss the differences to the Atlassian Cloud. In-house trainings can of course take place on either the Atlassian Cloud or the Server variant. Please let us know your preferences for in-house training in advance.



Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-service-project-management/project-management-tools/course-confluence-in-action