

Confluence Boot Camp



Level up your productivity with our intensive 1-day class designed for users at all experience levels, from beginners to mid-level proficiency. This course is tailored to help you work smarter and more efficiently, equipping you with the essential skills and time-saving features of Confluence.

Key features:

- **Comprehensive training:** Learn everything you need to know from the ground up, starting with the basics of page editing and gradually progressing to advanced techniques.
- **Practical application:** Through hands-on exercises, you will gain firsthand experience in using Macros, Templates, and powerful Atlassian integrations, allowing you to apply your learning immediately.
- **Time-saving features:** Discover how to leverage Macros, Templates, and other powerful tools within Confluence to streamline your work, boost productivity, and reduce repetitive tasks.
- **Atlassian integrations:** Explore the seamless integration capabilities of Confluence with other Atlassian tools, enabling you to harness the full potential of your software ecosystem.
- **Comfort and confidence:** Increase your comfort level with Confluence's features and functionalities, gaining the confidence to navigate the system effortlessly and make the most of its capabilities.

Class outline:

- Foundation
 - Atlassian overview
 - Governance strategies
 - Confluence walkthrough
- Fundamentals of page editing
 - Layouts, drafts, publishing, & page history
 - Tables, columns, & sections
 - Naming conventions
 - Creating tasks & task management
 - Simultaneous editing & collaboration
 - Version history & change management
 - Internal & external linking
 - Attachment management
- Jira integration
 - Referencing Jira Issues & Jira Filters
 - Jira Charts
 - Creating Jira issues in Confluence
 - Enabling external gadgets in Jira
 - Attachment management
- Macros
 - Demystifying macros
 - Basic macros
 - Two part macros
 - Our favorite macros
- Standardize an instance or space
 - Introduction to templates & blueprints
 - Creating your own template
 - Tour of Space & Global settings