## **Mann's Confluence Training**

View Tutorial: Navigate Confluence

Bookmark Quick Reference Guide for the Confluence Editor

Go to your personal Confluence page and...

- 1. Add a page called "Training"; rename the page "My Confluence Training"; then delete it. Need help adding a page? Need help deleting a page?
- 2. Add a page called "All About Me". Need help adding a page?
- 3. At the top of the text window, type in the title of the page in a medium-style heading. Need help editing a page? Need help with headings?
- 4. Insert a picture of yourself (or whatever). Need help with images?
- 5. Create a bullet list of your favorite foods.
- 6. Create a numbered list of your favorite cities.
- 7. Create a table with your 3 favorite movies and how often you have seen each. Need help with tables?
- 8. Add a column to the table for your favorite actor in the movie. Need help with tables?
- 9. Add a link to the Mann Admin Office wiki. Need help with linking?
- 10. Add a link to the Keys page of the Mann Admin Office wiki. Need help with linking?
- 11. Add a link to your favorite website. Need help with linking?
- 12. At the bottom of the page add a note indicating how to contact you via e-mail. Need help with e-mailing?
- 13. Format your page with columns. Need help using columns and sections? Need help with Column macro? Need help with Section macro?
- 14. Go back to your Home page and add a second page called "Other Stuff". Need help adding a page?
- 15. Edit your Home page to display the two "children" pages. Need help displaying children?
- 16. Add attachments to your "All About Me" page and display them in the page. Need help with attachments? Need help listing attachments?
- 17. Change the color/style of text on your "All About Me" page. Need help with text effects?

## Other helpful options...

- Anchors
- Labels
- Macros
- Move Pages
- Page Restrictions
- Restore Pages
- · Search Wiki

Now let's take a look at a wiki you will be updating...