Introduction

**About a CMS**

Description:
Introduction to the basic concept of a content management system (CMS).

Goals:
I can explain what a CMS is.
I can explain how content and design are separated in a CMS.

**About TYPO3**

Description:
Knowing the tool is an important task to become a specialist. Get an overview of the TYPO3 system and the unique features.

Goals:
I know what TYPO3 is.
I know broadly which system requirements have to be met to work with TYPO3.
I know the TYPO3 vocabulary and can name the essential components.
Tools and Roles

Roles in TYPO3

Description:
For best results, tasks in TYPO3 are assigned to corresponding specialists.

Goals:
I know the roles in TYPO3 and their corresponding tasks.
I know the tasks assigned to me according to my role.
I know whom to ask for issues that are not part of my role.

Basic Usage of a browser

Description:
Ability to use a browser.

Goals:
I can use a browser to reach a URL.
I can use forms with a browser.
Making yourself at home

**Front End and Back End**

**Description:**
The basic concept of front end and back end in a CMS.

**Goals:**
I can explain the difference between front end and back end.
The knowledge about technical requirements of a browser when working with TYPO3.

**Choosing a Secure Password**

**Description:**
Basic knowledge about web security.

**Goals:**
I know the guidelines for choosing a secure password.

**Back End Account**

**Description:**
Login and logout from TYPO3 back end and user account settings.

**Goals:**
I know how to login into the back end.
I know what to do when I lost my credentials.
I know where to view and edit my user account details.
Getting familiar with the Back End

Description:
Back end areas and their names.

Goals:
I know the structure of the back end.
I can find the module bar and explain the general tasks related to the modules.
I can explain the difference between page tree and file tree.
I can point out the working area and explain what it is used for.
I know where the top bar is located and which functions I can find here.
I know where the tool bar is located and which functions I can find here.
I know where the context bar is located and which functions I can find here.
What we can put on our website and who owns it

Media Formats
Description:
Overview of common media formats used on the web and their restrictions.

Goals:
I know which media formats can generally be used in web applications.
I know which media formats can be used in TYPO3.

Copyright and Data Protection
Description:
Knowledge about copyrights and data protection.

Goals:
I am aware of the existence of copyright and can act accordingly.
I am aware of the existence of data protection rules and can act accordingly.
I know about restrictions using external resources.
How people with special needs and robots see our website

Web Accessibility

Description:
Knowledge about web accessibility and methods for people with disabilities to use the web.

Goals:
I know what web accessibility is and who defines the rules for web accessibility.
I know how to improve the use of web pages for people with disabilities.
I know to handle content and structure for people with disabilities properly.

SEO (On-Page)

Description:
Basic knowledge of search engine optimisation (SEO), particularly on-page optimisation.

Goals:
I can explain what SEO means.
I can explain and use meta-tags for pages and images.
I can explain and use headline structures.
The pages we want to show to our guests

Page

Description:
Usage of different page types.

Goals:
I can create, edit, hide, copy, move and delete pages.
I can use the module “Functions” to create multiple pages in a single work step.
Further goals are available on the platform.

Page Properties

Description:
Usage of page properties for SEO and content manipulation.

Goals:
I know the most important page settings: Title, Subtitle, Navigation title, Files and Resources, Metadata (Description, Content, Keywords), Enable, Hide in Menu.

Page Tree

Description:
Basic knowledge about the page tree.

Goals:
I know the structure of the page tree.
I can use the page tree operations: Filter, Drag & Drop (Create, Copy, Delete).
Managing our assets (like photos)

### Naming Files

**Description:**
The knowledge about file naming conventions.

**Goals:**
- I know about recommendations for and advantages of using proper file names.
- I know which characters are recommended for use in file names.

### Working with Files

**Description:**
The knowledge about organising and managing files.

**Goals:**
- I can create, copy, move and delete files.
- I can detect if specific files are currently in use.
- I know about metadata and where to edit metadata of files.
- I know about and can take advantage of the extended view.
- I know about the consequences of using inappropriate file names in TYPO3.
Bringing it all together

Rich Text Editor

Description:
Overview of the basics and functions provided by the included text editor.

Goals:
I know about the functionality of the rich text editor (RTE) and can take advantage of it.
I can enrich text semantically and optically (strong, emphasis, etc.).
I know about the use of the most important structure elements (lists, tables, etc.).
I know how the editor handles existing formatting when pasting text from the clipboard.

Content Elements

Description:
Working with content elements.

Goals:
I can create and edit the most important content element types (text with media, header, file links, records).
I know the difference between the uploaded files from the module file list and those inserted into content elements.
I know the implications of field header and type (semantic meaning, front end results).
I can use the image cropper to manipulate images.
I know how to embed videos.