**Lab Exercise 4 - Using Macros in Confluence for Table and Numbered List in LMS Technical Documentation**

**Objective:**

Learn how to use **Table Macro** and **Numbered List** in Confluence to organize and present information effectively in the **Library Management System (LMS) Technical Documentation** page.

**Prerequisites:**

* Access to an Atlassian Confluence instance.
* Permissions to create and edit pages in a Confluence space.
* An existing **Technical Documentation** page in the LMS space.

**Step 1: Open the LMS Technical Documentation Page**

1. Log in to Confluence.
2. Navigate to the **Library Management System** space.
3. Click on the **Technical Documentation** page.
4. Click **Edit** to modify the page content.

**Step 2: Inserting a Table Using the Table Macro**

1. Place the cursor where you want to insert the table.
2. Click on the **Insert More Content (+)** button in the toolbar.
3. Select **Table** to insert a basic table.
4. Adjust the number of rows and columns as needed.

**Example Table for LMS Database Schema:**

| **Table Name** | **Description** | **Key Fields** |
| --- | --- | --- |
| Books | Stores book details | Book\_ID (Primary Key), Title, Author, ISBN |
| Users | Stores user information | User\_ID (Primary Key), Name, Email |
| Transactions | Tracks book borrowing & returns | Transaction\_ID, Book\_ID (FK), User\_ID (FK), Due\_Date |

1. Format the table using options like **Header Row, Background Colors, and Borders**.
2. Click **Publish** to save changes.

**Step 3: Creating a Numbered List**

1. Place the cursor where you want the numbered list.
2. Click on the **Numbered List** button (1.2.3) in the toolbar.
3. Start typing each step or item.

**Example: Steps in Book Borrowing Process**

1. User searches for a book in the system.
2. If available, the user requests to borrow the book.
3. Librarian approves the request.
4. System updates the book’s availability status.
5. A due date is assigned, and the transaction is recorded.
6. Click **Publish** to save the changes.

**Step 4: Additional Macros for Enhanced Documentation**

* **Panel Macro:** Highlight important notes or warnings.
* **Expand Macro:** Hide detailed descriptions until expanded.
* **Status Macro:** Indicate progress or system statuses.

**Completion Criteria:**

✅ A **table** is added to document LMS schema.  
✅ A **numbered list** is used for step-by-step workflows.  
✅ Additional macros are explored to enhance formatting.

This lab will help structure LMS technical documentation effectively in **Confluence**.