

Lotus Notes – 1 day		Lotus. software
<p>Course Objectives By the end of the training session, you should be able to:</p> <ul style="list-style-type: none"> • Navigate the Notes work area using bookmarks and other navigation tools • Work comfortably in several types of databases, including Mail and Discussion databases • Use features in documents to edit text • Use the Searching capabilities <p>Prerequisites This course has been developed for delegates who have little or no previous experience in using the Lotus Notes Client.</p> <p>Exercises This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<p>Introducing Notes</p> <ul style="list-style-type: none"> • Getting started with Notes • Using bookmarks • Working with the database window <p>Using Notes mail</p> <ul style="list-style-type: none"> • Working with messages • Using address book <p>Creating documents in Notes</p> <ul style="list-style-type: none"> • Examining types of database • Creating main topic documents • Creating response documents • Deleting documents <p>Working with documents</p> <ul style="list-style-type: none"> • Editing a document • Using text styles • Creating links, hotspots, and sections <p>Working with tables</p> <ul style="list-style-type: none"> • Creating tables and tabbed tables • Customising tables <p>Searching databases</p> <ul style="list-style-type: none"> • Working with database indexes • Working with Search Builder <p>Working with additional databases</p> <ul style="list-style-type: none"> • Working with subscriptions • Using Library databases • Working with Web Navigator databases 	