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- Tutor-led training
- e-Learning
- Blended learning
- IT skills
- Business skills
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Lotus Notes Introduction

Introduction Lotus Notes enables users to work as a team to manage and share information within organisations and between different organisations across geographical locations.

Objectives A comprehensive insight into the main Lotus Notes features. The knowledge gained will equip users with the skills needed to use Lotus Notes for creating and sharing information.

Designed for New users of Lotus Notes.

Duration One day.

- Topics**
- Introduction**
- What is Lotus Notes?
 - The Notes Workspace - menus, Smart Icons, status bar
- Understanding Databases**
- Navigating among databases
 - Opening a database
 - Organising databases
- Organising Information**
- Organising information in Folders
 - Searching for information
- Working with Documents**
- Previewing and reading documents
 - Creating a new document
 - Deleting documents
- Notes Mail**
- Sending messages
 - Reading and replying to messages
 - Organising messages in Folders
 - Deleting messages
 - Printing messages
- Calendar**
- Scheduling meetings
 - Inviting colleagues to meetings
 - Reserving rooms for meetings
 - Allocating resources for meetings

Follow-up Lotus Notes Intermediate – Half-day

Imagine what you'll know tomorrow...

For more information call

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