

Lotus Notes – 1 day		Lotus. software
<p>Course Objectives This training course is an advanced presentation of some of the more technical features of Lotus Notes.</p> <p>Prerequisites A good working knowledge/experience of the basics of Lotus Notes is required.</p> <p>Exercises This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<p>Using advanced mail feature</p> <ul style="list-style-type: none"> • Using Notes Minder • Using mail preferences • Working with mail rules • Using database archives <p>Calendaring and scheduling tasks</p> <ul style="list-style-type: none"> • Working with Calendar • Working with alarms • Working with To Do <p>Searching for information</p> <ul style="list-style-type: none"> • Searching in Notes • Searching Internet • Working with Internet Options <p>Using Notes preferences</p> <ul style="list-style-type: none"> • Viewing and customising Welcome page styles • Using workspace and displaying SmartIcons • Observing user information <p>Using advanced tables</p> <ul style="list-style-type: none"> • Working with advanced tables • Working with action hotspots <p>Using advanced database features</p> <ul style="list-style-type: none"> • Working with embedded objects • Importing data • Exporting data • Working with attached files <p>Organising documents and automating tasks</p> <ul style="list-style-type: none"> • Working with views • Creating folders and organising documents • Working with agents 	