



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Lotus Notes Level 1

Duration: 1 Day

Objectives: Students will learn the basic skills necessary to begin using Lotus Notes. They will add and remove databases, read, send and create mail, add calendar appointments.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Getting Started

- What is Lotus Notes
- The Workspace
- Database Icons
- Smart Icons
- The Status Bar
- Structure of a Notes Database
- The Help Menu

Documents

- Creating
- Formatting
- Editing
- Proofing
- Deleting

Files

- Object Linking and Embedding
- Attaching Files to Documents
- Filing and Categorizing Documents
- Folders
- Favourites

Mail

- Mail Database Views and Folders
- Reading, Sending and Creating
- Quick Addresses
- Subject and Message, Delivery Options
- Creating, Receiving and Editing Attachments

Calendar

- Adding Appointments
- Setting Entry Alarms
- Events
- Printing
- Schedule Meetings
- Reserve a Meeting Room

Forms

- Designing a New Form
- Entering Static Text
- Defining Fields
- Creating View
- Defining View Properties
- Adding and Formatting Columns