

## Course Outline Lotus Notes v6 - Creating Professional Documents

### Overview and Goals

This course is designed to enable delegates to create a professional looking document in Lotus Notes rather than using a Word Processing package.

### Course Objectives

Upon completion of the course delegates will be able to spell check their documents, change the appearance of a document using basic and advanced formatting attributes, and successfully paginate their document. In addition, delegates will be able to introduce expandable and collapsible sections into their documents, and use bulleted and numbered paragraphs.

### Who Should Attend

Delegates must be familiar with using a mouse.

#### General editing skills

- Editing a document
- Spell check
- Find and replace

#### Changing the appearance of documents

- Text Properties
- Special effects
- Permanent pen
- Paragraph alignment
- Paragraph spacing
- Numbered Paragraphs
- Text highlighter
- Working with the ruler

#### Pagination

- Page breaks – showing and inserting
- Displaying hidden characters

#### Advanced formatting

- Working with sections
- Horizontal rules
- Creating styles
- Assigning styles to paragraphs
- Stationery
- Bookmarks
- Links – document, view and database
- Routing replies
- Creating and amending tables