

Course Outline - Lotus Notes v5 - 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

If you would like to know more about any of the topics please contact Marie on 01689 877117 or 0777 400 49 59 or by email at marie@refine-it.co.uk