

## Course Outline

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### Lotus Notes 6.5 Beginner

**Duration:** 2 days (12 hours)

**Learning Objectives:**

This course for Lotus Notes 6.5 introduces students to the Lotus Notes 6.5 environment. Students will learn how to work with Notes databases, create and edit documents, add tables to documents, send and manage mail, use the calendar features, and search the Internet from within Notes

**Target Audience:**

Participants should have a good working knowledge of Windows. No prior knowledge of Notes is necessary, but maybe advantageous.

**Topics Covered:**

- Getting started
  - Getting started with Notes
  - Working with the database window
  - Using bookmarks
- Working with database documents
  - Examining typical databases
  - Creating and deleting documents
  - Examining database properties and access levels
  - Using Help
- Editing documents
  - Editing documents
  - Using named styles
  - Creating links, hotspots, and sections
- using Notes mail
  - Working with messages
  - Using the Address Book
  - Working with attached files
- Using the Calendar
  - Working with the Calendar
  - Customizing your Calendar
  - Working with the To Do list
- Searching databases
  - Working with database indexes
  - Advanced searches
  - Searching the Internet