

learning
equals
development

EQV Course Outline



■ Lotus Notes

■ 1 Day

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Lotus Notes

(1 Day)

Business Benefit

Email is an important tool in today's business environment and it is important to ensure that users are confidently able to use Lotus Notes for email and to-do lists.

Who Should Attend?

- Anyone wishing to learn how to send and receive email, schedule meetings and appointments and organise their daily work.

Learning Objectives

By the end of this course you will be able to...

- Use Basic Mail
- Use Calendar
- Use To Do
- Use Database features

Course Content

- Navigating the Notes desktop
- Using Mail
- Using letterheads and signatures
- Creating, sending, replying & forwarding messages
- Working with attachments
- Managing your Inbox
- Using colour coding to organise incoming messages
- Removing and deleting messages
- Creating, moving, deleting, renaming, and finding folders
- Finding and printing messages
- Using the Calendar & Managing the ToDo List
- Printing the calendar
- Scheduling your dates
- Adding and modifying calendar entries
- Sending and accepting meeting invitations
- Creating To Do tasks
- Prioritising tasks
- Tracking incomplete To Do task
- Working with Databases

2011
 Jul 15
 Aug 16
 Sep 15
 Oct 15
 Nov 15
 Dec 15

2012
 Jan 16
 Feb 13
 Mar 12
 Apr 18
 May 15
 Jun 14
 Jul 13
 Aug 13
 Sep 10
 Oct 08
 Nov 05
 Dec 04

You may also be interested in

Email Etiquette

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:
£165
 per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

“Enjoyed the course learned lots of useful tips”

“Very Informative”

“A+”

