

## Notes 6.5: Databases

**Duration:** 1 Day

### Course Overview:

Welcome to Notes 6.5: Databases. This course was designed for individuals who will use Notes databases on the job to share information stored in a central location, and who may or may not use Notes as their email package. The topics in this course cover the critical skills necessary to open existing databases and to create, modify, delete, search for, and organize documents within those databases.

### Students Learn How To:

- Work in the Notes environment to open and view databases and their associated documents
- Create and delete database documents
- Modify database documents to include text formatting, tables, links, text pop-ups, and sections
- Search a database to locate database documents and organize documents within folders

**Who Should Attend:** Anyone who will use Notes databases on the job to share information.

**Prerequisites:** To ensure students' success with this course, we recommend that students have basic experience in using Microsoft Windows 2000 or XP.

### Course Outline:

#### Getting Started with Databases

- Notes Overview
- Open Databases
- View and Open Database Documents

#### Creating and Deleting Database Documents

- Create Main Topic Documents
- Create Response Documents
- Delete Documents

#### Modifying Database Documents

- Edit a Document
- Format Text in a Document
- Check Spelling
- Create Named Styles
- Create a Table
- Create a Hotspot
- Create Sections

#### Finding and Organizing Documents

- Perform a Simple Database Document Search
- Perform More Complex Database Document Searches
- Create a Private Folder
- Managing Documents in a Folder
- Create a Subscription

#### Appendix A: New Features in Notes 6.5

#### Appendix B: Creating a Private View

#### Appendix C: Working Remotely With Databases