Notes 7: Databases

Duration: 1 Day

Course Overview:

Welcome to Notes 7: 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 will also examine the functions of Notes databases, their ease of operation, and security management.

Students Learn How To:

- Log in to the Notes client environment and access the Notes database
- Work with database documents
- Modify database documents
- Enhance database documents by creating tables, hotspots, and sections
- Create folders and arrange database documents in folders
- Search database documents
- Work remotely with the Notes database

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 the Notes Database

Log In to the Notes Database
Open the Notes Database
Create Bookmarks

Working with Database Documents

Open Database Documents
Create Main Topic Documents
Create Response Documents
Delete Database Documents

Modifying Database Documents

Edit a Document
Check Spelling
Format Text in a Document
Create Named Styles

Enhancing Database Documents

Create Tables
Create Hotspots
Create Sections

Organizing Database Documents

Create Views
Create Folders
Arrange Documents in a Folder

Searching Database Documents

Create Full-Text Indexes
Perform a Simple Search
Perform an Advanced Search

Working Remotely with Databases

Replicate Notes Databases
Secure the Notes Client Environment