

Lotus Notes 7: Level 2

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Course Length: 1-day (6 hours)

Prerequisites: Lotus Notes 7: Basic or equivalent experience

What's in Lotus Notes 7: Level 2:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the concepts and skills taught in Lotus Notes 7: Level 1. Students will learn how to set preferences, customize the Welcome page, and use the Notes workspace. They will also learn how to use Notes remotely, replicate databases, and configure Notes security features. Coverage also includes advanced mail features (such as Notes Minder), rules, database archives, mail access rights, advanced tables, embedding/importing data, and Notes design elements.

Topic-Level Outline

Unit 1 : Customizing Notes

*Topic A: * Setting preferences*

- A-1: Setting user preferences
- A-2: Setting status bar preferences

*Topic B: * Customizing the Welcome Page*

- B-1: Viewing Welcome Page styles
- B-2: Creating a Welcome Page style
- B-3: Setting a bookmark as your home page

*Topic C: * Using the workspace*

- C-1: Using the workspace
- C-2: Customizing the workspace
- C-3: Removing a database from the workspace

Unit 2 : Using Notes remotely

*Topic A: * Preparing to work remotely*

- A-1: Examining a location document
- A-2: Examining modem settings

*Topic B: * Replicating databases*

- B-1: Examining the Replication page
- B-2: Creating a replica of the mail database
- B-3: Examining database properties
- B-4: Creating a document in a replica database
- B-5: Replicating the mail database

*Topic C: * Using Notes security features*

- C-1: Modifying User ID information
- C-2: Encrypting a local database

Unit 3 : Using advanced mail features

*Topic A: * Using Notes Minder*

- A-1: Starting Notes Minder
- A-2: Checking for new mail
- A-3: Setting Notes Minder properties
- A-4: Closing Notes Minder

*Topic B: * Working with mail preferences*

- B-1: Setting mail preferences
- B-2: Creating and sending a customized message

*Topic C: * Working with mail rules*

- C-1: Creating a rule
- C-2: Using a rule
- C-3: Stopping rule processing

*Topic D: * Sharing your mail database*

- D-1: Configuring your mail database for access by others
- D-2: Creating a shortcut to another person's mail database and accessing it
- D-3: Removing access to your mail database

*Topic E: * Using database archives*

- E-1: Specifying archive settings
- E-2: Archiving your mail database
- E-3: Observing the Archive Logs database

Unit 4 : Using advanced tables

*Topic A: * Working with advanced tables*

- A-1: Creating an animated table
- A-2: Creating a programmed table

*Topic B: * Working with action hotspots*

- B-1: Creating an action hotspot
- B-2: Using an action hotspot

Unit 5 : Embedding and importing data

*Topic A: * Working with embedded objects*

- A-1: Embedding an image
- A-2: Editing an embedded object

*Topic B: * Importing and exporting data*

- B-1: Importing a file into a Notes document
- B-2: Importing data into a Notes view
- B-3: Exporting documents to a text file

Unit 6 : Working with design elements

*Topic A: * Working with views*

- A-1: Creating a private view
- A-2: Observing the View Design window
- A-3: Adding a column to a view
- A-4: Modifying view properties

*Topic B: * Creating private folders*

- B-1: Creating a private folder
- B-2: Adding documents to a folder
- B-3: Removing a document from a folder
- B-4: Adding an Action button to a folder
- B-5: Creating a bookmark folder

*Topic C: * Working with agents*

- C-1: Creating an agent
- C-2: Testing an agent
- C-3: Running an agent
- C-4: Modifying an agent