The Learning Continuum Company, Ltd.

TLCC is focused on Notes and Domino training. It is all we do. The superior quality, materials, content and organization of TLCC courses are unmatched in the industry.

R5 User Courses
Descriptions and Outlines

(As of 1/9/2001)

Description - *R5 Notes User Update*

The *R5 Notes User Update* course is designed to teach the new Notes R5 client to a Notes 4.x user.

This course will prepare you to use the new features in the R5 client, including the Task Bar, Welcome Page, Bookmarks, Navigation Buttons, and Database Subscriptions. In addition, this course covers enhancements to R5 mail, address book, calendar, and To Do List. This course also addresses text and table editing enhancements, mobile support, Web searching, and Web surfing.

The course includes many integrated, hands-on practice and setup activities to reinforce your learning and provide you with immediate feedback. For additional feedback, each course module includes a self-assessment quiz.

Outline - *R5 Notes User Update*

The course is organized into eight modules. A summary of the information in each module follows:

Module 1 - Notes R5 Introduction
This module introduces the Notes R5 user interface. It uses a mixture of multimedia to define, describe, and demonstrate the main components of the Notes R5 user interface.

Module 2 - Notes R5 User Interface
This module provides details of the four main user interface components in Notes R5. Several usage tips and hands-on activities support the detailed procedures presented for each new component.

Module 3 - R5 Mail and Address Book
This module describes the R5 changes to your mail and personal address book.

Module 4 - R5 Calendar and To Do List
This module describes enhancements to your calendar and To Do List.

Module 5 - New Editing Features
This module describes the enhancements for editing rich text in R5. In addition to a new text highlighter feature, Notes R5 includes improvements to tables, lists, margins, and pictures.

Module 6 - Customizing and Personalizing Your R5 Client
Notes R5 offers many options to customize it to the way that you work. This module covers enhancements to customizing your Notes R5 client.

Module 7 - Surfing and Searching with R5
R5 adds several new Web surfing features, including new Web robots and page-forwarding capabilities. Searching for information is also improved with R5.

Module 8 - Mobile Support in R5
This module discusses some changes in R5 that will affect mobile users and other users who work with local databases. If you are not a mobile user or you do not replicate local databases, then you can skip this material.

Free demonstrations of TLCC's user courses are available at http://www.tlcc.com/users.

Description - *Using R5 Notes*

The *Using R5 Notes* course is designed to teach R5 Notes to new Notes users.

This course will prepare you to use the R5 Notes client. You will learn about the Notes user interface controls and the basic elements found in all Notes applications. This course provides detailed coverage of the Notes Mail, Calendar, and To Do List applications. You will learn about Notes editing features, Notes searching features, and the many useful Internet integration features available in Notes. You will also learn how to customize and personalize Notes to the way you work.

Outline - *Using R5 Notes*

The course is organized into 13 modules. A summary of the information in each module follows:

Module 1 - **Introducing Notes**
This module introduces Notes and Notes applications.

Module 2 - **Notes User Interface Controls**
This module provides details for the main user interface controls available in Notes. Learn how to use the welcome page, task bar, bookmarks, navigation buttons, SmartIcons, status bar, menus, and action buttons.

Module 3 - **Notes Databases and Applications**
This module introduces the main components of a Notes application. It outlines the basic skills required when working with any Notes application. In addition, this module details and demonstrates procedures for working with databases, views, and documents.

Module 4 - **Notes Editing Features**
This module describes the rich text editing features available in Notes, including the text highlighter feature, the permanent pen feature, lists, attachments, and links.

Module 5 - **Notes Mail and Address Book**
This module describes how to use the Notes mail application and your personal address book.

Module 6 - **Notes Calendar and Meetings**
This module describes how to use the Notes calendar application.

Module 7 - **Managing Your To Do List**
This module describes how to use the Notes To Do List application.

Module 8 - **Customizing and Personalizing Notes**
Notes offers many options for customizing it to the way you work. This module describes many of these options so you can take advantage of them.

Module 9 - **Searching with Notes**
Notes offers many powerful searching capabilities. This module focuses on various techniques for searching in Notes.

Module 10 - **Surfing with Notes**
Notes provides a full set of Internet integration features. This module reviews the Notes/Internet integration features, including how to use Web robots to surf off-line and get notifications when a Web page changes.

Module 11 - **Advanced Notes Editing Features**
This module describes the advanced rich text editing features available in Notes, including sections, rules, hotspots, tables, and pictures.

Module 12 - **Advanced Notes Mail Topics**
This module covers advanced Notes mail topics, including creating and using stationery, filtering incoming mail, enabling the Out of Office agent, archiving mail, and delegating access to your mail.

Module 13 - **Notes Mobile and Remote Support**
This module describes how to take advantage of Notes' mobile and remote support.

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