



Pick and mix topics for Lotus Notes v5

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level. It couldn't be easier - simply tick the box next to the topic if you need to learn more about it

- Creating a message
 - Sending messages
 - Receiving mail
 - Printing messages
 - Deleting messages
 - Selecting multiple messages
 - Attachments
 - Address books
 - Creating folders
 - Using bookmarks
 - Organising your mail
 - Drafts
 - Stationery
 - Rules
 - Custom signature blocks
 - Letterhead
 - Delivery options
 - Mail delegation
 - Out of office agent
 - Spell checking

 - Editing a document
 - Spell check
 - Find and replace

 - Text Properties
 - Special effects
 - Permanent pen
 - Paragraph alignment
 - Paragraph spacing
 - Numbered Paragraphs
 - Text highlighter
 - Working with the ruler

 - Using To Do
 - Assigning a Task to Yourself
 - Updating the Status of a Task
 - Reassigning Tasks
- Working with sections
 - Horizontal rules
 - Creating styles
 - Assigning styles to paragraphs
 - Stationery
 - Bookmarks
 - Links – document, view and database
 - Routing replies
 - Creating and amending tables

 - Page breaks
 - Displaying hidden characters

 - Calendar View Format
 - Turning Calendar Pages
 - Displaying Specific Calendar Dates
 - Displaying Time Slots
 - Setting Up Calendar Preferences/Profile
 - Adding a Basic Appointment
 - Adding a Repeating Appointment
 - Enabling the Alarm System
 - Setting Individual Alarms
 - Setting Alarms on all Appointments
 - Clearing Alarms
 - Opening and deleting a Calendar Entry
 - Editing and moving Calendar Entries
 - Inviting Others to a Meeting
 - Finding Free Time
 - Accepting, Declining, Delegating Invitations
 - Displaying the Invitee Responses
 - Auto processing Invitations
 - Automatically Remove Invitations from Inbox
 - Repeating Meetings
 - Printing your calendar

 - Being mobile
 - Replicating