



Software Learning Centers
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A Division of Moore Solutions inc

Notes 4.0: Introduction (Windows 95)

Course specifications

Course number: 52-610
Software version number: 4.0
Course length: 1 day

Course description

Overview: Students will learn the basic concepts of using Notes 4.0.

Prerequisites: Windows 95: Introduction or Windows 95: Making The Transition.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to work with Notes databases, create and edit documents, and use Notes mail.

Target student: Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Students should also be familiar with Windows and with using a mouse.

What's next: Notes 4.0: Introduction (Windows 95) is the first course in this series. Notes 4.0: Advanced User (Windows 95), the next course in this series, teaches students how to use more advanced features of Notes 4.0.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Identify the components of the Notes workstation environment.
- Add Notes databases to the workspace, and use the navigation pane, view pane, and preview pane.
- Use the Notes full Help database.
- Create and edit documents.
- Create and send a mail message, create a mail group, and attach a file to a message.
- View attached files, reply to and forward mail messages, create folders, and delete messages.
- Create and apply named styles, and create links.

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Commission for
Independent Education

Florida Department of Education

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Course content

Lesson 1: Getting started with Notes

- An overview of Notes
- Orientation to the Notes workstation environment

Lesson 2: Introduction to Notes databases

- Exploring databases
- Exploring the view pane
- Exploring the preview pane

Lesson 3: Examining database types

- Examining different Notes databases
- Using the Notes Help database

Lesson 4: Working with database documents

- Creating a main-topic document
- Creating response documents
- Editing documents
- Marking and printing documents

Lesson 5: Introduction to Notes mail

- An overview of Notes mail
- Creating and sending messages
- Addressing mail
- Attaching files and saving drafts

Lesson 6: Managing mail

- Working with attachments
- Managing your mail
- Working with mail folders
- Deleting messages and folders

Lesson 7: Named styles and links

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- Using named styles
- Creating links

Appendix A: Managing the workspace

- Managing the workspace