

Public Training Courses July – December 2011

Public Training Courses are held at Halsbury House, 35 Chancery Lane, London, WC2A 1EL on a regular basis throughout the year. Each course will run for approximately 60 minutes.

Our training room is equipped so that each delegate can sit at their own PC and be part of a 'hands-on' training session whilst being instructed and guided by one of our trainers. These training courses are designed to ensure that by the end of the session the delegate will be able to effectively utilise their online service through efficient and effective searching, navigating and document delivery.

Please see below for the course schedule as well as a synopsis of each course:

BUSINESS INTELLIGENCE TRAINING COURSES

Nexis:

- Accessing Nexis
- Effective product navigation
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Running a basic news, companies and people search
- Effectively managing search results
- Document delivery options
- Product customisation
- Saving your searches
- Setting up and managing search alerts
- Utilising 'My Research' options

Course Schedule:

Date	Time
14th Jul	2PM
3rd Aug	10AM
20th Sep	2PM
6th Oct	10AM
3rd Nov	10AM
13th Dec	2PM

Advanced Nexis:

The following elements will be covered to build on your existing Nexis knowledge. Please see the course content for the standard Nexis session above to ensure you book onto the correct course to meet your needs:

- Applying advanced search techniques for deeper research
- Using and understanding advanced Connectors and Commands to improve your searching technique
- Running advanced news, companies and people searches
- Working with indexing to enhance search results
- Effectively managing search results
- Document delivery options
- Product customisation and personalisation
- Setting up and managing search alerts
- Utilising 'My Research' options

Course Schedule:

Date	Time
31st Aug	2PM
7th Sep	2PM
26th Oct	2PM
8th Nov	10AM
8th Dec	2PM

To book onto or discuss any of these training courses, please contact our Customer Training Team on:

Email: training@lexisnexis.co.uk

Telephone: 0207 400 4639

Our Address: *Halsbury House
35 Chancery Lane
London
WC2A 1EL*