

Public Webex Training Courses July – December 2011

Public Webex Training Courses are held on a regular basis throughout the year. Each course will run for approximately 60 minutes.

As the business environment continues to rapidly evolve, we recognise that sometimes the expense and complexity of attending a training session offsite can make it difficult or cost-prohibitive to attend. Webex is an innovative, hosted web conferencing service that allows us to communicate and collaborate with anyone, anywhere and conduct online training sessions without you having to leave your desk!

The trainer will send you an e-mail invitation, which will include a website link to click onto. This will automatically 'Run' a piece of software on your PC, instead of Installing.

System Requirements:

Bandwidth	56Kbps - DSL or faster connection
Display	Presenter: 1280 x 1024 pixels or higher resolution monitor Attendee: 1280 x1024 pixels or higher resolution monitor recommended

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

LEGAL INTELLIGENCE WEBEX TRAINING COURSES

Lexis®Library:

- Accessing LexisNexis
- Effective product navigation through the Legal practice areas and sources
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Browsing content
- Searching for cases, legislation and commentary
- Effectively managing search results
- Document delivery options
- Product customisation
- Practice area specific searching
- Setting up and managing search alerts
- Utilising 'My Research' options

Course Schedule:

Course Date	Start Time
19th Jul	2PM
28th Jul	10AM



9th Aug	2PM
15th Sep	2PM
27th Sep	10AM
13th Oct	2PM
20th Oct	10AM
10th Nov	2PM
16th Nov	10AM
21st Dec	10AM

Advanced Lexis®Library:

- Accessing LexisNexis
- Effective product navigation through the Legal practice areas and sources
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Browsing content
- Searching for cases, legislation and commentary
- Effectively managing search results
- Document delivery options
- Product customisation
- Practice area specific searching
- Saving your searches
- Setting up and managing search alerts
- Utilising 'My Research' options
- Case Search
- Cases Appeal Tracker
- Halsburys Annotations
- Status Snapshot
- Destination and Derivation Tables
- EF & P/Smart forms

Course Schedule:

Date	Time
17th Aug	2PM
22nd Dec	2PM

Lexis®Check Desktop:

- Explanation of LexisCheck Desktop.
- Accessing LexisCheck Desktop Add-in for Word, IE and Adobe.
- Launching the details view.
- Explanation of the List and Citation tabs.
- Checking case, legislation and EU directive citations using LexisCheck Desktop.
- Explanation of categories.
- Linking through to LexisLibrary.

Course Schedule:

Course Date	Start Time
3rd Aug	12PM
10th Aug	12PM
11th Aug	12PM
16th Aug	12PM
18th Aug	12PM
24th Aug	12PM
25th Aug	12PM
30th Aug	12PM
31st Aug	12PM
7th Sep	12PM
13th Sep	12PM
14th Sep	12PM
20th Sep	12PM
21st Sep	12PM
4th Oct	12PM
5th Oct	12PM
11th Oct	12PM
13th Oct	12PM
19th Oct	12PM
20th Oct	12PM
25th Oct	12PM
27th Oct	12PM
1st Nov	12PM
2nd Nov	12PM
8th Nov	12PM
9th Nov	12PM
16th Nov	12PM
17th Nov	12PM
23rd Nov	12PM
24th Nov	12PM
29th Nov	12PM
30th Nov	12PM

TAX INTELLIGENCE WEBEX TRAINING COURSES

Lexis®Library Tax:

- Accessing LexisNexis
- Effective product navigation through the Tax sources
- Understanding and applying search techniques
- Using and understanding Connectors to improve your searching technique
- Browsing content
- Searching for legislation in the Yellow and Orange Handbook
- Finding commentary in Simon's Taxes and Devoil's Indirect Taxes
- Finding Cases in Simon's Tax
- Browsing or searching the Tax Journal and Taxation Magazine
- Browsing or searching Tax News
- 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
19th Jul	10AM
18th Aug	10AM
28th Sep	2PM
18th Oct	10AM
15th Nov	10AM
20th Dec	2PM

Tolley®Guidance:

- Accessing Tolley Guidance
- Effective product navigation through the content
- Browsing content
- The natural language search
- Finding practice notes in Tolley Guidance
- Searching for the legislation in Tolley Guidance
- Finding Cases in Tolley Guidance
- Browsing the News in Tolley Guidance
- Effectively managing search results
- Document delivery options
- Product customisation
- Setting up and managing search alerts

Course Schedule:

Date	Time
19th Jul	12PM
28th Jul	12:30PM
9th Aug	12PM
25th Aug	12PM
15th Sep	12PM
27th Sep	12:30PM
13th Oct	12PM
20th Oct	12:30PM
16th Nov	12:30PM
24th Nov	12PM
1st Dec	12:30PM
13th Dec	12:30PM

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

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