

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:

BUSINESS INTELLIGENCE WEBEX 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
7th Jul	10AM
18th Aug	2PM

7th Sep	10AM
19th Oct	10AM
16th Nov	2PM
1st Dec	10AM

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
26th Jul	2PM
10th Aug	10AM
22nd Sep	10AM
11th Oct	10AM
24th Nov	2PM

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

Email: training@lexisnexis.co.uk

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