

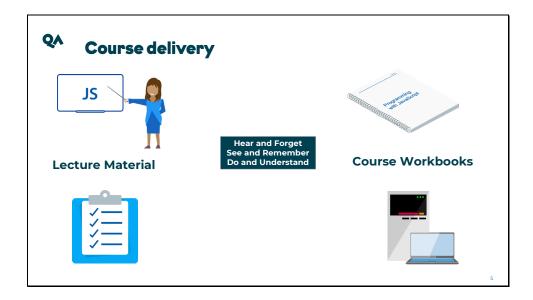
You need to find out as much information about a company called A Datum as possible. Which search would be the appropriate to use?

d. Global Search

To create a personal view, use the following:

b. Advanced Find

You must add an asterisk (*) after the string when you search using the quick find False – An asterisk is automatically added after a string when using the quick find. You must only add the asterisk if you wish to use a wildcard search at the start before the string.

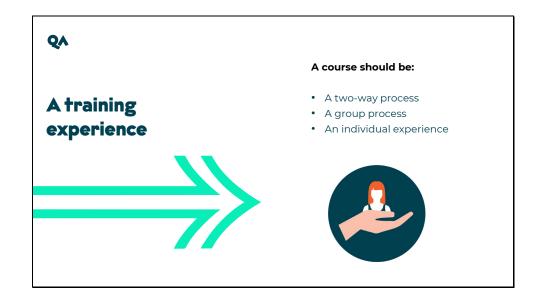


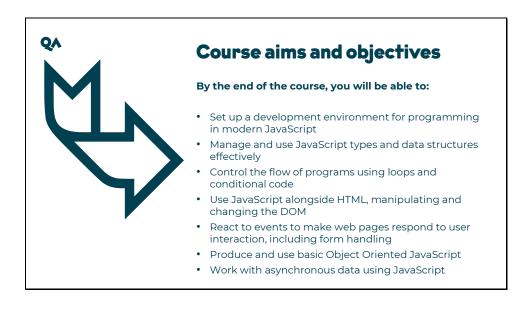
The course will be made up of lecture material coupled with the course workbook, informal questions and exercises, and structured practical sessions. Together, these different teaching techniques will help you absorb and understand the material in the most effective way.

The course notebooks contain all the overhead foils that will be shown, so you do not need to copy them. In addition, there are extra textual comments (like these) below the foils, which are there to amplify the foils and provide further information. Hopefully, these notes mean you will not need to write too much and can listen and observe during the lectures. There is, however, space to make your own annotations too.

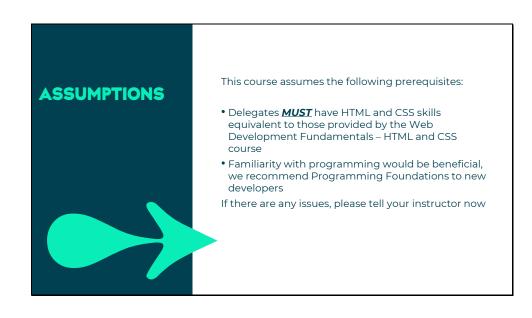
The appendices cover material that is beyond the scope of the course, together with some help and guidelines. There are also appendices on bibliography and Internet resources to help you find more information after the course.

In the practical exercise sessions, you will be given the opportunity to experiment and consolidate what has been taught during the lecture sessions. Please tell the instructor if you are having difficulty in these sessions. It is sometimes difficult to see that someone is struggling, so please be direct.

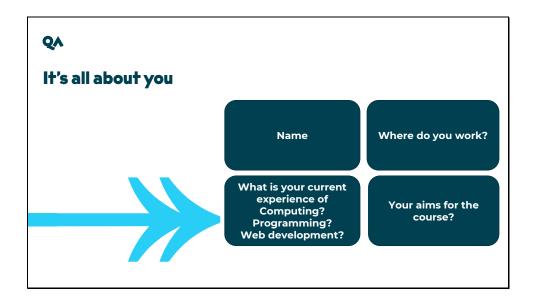


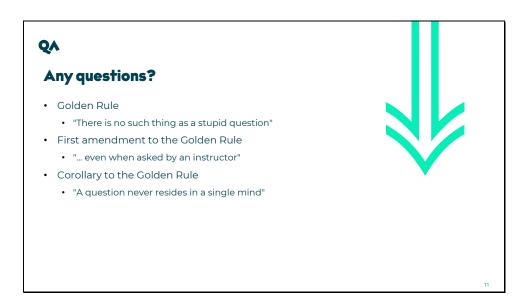


Group Activity – purpose of this activity is to work as an icebreaker and get the participants working and collaborating together.









Please feel free to ask questions.

Teaching is a much more enjoyable and productive process if it is interactive. You will no doubt think of questions during the course. If so, ask them!