
INFOCOM – Training

INFOCOM Training Modules – Version 4

MODULE	DESCRIPTION
V4-INTRO	Introduction to INFOCOM Information retrieval for enquiry level users Searching by Name, Locality or Keyword Using the Subject Index Printing database entries
V4-DM1	Data Management – Introduction Data Collection Sources of Information Managing available resources Updating User registration and access Importing and exporting Setting system options
V4-DM2	Data Management – Data Entry Using Guidelines and Standards Understanding Record Types Adding new entries Updating existing entries Assigning Keywords
V4-DM3	Data Management – Advanced Techniques Using Tags for classification Advanced searching Maintaining Reference Lists Customising for Quick Access Mail Merge and Label Printing Using Linked Media
V4-DM4	Data Management – Thesaurus Maintenance Understanding the Thesaurus Creating Combined Terms Adding, modifying and deleting Keywords Adding See References
V4-DIR	Directory Production Planning a directory Determining the directory structure Specifying directory detail Producing Lists, Brochures and special purpose Directories Electronic Directories Publishing on the Internet

NOTE: When specifying training needs use the relevant Module Code to identify requirements.

For further information contact:

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