



Target group	Practical training is intended for beginners or slightly experienced users who want to get familiar with the functionality of actual version of product Tovek Tools Search Pack. Basic computer literacy of participants is assumed.
Training range	Training is for three days.
Training content	Detailed introduction of all program functionalities: <ul style="list-style-type: none">▶ search of documents and further work with them,▶ familiarization with Tovek Query Language operators and modifiers and with the principles of correct posing the questions and their exercising,▶ creation of more complicated queries in Query Editor,▶ creation and connection of full text collection,▶ storage of information into projects.
Training form	<ul style="list-style-type: none">▶ all functionalities are explained and introduced by trainers, participants rehearse these functionalities continually▶ at the end of each topic, participants independently compile exercises▶ each participant gets training materials and certificate which confirms training completion.
Information for all trainings	<p>Trainings are held in specialized training room where participants have available a separate computer workplaces. Training room is located straight in the premises of our company Tovek at the address Chrudimská 1418/2, Prague 3, in close proximity to the metro station.</p> <p>Transport connection: station Flora - metro A, tram no. 5, 10, 11, 13, 16 or bus no. 136, 175.</p> <p>Trainings are usually held from 9 am till 4 pm. Participants have available selection of drinks straight in the training room. In the close proximity there are many restaurants where participants can have a lunch during the lunch break.</p> <p>All trainings are held by experienced trainers.</p>
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