

## EndNote for Researchers:

**Date:** Thursday 25 October, 9 am - 4 pm

**Cost:** \$180 (incl GST)

**Venue:** Library Computer Lab, Ground Floor, RMH

**This workshop is for participants starting out with EndNote, or who have used EndNote but need a better understanding of how to use & customise EndNote Library for optimal, everyday use. The session will use EndNote X7 for PCs. Mac users can bring their own Mac to the session.**

In this session participants will learn to:

- Create an EndNote library & set preferences to customise setup
- Set up auto-import for stored PDFs
- Import references from databases & Google Scholar
- Create manual entries for non-journal references
- Use EndNote to enhance citation data & attach Pdf files to existing references
- Create & use groups to sort & store references
- Use sync & sharing features
- Change citation styles in EndNote & Word
- Use EndNote with Word to insert & manage references & bibliographies

Maximum 8 participants

**Name:**

**Organisation:**

**Preferred email:**

**Phone:**

**Payment method: Please select**

**Cost Centre (Melb Health only):** I authorise a total payment of \$180 from the following cost centre:

**Supervisor:**

**Campus code:**

**Cost Centre:**

**Account: 36560**

**Credit Card:**

**Visa:**

**MasterCard:**

**Card Number:**

**Expiry Date:**

**Name on credit card:**

I authorise a total payment of \$180

**Signed:**

**Invoice (External organisations only):**

To register: Send electronically using the Submit button, or email to us. Workshop fees are not refundable. Enrolment is not confirmed until full payment is received. Payment is processed at close of registration. Please ensure credit cards funds are available. See [Terms & Conditions](#) on the Library website. Receipts are emailed when payment is processed.

**[Check your email for enrolment confirmation and course information / updates.](#)**

## WORKSHOPS



More Info: <http://tiny.cc/RMHTraining>

### Intro to Excel - no prerequisites

Introduces spreadsheets, formatting, headers and footers, BEDMAS and other basic features.

### Intermediate Excel - prerequisites

Introduces styles, conditional formatting, formulas, complex equations, charts, and more.

### Advanced Excel - prerequisites

Introduces data validation, auditing tools, macros, formulas & other advanced features.

### Excel Pivot Tables - prerequisites

Learn how to use Pivot Tables & PowerPivot, to analyse multiple files.

### Excel Dashboards - prerequisites

Synthesise and summarise information into a logical framework, and present data graphically, using existing Excel tools to analyse data & build reports.

### Excel Formulas - prerequisites

Focuses on Excel formulas, including the BEDMAS rule, AVERAGE, COUNT, COUNT-BLANK, date/time formulas, rounding formulas, setting formula rules, and more.

### Introduction to Access - prerequisites

Create your own database of information & learn how to extract data, create forms & reports, link tables & apply mail merge & labeling.

### Intermediate Access - prerequisites

Work with tables & table fields, import & export functions, complex queries, equations, forms & sub-forms, reports & macros.

## SEMESTER 2 PROGRAM

EXCEL - Introduction	17/10/18
EXCEL - Intermediate	31/07/18
EXCEL - Intermediate	14/11/18
EXCEL - Advanced	12/09/18
EXCEL - Dashboards	30/10/18
ACCESS - Introduction	22-23/08/18
ACCESS - Intermediate	13/11/18
WORD - Advanced	20/09/18
POWERPOINT	25/07/18
BUSINESS WRITING	19/07/18
ENDNOTE for PA's	17/07/18
ENDNOTE for Researchers	25/10/18



# Health Sciences Library



SEMESTER 2  
2018

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## WORKSHOPS



More Info: <http://tiny.cc/RMHTraining>

### Intro to Word - no prerequisites

Learn basic formatting & editing to create simple Word documents.

### Intermediate Word - prerequisites

Introduces QuickParts, columns & tables, advanced formatting & graphical features, mail merge and more.

### Advanced Word - prerequisites

Introduces functions such as track changes, styles, form fields, macros, & toolbar customisation.

### PowerPoint - no prerequisites

Learn the art of effective & engaging presentations.

### Presentation Skills - no prerequisites

Covers the principles of creating and delivering effective presentations using PowerPoint, with a focus on presentation methods to keep your audience engaged.

### Business Writing - no prerequisites

Introduces tips & techniques to improve the clarity of your memos, documents & other business communications.

### EndNote - no prerequisites

Essential reference management for departments or individuals, EndNote can store citations & format documents using a multitude of citation styles.

**REGISTER**

Forms available online.

Limited numbers. Book early to avoid disappointment.