



## 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



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### 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.