

## Workshop : Successful Writing Skills

Date: Wednesday 19 April, 9 am - 4 pm

Cost: \$200 (incl GST)

Venue: Library Meeting Room, Ground Floor, RMH

This workshop will help you plan, organise & structure your email, memos, documents and other business communications. Whether your interest is in writing for clear communication, or becoming more time efficient, this course is essential for all staff who engage in written communication at all levels of the organisation.

### Course Outline:

- Plan & structure ideas & information to meet the purpose of the document
- Choose a writing style to suit the message & the reader
- Draft clear & concise documents using persuasive language and avoiding common writing faults
- Use words & phrases that will improve comprehension of your message & promote a positive tone
- Edit & proofread with accuracy
- Effectively use writing & editing tools to make writing easier
- Manage a live document that changes as it is circulated & reviewed

Maximum 15 participants

### Complete this section to enrol:

Name:

Organisation:

Preferred email:

Phone:

#### Payment method: Please select

**Cost Centre (Melb Health only):** I authorise a total payment of \$200 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 \$200

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 1 PROGRAM

EXCEL - Introduction	14/2/19 17/4/19
EXCEL - Intermediate	28/2/19 06/6/19
EXCEL - Advanced	10/4/19
EXCEL - Dashboards	08/5/19
EXCEL - Pivot Tables	19/6/19
EXCEL - Formulas	19/6/19
ACCESS - Introduction	21-22/5/19
WORD - Intermediate	20/3/19
PRESENTATION SKILLS	14/3/19
BUSINESS WRITING	15/4/19
ENDNOTE	19/3/19 27/3/19

# Health Sciences Library



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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.

### **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**

Introduces reference management using EndNote, & covers basic functionality, customisation features, & using EndNote with Word to manage in-text citations, citation styles & bibliographies.

## REGISTER

Download Registration forms from the Training webpage.

Numbers are limited, so book early to avoid disappointment.