

EndNote for Researchers:

Date: Wednesday 27 March, 9 am - 4 pm

Cost: \$200 (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 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

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.

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.

Health Sciences Library



SEMESTER 1
2019

REGISTER

Download Registration forms from the Training webpage.

Numbers are limited, so book early to avoid disappointment.