

Workshop : Intermediate Word

Date: **Monday 15th August, 9 am - 4 pm**

Cost: **\$200 (incl GST)**

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

Participants should have a basic knowledge of Word.

In this session participants will learn to:

- Use the QuickParts feature
- Use columns & tables
- Create a multi-level numbered list
- Create indents; tabs & borders
- Insert watermark, pictures & symbols
- Format pictures & graphics & insert hyperlinks
- Create SmartArt graphics & use the WordArt feature
- Create a chart & insert it into a document
- Use the mail merge feature
- Create envelopes & labels

Maximum 12 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

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.

Health Sciences Library



SEMESTER 1
2019

REGISTER

Download Registration forms from the Training webpage.

Numbers are limited, so book early to avoid disappointment.