

## *Entrees - Quick fixes - up to 30 Minutes*

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### Introduction to effective literature searching

*Clinical questions, search strategies, ANDs and ORs. Run trial searches  
Personalised interactive course resource to take away for further study.*

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### PubMed tips (All levels)

*Quick run through of any key features you might not yet use.*

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### Google Scholar

*Use Google to find papers and books, download references and find full text.*

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### Word tips

*Update your current word skills with keyboard shortcuts, copying and pasting,  
hyperlinks and more.*

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### Excel tips

*30 minutes to explore different ways of improving your current use of Excel.*

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### PowerPoint tips

*What do you need help with? Animations, booklets, printing notes?*

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### Internet Explorer

*Using favorites effectively. Saving, printing. Extracting specific details and more.*

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### Referencing with Endnote

*Endnote allows you to collect your references together and then formats and  
types them out for you... It is very sophisticated but the basics are easy to grasp  
Endnote is on all PMS computers and on 2 NHS computers in the library.*

☺ For anyone with a dissertation or more than one essay to do. Save time and aggravation.

# *Main Courses: Searching ~ 60 minutes*

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## Library Resources and NHS Athens

*You can access many of our services from Ian or the Website.  
NHS Athens allows you to see more full text articles and books.  
Learn how to use these resources efficiently.*

☺ For all needing to start using the NHS & library's online facilities and materials

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## Better Searching with Google

*Learn the best searching techniques and use them in Google.  
Learn how to fine-tune and filter your searches.  
Get better at searching ANY site.*

☺ For anyone needing to improve their general searching skills

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## Finding Reliable Information

*Overview of some key sites for high quality data:  
NHS Evidence, UpToDate, TRIP, Map of Medicine*

☺ For people starting to look for good health information

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## Starting with PubMed

*PubMed provides a sophisticated yet initially simple way of searching over 20 million health and science related articles on the Medline database.*

☺ For all who need to find original articles and reviews to support their work or study

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## Searching NHS Databases 1- for beginners

*These allow you to search a wider variety of sources as well as Medline:  
Clinical, nursing, allied health, psychiatric, pharmacology etc*

☺ For all starting to look for original articles for work, research or course studies

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## Searching NHS Databases 2 – more features

*This introduces more sophisticated ways of searching.  
Planning complex strategies using keywords, changing databases, saving strategies, creating alerts.*

☺ For people with a basic understanding of database searching

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## Alternative approaches to searching

*David has been developing some tools to help you design and run searches*

Exeter Grid

*Hold all your keywords in a table and then explore different searches by dragging over the ones you need to search.*

*Filter results: e.g. find qualitative and quantitative resources on different sites.*

- ☺ For anyone who needs to do efficient searching. For researchers with wide ranging topics. These tools improve your skills almost instantly! – Search like a professional.

Find stuff fast

*Customisable searches on sets of 5 key sites at once. Saves retyping!*

*Find evidence-based-medicine, books, journals, drug info.*

*Be guided into the perfect PICO search*

- ☺ For people who need to look for information quickly in different places. Students on University courses with access to an additional range of resources.

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## Assisted Searching

*Work alongside the trainer to get a specific search done, with the main focus on getting the results rather than learning all of the mechanics of searching.*

- ☺ For all. Note: If you are a student who actually needs to demonstrate your proficiency in searching independently, then you should come and learn how to do this on the other database courses instead. We can't do this work for you.

## *Extras: Help with MS Office ?*

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### Excel for intermediate users

*An informal opportunity to share tips and tricks with other users and to explore using Excel more productively for handling, modifying or processing different forms of data and general information. (60min)*

- ☺ For people with a basic knowledge of Excel who would like to look further.

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### Help with Excel projects design

*Excel is an extraordinarily versatile resource for processing & presenting both numerical and text-based information. (E.g. See TNA on IaN). Come and discuss with David how Excel might help you with your current project. (60 min initially)*

- ☺ For researchers, students, admin staff with a specific task to do

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## Word for Minute-taking - Minutes in Seconds

*Use Word's outline view, to type & format minutes during meetings*

*Save time! It can be possible to write up a 2hr meeting in only 10 minutes. (2hrs)*

☺ For anyone who needs to make formal records of meetings

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## Word for Essays and Official Documents

*Format your documents automatically. Reformat and re-order them effortlessly.*

*Create tables of contents, figures and tables and automatic numbering.*

*Produce consistent, professional-looking documents. (2 hrs)*

☺ For students with essays or dissertations, staff with reports, guides or handbooks to write. (This document is done using headings and styles in Outline view)

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## Help with Graphics in PowerPoint and Word

*Using the drawing tools to enhance documents and presentations with pictures and diagrams.*

*Inserting images from the web. Mixing text and pictures on a page.*

☺ For all who want to make things clearer and accessible in documents and presentations

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***ORDERING 01392 40 6727***

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## Eat In

*Courses can be run at Exeter Health Library, in the PMS building, RD&E site.*

*Training suite is available. ('Fine Fillings' in foyer - we do allow food in library)*

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## Home delivery for busy staff

*If it's more convenient, David can come over and drop in on you at your workplace in the hospital or the community. Tell us when you book.*

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## Take-aways

*Many of the course resources will be available on laN: Search for EHL or go to key resources / Exeter Health Library.*

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## Times -flexible!

*Choose a course then ring to book a time and place. The training dates list on laN and Website shows when the training suite is available (for up to 8 people).*

*Individuals & groups can book these sessions or arrange other convenient times.*

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