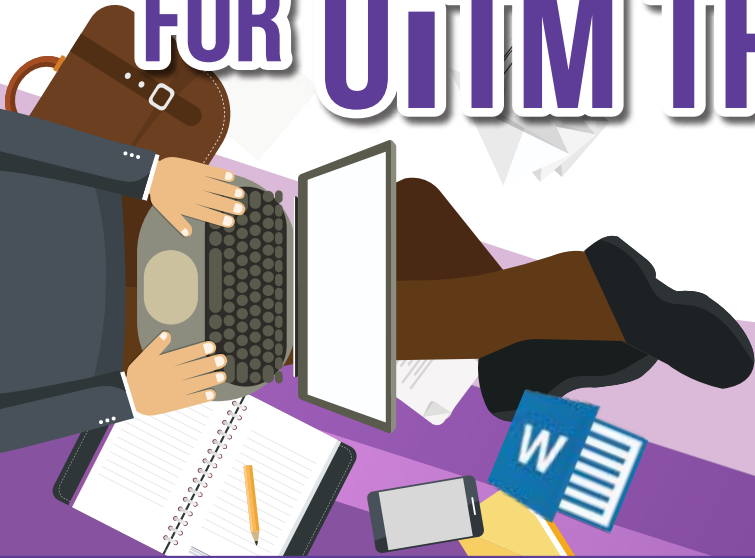




MS WORD FORMATTING FOR UiTM THESIS STYLE



FEES: RM200
(inclusive of Refreshment &
certificate)
Free for UiTM
Postgraduate Students

DATE : 12TH SEPTEMBER 2019 (THURSDAY)

VENUE : SEMINAR ROOM, LEVEL 4, INSTITUTE OF BUSINESS EXCELLENCE (IBE), UiTM SHAH ALAM

TIME : 9.00AM - 5.00PM

SPEAKER : ASSOC. PROF. DR. MOHAMMAD NAWAWI DATO' HJ. SEROJI

Assoc. Prof. Dr. Mohammad Nawawi Dato' Hj Seroji is a Senior Lecturer at the Faculty of Electrical Engineering (FKE), UiTM. He received his first degree in Electrical Engineering from UiTM in 2001. He pursued his Master's degree in Power Electronics and Drives at The University of Birmingham and The University of Nottingham and successfully completed the doctoral degree in Electrical, Electronic & Computer Engineering in 2008 from The University of Birmingham, UK. He has contributed to the Faculty and UiTM through various administrative posts: Head of Centre for Postgraduate Studies (FKE), Head of Graduate Studies (IPSis), Deputy Dean of IPSis and Dean of IPSis. Some of the awards that he has received are Vice Chancellor's Award (2001), Tunku Abdul Rahman Gold Medal (2001), Excellent Muslim Graduate Award (2002), UiTM's Excellent Service Award (2013) and various Gold/Silver awards at national and international R&D exhibitions.

COURSE SYNOPSIS :

This workshop is designed to emphasize the usage of important utilities in MS Word to expedite thesis writing. Some tips to speed up searching connection of the content in the thesis will be highlighted. These fundamental skills will ensure the thesis is written in the form recommended by the regulations of the university.

COURSE OUTLINE :

- 1) Introduction
- 2) Backup, Autosave and Cloud Storage
- 3) MS Word Templates
- 4) Page Break and Section Break
- 5) Page Numbering
- 6) The Structure of Thesis
- 7) Creating your University Styles Thesis Guideline
- 8) Applying and Modifying Template and Styles
- 9) Quick Access Toolbar and Shortcut Key
- 10) Insert Captions
- 11) Rule of Field Markers
- 12) Inserting Chapter(s)
- 13) Table of Contents and Outline Level
- 14) Cross Referencing
- 15) Simulation and Managing Large Files

For registration, please fill up your details on the following link:

<https://forms.gle/JRnfU5c3yjMK9rmS8>

Only **50 seats** available

For any inquiries, please contact us at:

Mrs. Salwani Sapidi

Tel : +603 5522 5379 / 5553

Cheque, Bank Draft or Online Banking shall be made on behalf of : **Bendahari UiTM**
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