Formatting **Thesis using MS Word**

Innovation from Experience

**Organised by** INSTITUTE of GRADUATE STUDIES, UiTM

**DATE:** 26 - 27 April 2017

**VENUE:** Bilik Latihan 1, Bilik Seminar, Bahagian Perolehan, UiTM Shah Alam.

**TIME:** 9.00am – 5.00pm

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**Who should attend?**

- Students are to bring laptop with MS Word programme installed.
- Please register online at: [https://goo.gl/forms/Ras95fqshm5T2x2xD2](https://goo.gl/forms/Ras95fqshm5T2x2xD2)
- Only 60 seats available

For enquiry, please contact 03-5522 5379

**NOTE:**
For those who DO NOT attend the workshop after registering will be asked to write a show cause letter. Those who fail to do so will be barred from attending the future workshops by IGS.

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**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

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**Introduction**

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.

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**The Presenter**

Dr. Mohd Zuli Jaafar obtained Bachelor of Science in Chemistry (Hons.) in 1996 from University Malaya, Kuala Lumpur, MSc in Chemistry (2002) from Universiti Teknologi Malaysia and PhD in Chemometrics (2011) from the University of Bristol, United Kingdom. Apart from his work on Chemometrics and Multivariate Data Analysis, he has substantial experiences on conducting workshop on formatting a thesis using MSWord, a knowledge he obtained from his PhD program. The aim of this workshop is to ensure that participants will be able to focus on expanding and organizing the ideas while writing a thesis without difficulty. This can be done by applying the fundamentals of formatting and styling of a thesis available in MSWord.