

Ms Word Facilities for Thesis Formatting Workshop : Hands on Approach by Dr Zuli

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.

overview

Who should attend

1. *Postgraduate & undergraduate students*
2. *Supervisors / Academicians*
3. *Researchers*
4. *Professionals*

Topic

1. *Module 1 (Introduction, Backup, Autosave & Cloud Storage, Ms Templates)*
2. *Module 2 (Page Break & Section Break, Page Numbering, The Structure of Thesis, Creating Style Thesis Guideline)*
3. *Module 3 (Applying & Modifying Template & Styles, Quick Access Toolbar & Shortcut Key, Insert Caption, Rule of Field Markers)*
4. *Module 4 (Inserting Chapter (s), Table of Contents & Outline Level, Cross Referencing, Simulation & Managing Large Files)*

Course Outline

Course Details

SPEAKER : DR MOHD ZULI JAAFAR

Date : 13 –14 August 2016 (Saturday & Sunday)

Time : 8.30am — 5.00pm

Venue : Computer Lab, Level 12, ARI, Menara SAAS, UiTM Shah Alam

Fees: Normal RM220 (Package : 2pax =RM200/pax, 5pax=RM180/pax)

Payable to : Akaun Amanah Am UiTM

Bank : Affin Bank Berhad (105140003422)

**Fees include: Meals, Workshop Kits, Notes & Certificate*



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