

**Attention  
Grabber  
Only 10 seat  
remaining**

# Ms Word Facilities for Thesis Formatting Workshop

## Topic

Module 1 (Introduction, Backup, Autosave & Cloud Storage, Ms Templates)

Module 2 (Page Break & Section Break, Page Numbering, The Structure of Thesis, Creating Style Thesis Guideline)

Module 3 (Applying & Modifying Template & Styles, Quick Access Toolbar & Shortcut Key, Insert Caption, Rule of Field Markers)

Module 4 (Inserting Chapter (s), Table of Contents & Outline Level, Cross Referencing, Simulation & Managing Large Files)

## COURSE DETAILS:

Date : 28 -29 October 2016 (Friday & Saturday)

Time : 8.30am – 5.00pm

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

Fees: Normal : RM220/ pax

:Package : 2pax =RM200/pax

:Package : 5pax=RM180/pax

Payable to : Akaun Amanah Am UiTM

Bank : Affin Bank Berhad (105140003422)

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

Accounting Research Institute (ARI),

Level 12, Menara Sultan Abdul Aziz Shah, Universiti  
Teknologi MARA, 40450 Shah Alam, Selangor.

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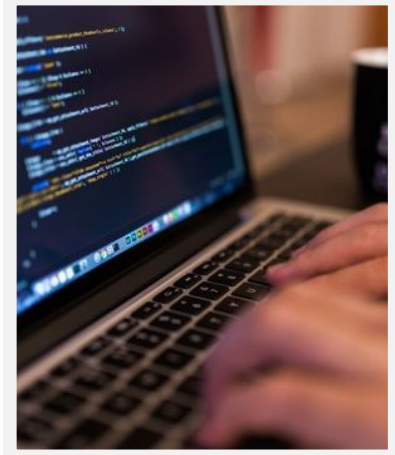
(Training & Consultancy)

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## OVERVIEW

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.



## SPEAKER:

**Dr Mohd Zuli Jaafar**

## WHO SHOULD ATTEND

- ⇒ Postgraduate students
- ⇒ Undergraduate students
- ⇒ Supervisors / Academicians
- ⇒ Researchers