

# Comprehensive and Exclusive Workshop by Dr Zuli : Ms Word Facilities for Thesis Formatting

*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

### Day 1

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)

### Day 2

1. Module 3 (Applying & Modifying Template & Styles, Quick Access Toolbar & Shortcut Key, Insert Caption, Rule of Field Markers)
2. 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 : 19— 20 February*

*Time : 8.30am — 5.30pm*

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

*Fees: Normal RM250, Early bird RM220 (before 10 Feb 2016)*

*Payable to : Akaun Amanah Am UiTM*

*Bank : Affin Bank Berhad (105140003422)*

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



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