THESIS WRITING

Workshop

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•Session 1
Microsoft Word

Problems in Writing Your Thesis

- Most thesis writing are written using MS Word but writers (students, lecturers) are not using 100% of it's functionality.

- Instead MS Word is just being an electronic type writer for them (doing it manually)

- Waste money, in buying the software

- Waste your time preparing the document according to the formats

- Waste your energy, in solving format's problems in the document

Knowing Your Report

- All reports has their own kind of formats

- Thesis reports (PhD, Master degree, Bachelor degree etc) has their own formats, based on institution regulation (please read UTeM's handbook)

- Documents with proper formats are highly valuable

Knowing MS Word Functionality

Step 1

Understand all the functions in MS Word

Step 2

Learn the functionality of each icons provided
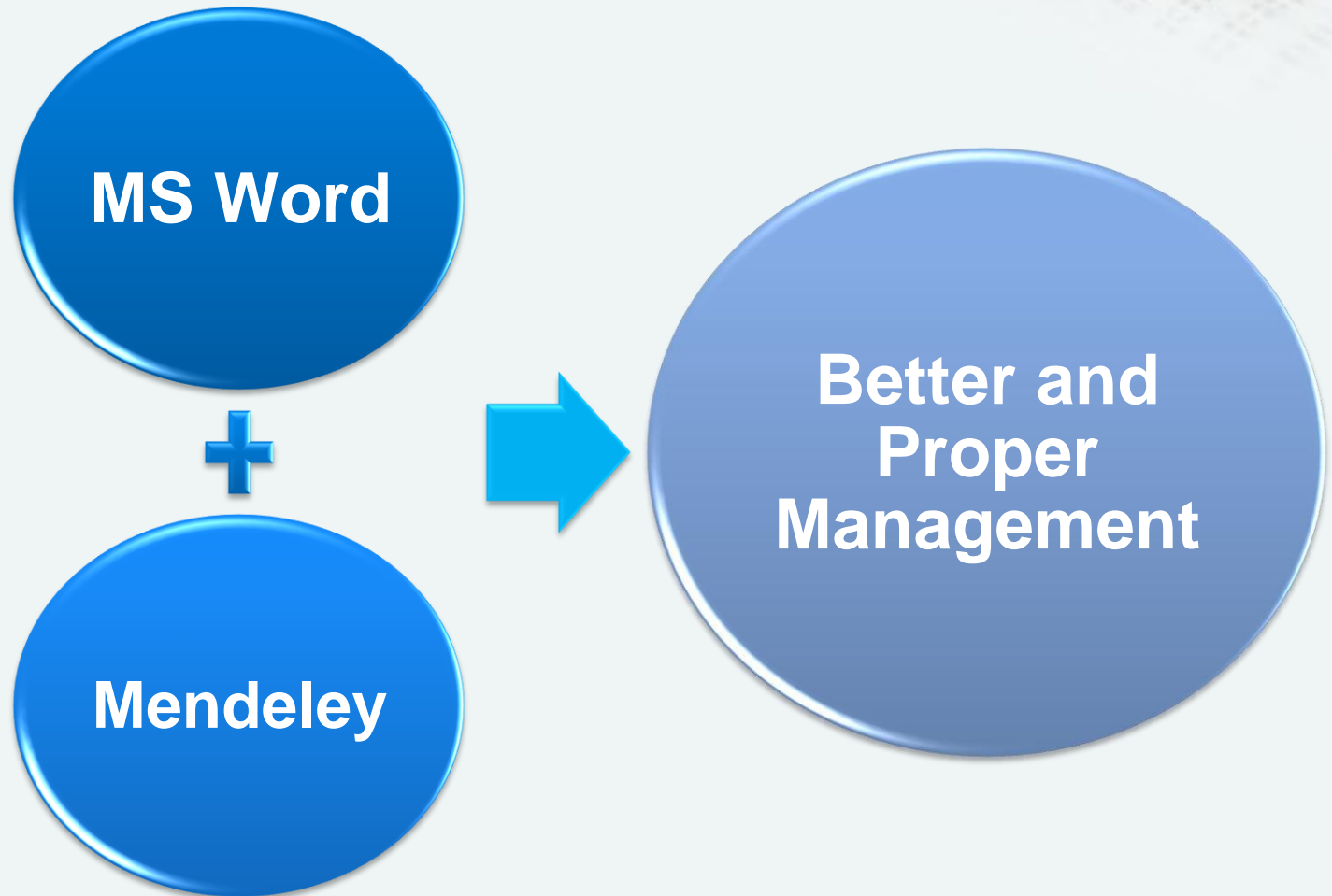
Handle your References with care

Journal

Conference report

Technical paper

etc

Tips and Tricks 2

Integrate with another software to handle your references

MS Word

+

Mendeley

Better and Proper Management

Why Using MS Word?

A very effective software (All in ONE)

Time saving

Most formats can be generated automatically

Easy to fix the problems which you had made

Thesis Format

In the thesis/dissertation, the pages should be ordered as follows:

Title Page
Copyright (optional)
Dedication (optional)
Acknowledgments (optional)
Table of Contents
List of Tables, List of Figures, List of Abbreviations, List of Symbols
Abstract (English)
Abstract (Malay)
Main Body
Chapter 1 (which includes an introduction)
Chapter 2 (literature review)
Chapter 3 (research methodology)
Chapter 4 (Analysis and Result)
Chapter 5 (Summary, Conclusions And Recommendations)
Bibliography/References
Appendices

My Thesis Contents

Acknowledgement

9 chapters

Abstract

50,369 words in the printed

2 appendices

STATISTICS

184 pages

133 cited references

41 tables

38 equation numbers

50 subsections and subsections

51 figures
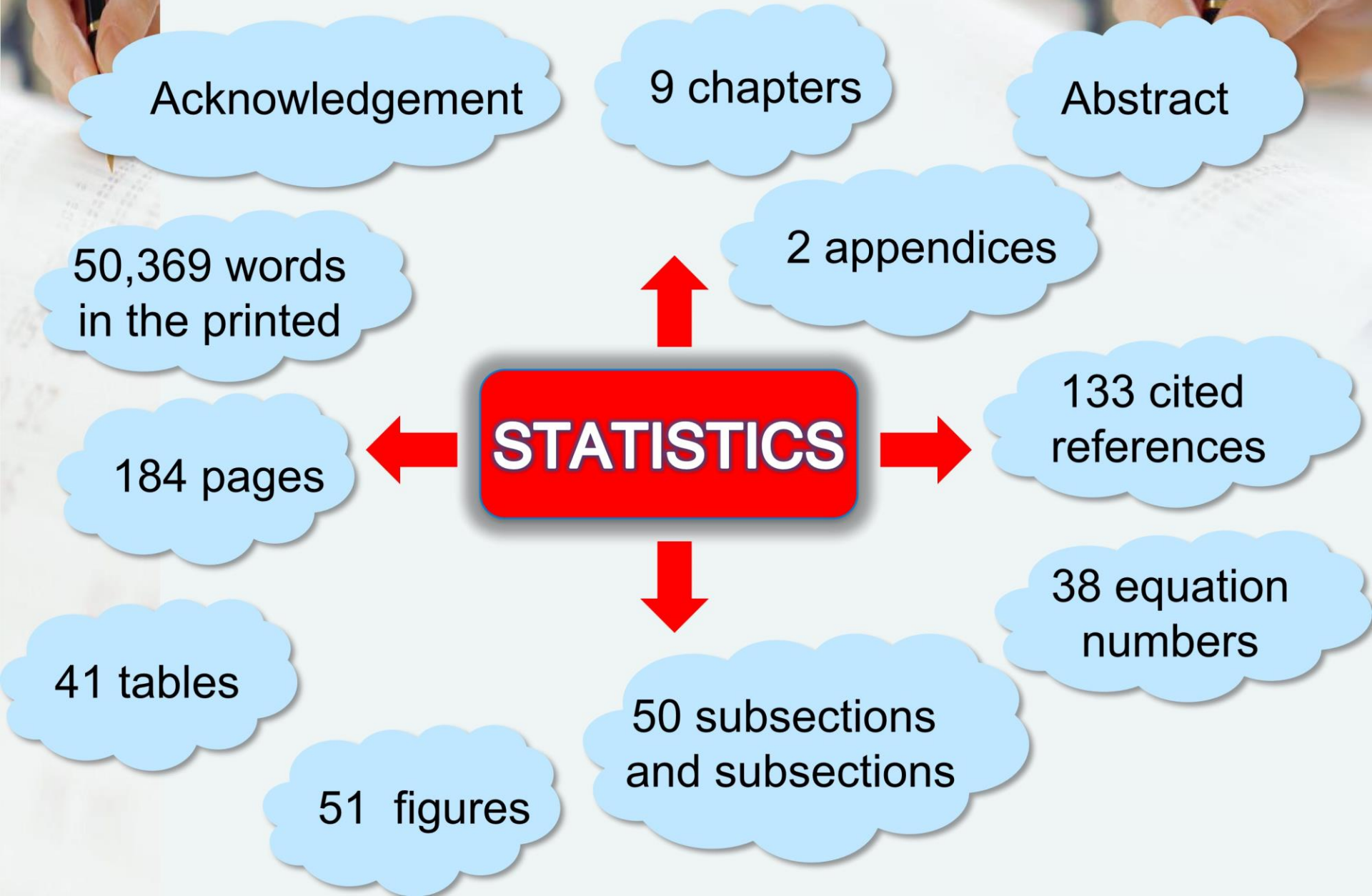
Template

Template icon(.dotx)

When a new blank document is opened using a given template, all of the pre-set styles associated with that template are automatically incorporated into that document

HOW?

Build your own template

Using templates from other documents

Important Functions in MS Word

1. **Styles** – creating table of content

2. **Document Map** – view document

3. **Page Number** – page numbering

4. **Multilevel list** – section and subsection numbering

5. **Breaks** – page and section

6. **Equation editors** – equation number

7. **Captions** – Figures, Tables

8. **References** – bibliography

Styles Functionality in MS Word

Normal ¶

No Spacing ¶

Heading 1 ¶a

Heading 2 ¶a

Heading 3 ¶a

Heading 4 ¶a

Title ¶a

Subtitle ¶a

Subtle Emphasis a

Emphasis a

Intense Emphasis a
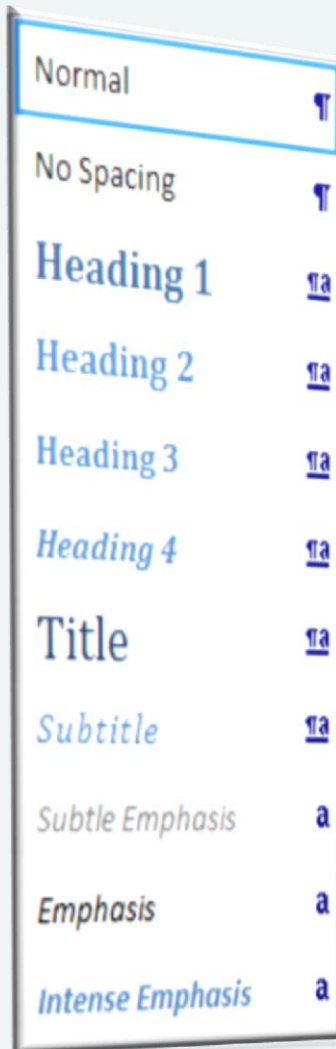
- Differentiate your chapter title and the paragraphs.

- Handling your writing easier.

- As a link in document map.

- Essential to generate Table of Contents

Formatting Headings with Quick Styles

Formatting Headings with Quick Styles

1) **Handling your document. Easily jump to each section.**

2) **As a link in styles.**

Document Map ▾

PERMULAAN KATA
Panduan Menulis Tesis Menggunakan MS Word.
Fungsi:

Tips: Penyediaan menulis thesis
Tips: Proses penulisan
Chapter 1. PENGENALAN
☐ Chapter 2. CIRI-CIRI UTAMA
    2.1 Apa yang penting?
    ☐ 2.2 Rangka
        2.2.1 Rangka dan Makro: 'Thesis template.dot'
☐ Chapter 3. Menulis tesis anda
    ☐ 3.1 Heading styles
        3.1.1 Menggunakan style Heading untuk kesemua
    3.2 Menukar style
    3.3 Bab dan pernomboran Heading
    3.4 Fields
    3.5 Memasukkan nombor kepada rajah dan jadual
    3.6 Memasukkan 'cross-referencing' kepada jadual da
    ☐ 3.7 Pernomboran persamaan secara automatic
        3.7.1 Menggunakan system 'Caption'
        3.7.2 Menggunakan 'Fields'
    3.8 Jadual
    ☐ 3.9 Rajah [Office 2007 buat perubahan dlm section r

Page Number
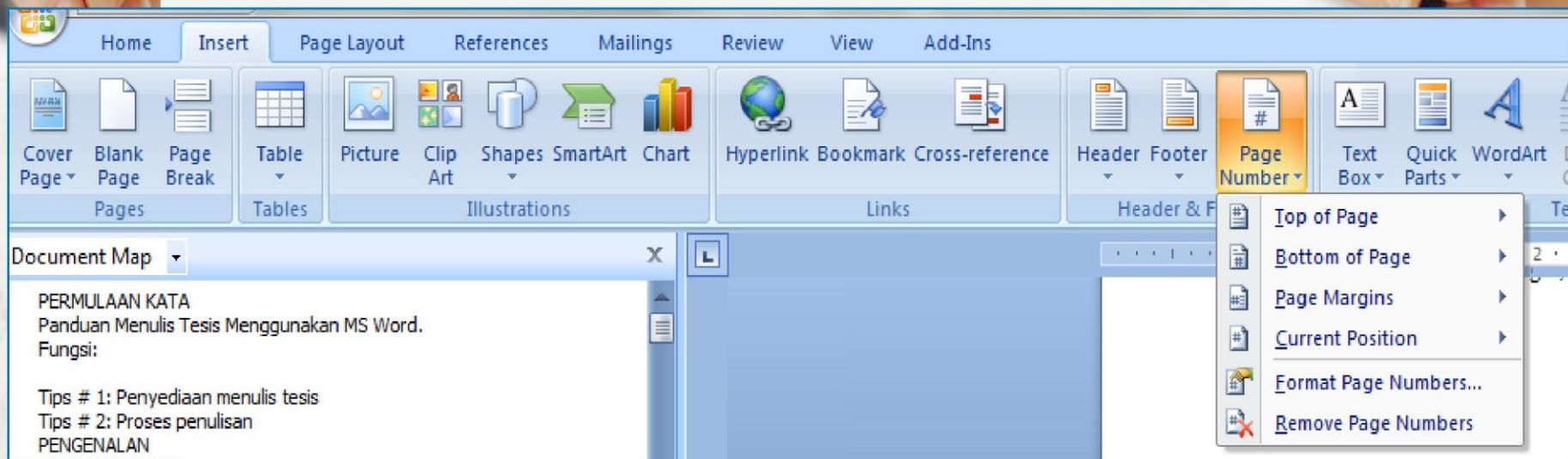
1) **Different numbering system – Roman (front page), Arabic (thesis contents) and Others (Appendices – A1)**

Multilevel List

1) **Set the level of thesis**

2) **Using together with Styles function**

Inserting a Manual Page Break

- A **manual page break** is one you insert at a specific location; it doesn't matter if the previous page is full or not

- You insert a manual page break by clicking the Page Break button on the Insert tab or by holding down the "Ctrl" key and pressing the "Enter" key

Formatting a Document in Sections

- A **section** is a part of a document that can have its own page orientation, margins, headers, footers, and so on

- To divide a document into sections, you insert a **section break**

Formatting a Document in Sections

Formatting a Document in Sections

Equation Editors

1) Proper equation format

2) Easy to arrange

Captions

- Name the Figure, Table and Equation
- Click 'References'> 'Captions' >Insert Caption' OK".
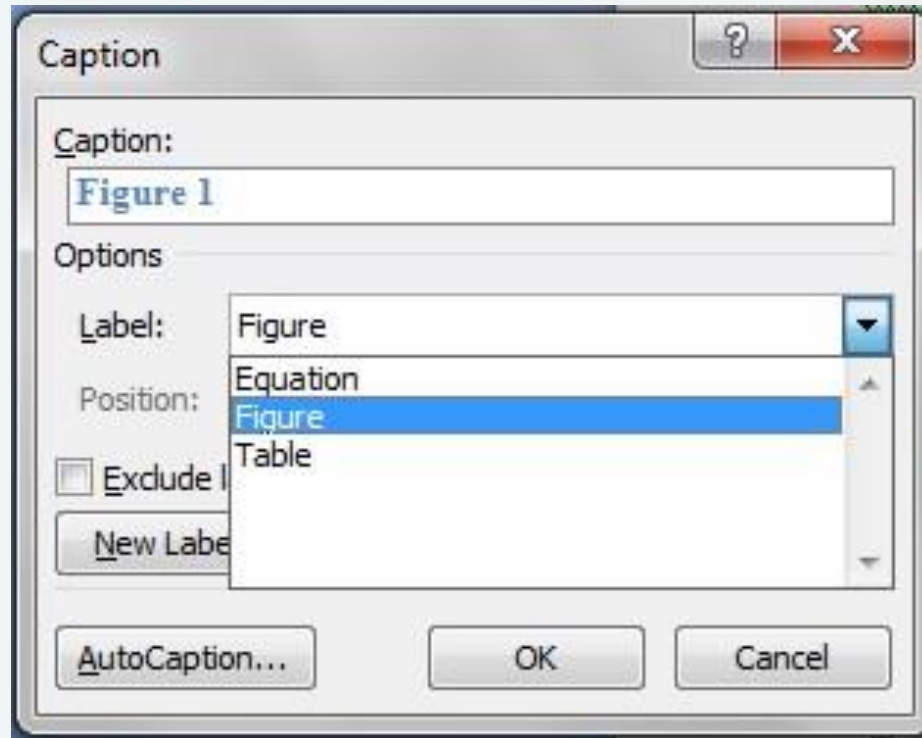
- Table – Title position is **TOP**
- Figure – Title position is **BOTTOM**

Cross-reference

Making Figures, Headings, Tables as hyperlinks

Generating Table of Contents
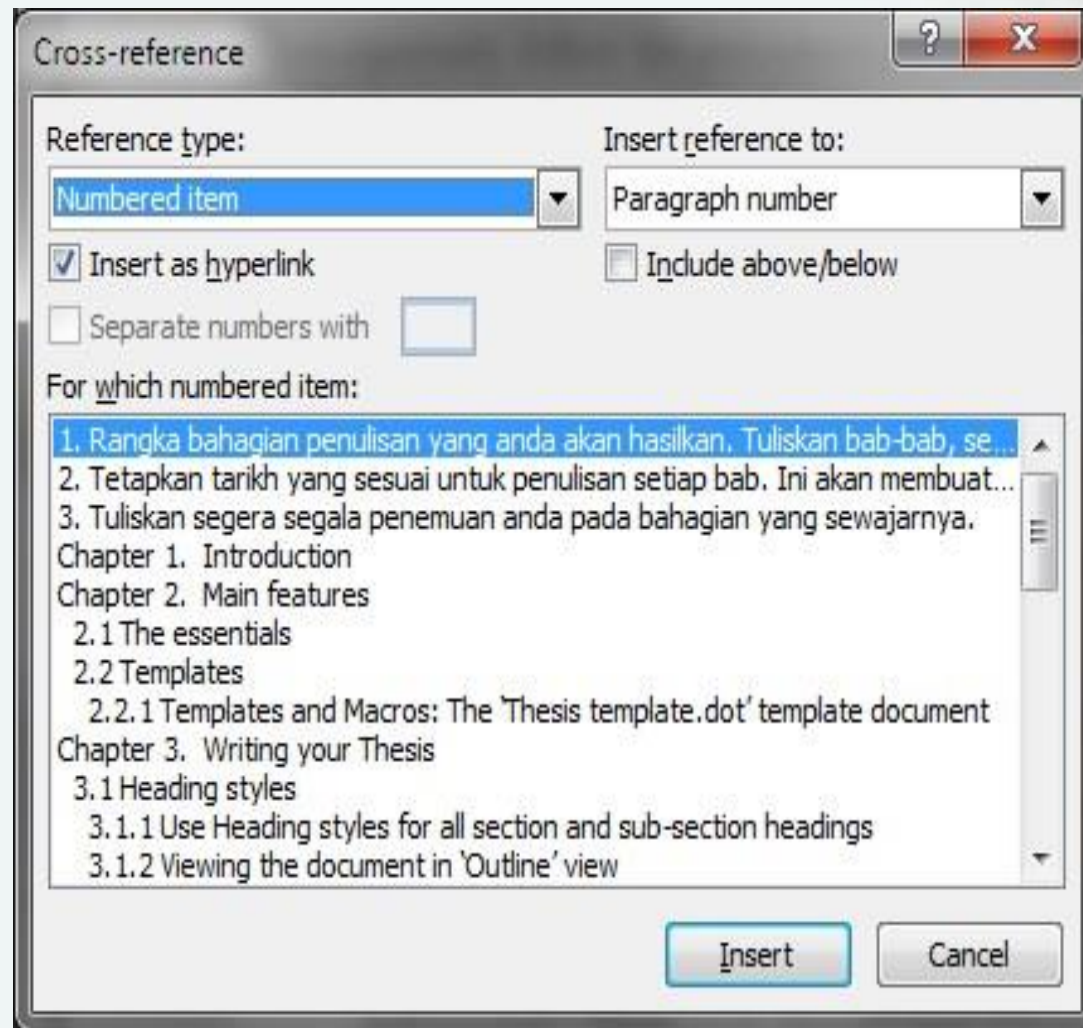
1) **Table of Contents can be generated automatically**

2) **Go to References tab and click on Table of Contents**

Generating Table of Figures

1) Go to References tab and click on Table of Figures

You need to include Caption on your figure first!!

ME CIRCULA

JÁ TE CIRCULEI

Rajah 1

Table of Figures

Index | Table of Contents | **Table of Figures** | Table of Authorities

Print Preview

Rajah 1: Text 1
Rajah 2: Text 3
Rajah 3: Text 5
Rajah 4: Text 7
Rajah 5: Text 10

☑ Show page numbers
☑ Right align page numbers
Tab leader: ....

Web Preview

Rajah 1: Text
Rajah 2: Text
Rajah 3: Text
Rajah 4: Text
Rajah 5: Text

☑ Use hyperlinks instead of page numbers

General

Formats: From template
Caption label: Rajah
☑ Include label and number

Options... | Modify...

OK | Cancel

References & Bibliography

1) **Display the list of your source**

2) **Go to References tab and click on Manage Source**
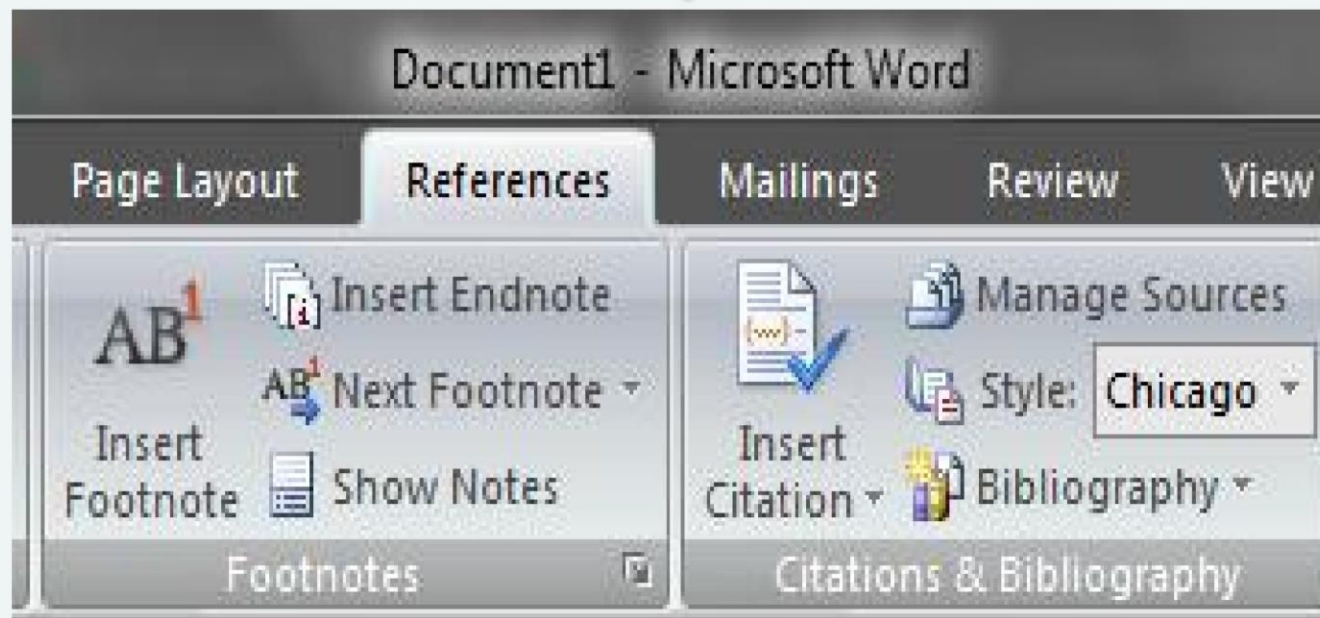
CITATION in MS WORD

- Install Ms Word Plugin
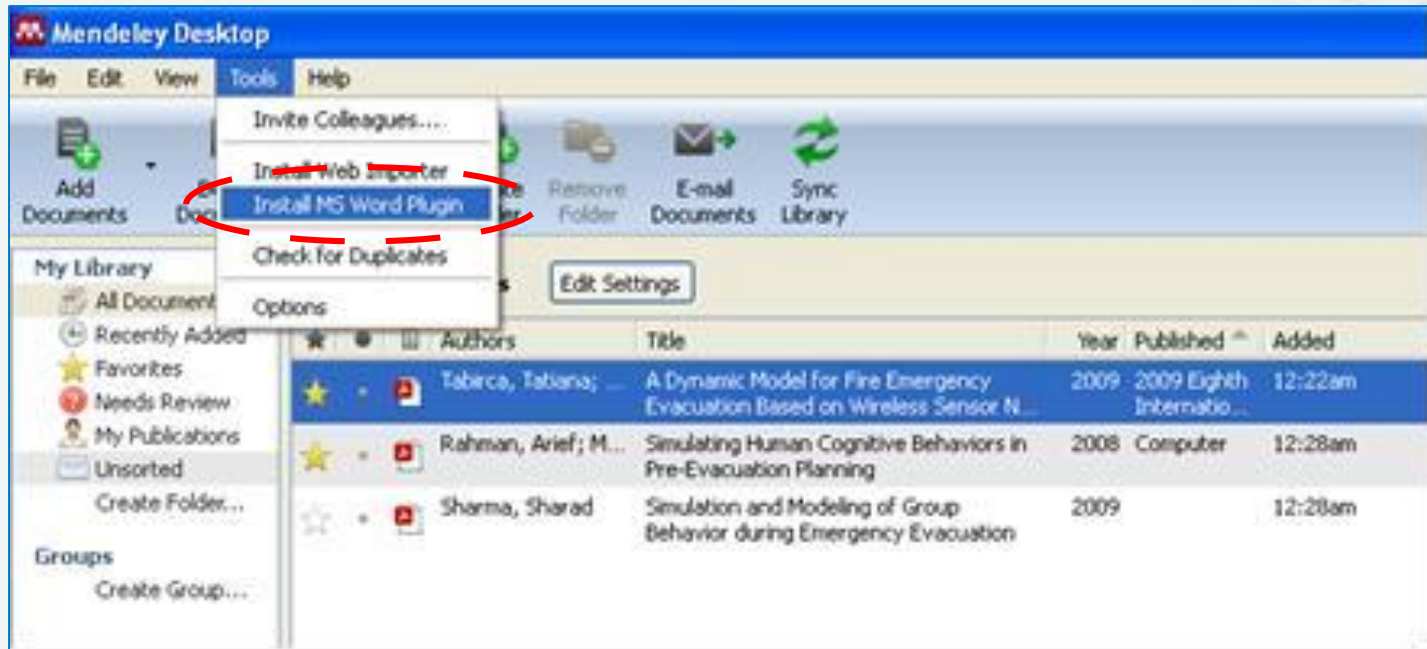
- Click "OK".
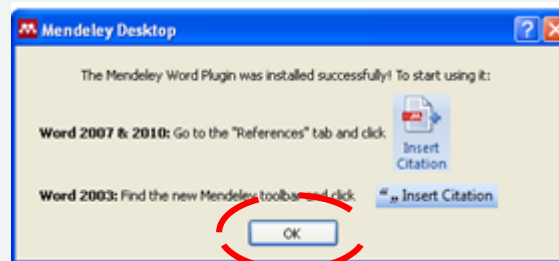
References & Bibliography

- At MS Word, at the end of any sentences that you want to insert citation,

  1) Click 'References'

  2) Click icon 'Insert Citation'

  3) Automatically open dialogue box appeared
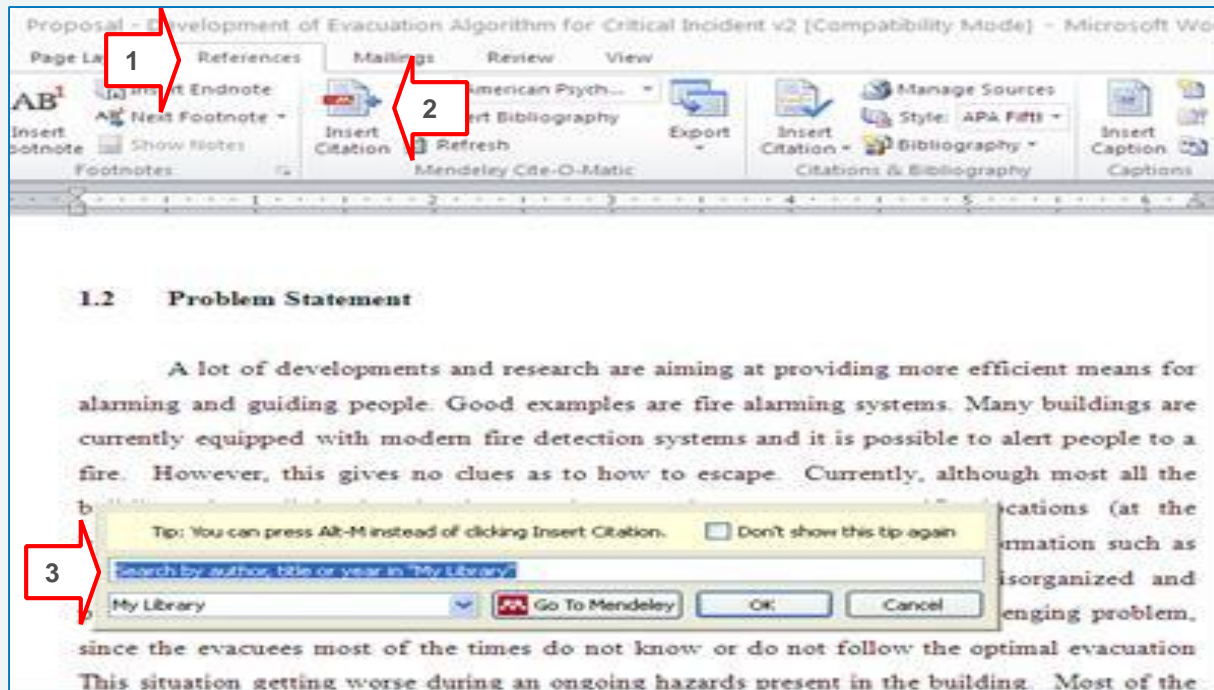
References & Bibliography

- Click 'Go To Mendeley'
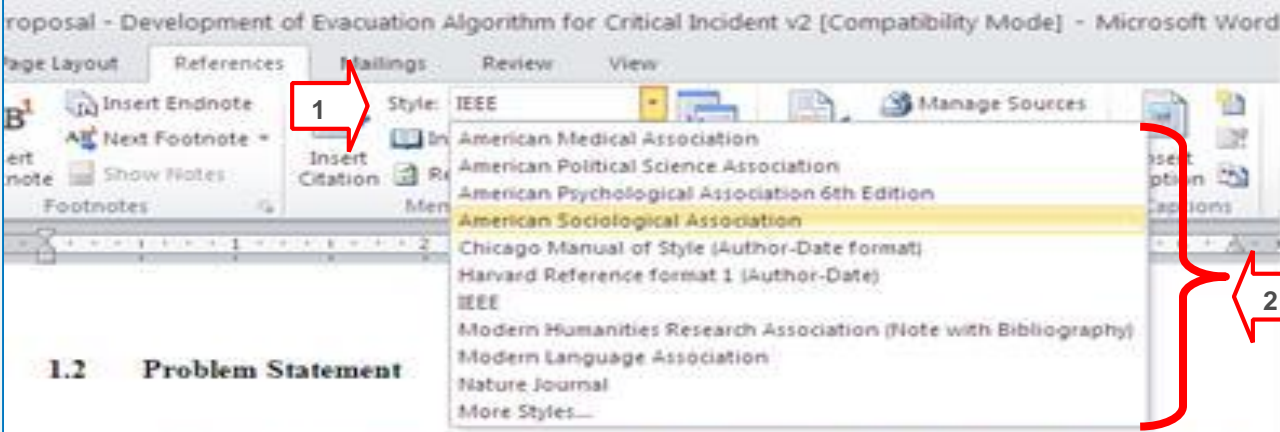
- Choose the correct references file and click the 'Send Citation to Word Processor' icon
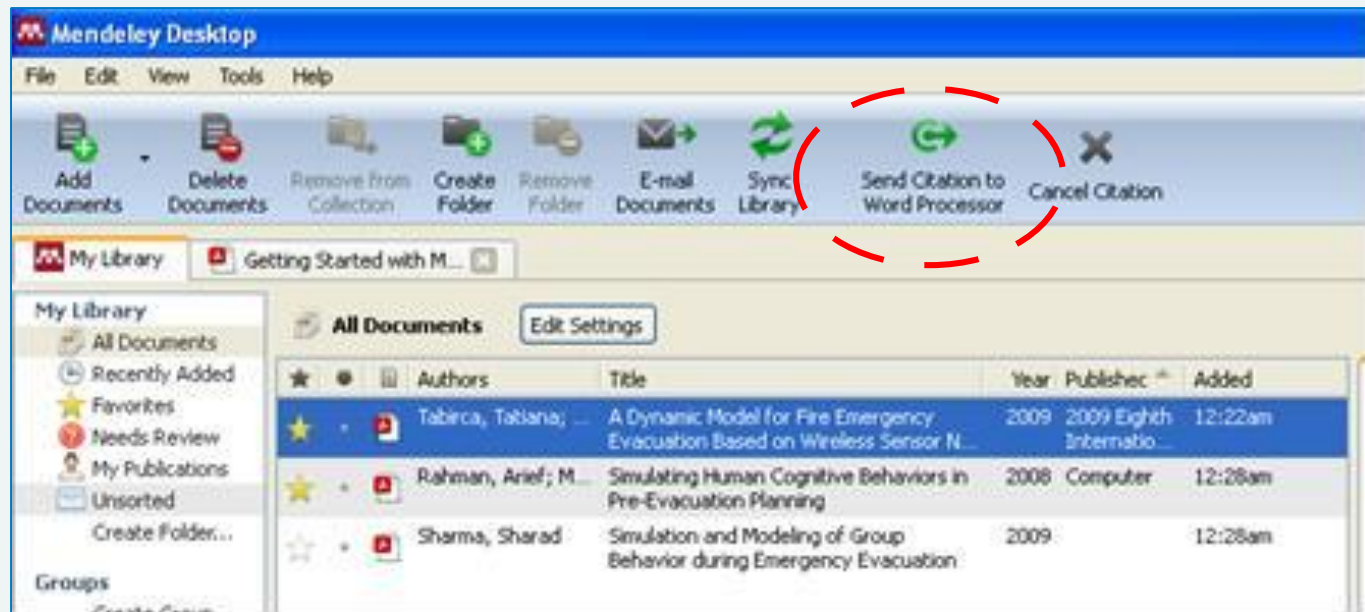
CHANGE CITATION FORMAT

- Click 'Reference' > 'Style' > Choose University format

References & Bibliography

BIBLIOGRAPHY in MS WORD

- Click 'Insert Bibliography'

THANK YOU...

By Dr. Alaa Abdulhussein Jabbar Altaay