



THESIS FORMATTING WITH WORD

This course is suitable for researchers and academics who need to create more sophisticated and often lengthy documents. In this intermediate/advanced course we will look at working effectively with advanced paragraph formatting and productivity features like styles and themes which enable us to quickly style the document and produce hyperlinked tables of contents. We will also cover working with multiple sections, graphical components like charts and images, referencing tools and collaboration features like track changes.

Advanced Paragraph Formatting

- Managing line and paragraph spacing
- Custom bullets and multi-level lists
- Working with Indents
- Paragraph borders and colours
- Advanced pagination tools

Custom Tabs and Tables

- Adding and removing tab stops
- Working with the tab selector
- Creating customised tables

Custom Styles and Themes

- Working with built in styles and themes
- Creating and modifying styles
- Adding a Table of Contents

Graphic Components

- Working with Images, Icons and Shapes
- Adding Charts (Graphs)
- Creating a table of figures

Headers and Footers

- Creating custom headers and footers
- Working with logos and page numbers

Working with References

- Citations
- Footnotes
- Cross References
- Bookmarks & Hyperlinks

Columns and Sections

- Adding and removing section breaks
- Working with multiple columns

Collaborating in Word

- Comments and track changes
- Comparing and merging documents

Fields and Building Blocks

- Fields and Autotext
- Building Blocks