

# Format Tesis Menggunakan MS Word

1



جامعة تكنولوجى مارا  
UNIVERSITI  
TEKNOLOGI  
MARA

WAN ZUKI AZMAN  
WAN MUHAMAD

MZJ Formatting Team  
<https://www.facebook.com/groups/msword4thesis>

# MZJ Formatting Method

(one .dotx for many .docx)

**MOHD ZULI JAAFAR, PhD**

<https://w4thesisformatting.wordpress.com>

Time	Items
<b>9.00 – 10.30 am</b>	Introduction – Why MS Word? MZJ Formatting Method: MS Word Templates (.dotx and .dotm) Step 1: PC Setting Step 2: Template.dotx and styles utilities
<b>10.30 – 11.00 am</b>	Break
<b>11.00 am – 1.00 pm</b>	MZJ Formating strategies: Draft mode setting Step 3: Format the body
<b>1.00 – 2.20 pm</b>	Lunch
<b>2.30 – 5.00 pm</b>	Step 4: Format the TOC and Table of figures

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01/11/2018

# MZJ four formatting steps

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1. Set your PC for serious work
2. Understand the template.dotx and style
3. Format the body of your thesis
4. Use full content on Template cover to cover

# What is Large Document?

4

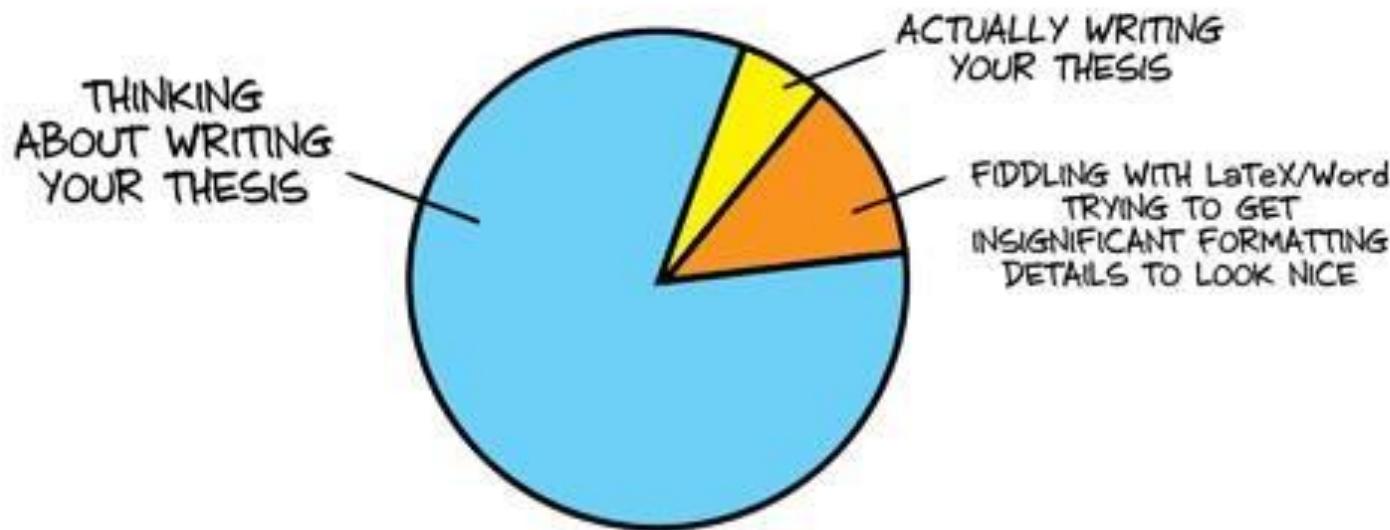
When you have more than one page and more than one styles/format.

1. Thesis
2. Report
3. Dissertation
4. Book
5. Examination papers
6. Journal
7. Chapters in Book

# Is this true?

5

## WRITING YOUR THESIS:



JORGE CHAM © 2015

WWW.PHDCOMICS.COM

# TIGA PERKARA YANG DIBAWA SELEPAS MATI

6

Dari Abu Hurairah (r.a.) bahawa Nabi Muhammad s.a.w bersabda:

“apabila seorang anak adam mati putuslah amalnya kecuali **tiga** perkara **sedekah jariah, ilmu yang memberi manfaat kepada orang lain dan anak yang soleh** yang berdoa untuknya”

(Hadith sahih - riwayat muslim dan lain-lainnya)

**Pada hari itu (**kiamat**)  
tidaklah berguna  
harta & keturunan  
melainkan bagi orang yang  
menghadap Allah dengan  
hati yang selamat.**

**(QS. Asy-Syu'araa' : 88-89)**

1. Use template.dotx to format thesis.docx
2. Developer Tab
3. Style Pane button and Style Pane Area
4. SHIFT+ENTER
5. Paragraph Marks button
6. Clear Formatting button
7. Back and Forward button
8. Draft and Outline Mode Formatting

# I will share my 9 years experience..

9

1. Facilities in MS Word for thesis writing
2. Including...*Document Map(Word2007) or Navigation Pane(Word 2010)*
3. However, there are lots of facilities in Word can be used to make writing easy
4. ***MS Word for Thesis*** Workshop is one of its kind in Malaysia
5. Common training for Graduates and Postgraduates in many foreign universities

# Ideas from University of Bristol

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**MZJ  
Formatting Method  
Since 2011**



**Template.dotx**



**Thesis.docx**

# Where is Malaysian University?

11

## QS WORLD UNIVERSITY RANKINGS 2018 MALAYSIAN OVERVIEW

2018	2017	Institution Name
114	133	UNIVERSITI MALAYA (UM)
229	270	UNIVERSITI PUTRA MALAYSIA (UPM)
230	302	UNIVERSITI KEBANGSAAN MALAYSIA (UKM)
253	288	UNIVERSITI TEKNOLOGI MALAYSIA (UTM)
264	330	UNIVERSITI SAINS MALAYSIA (USM)
601-650	601-650	UNIVERSITI TEKNOLOGI PETRONAS (PETRONAS)
701-750	601-650	INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)
701-750	701+	UNIVERSITI UTARA MALAYSIA (UUM)
751-800	701+	UNIVERSITI TEKNOLOGI MARA (UITM)

Source: QS Quacquarelli Symonds 2004-2018 [www.TopUniversities.com](http://www.TopUniversities.com)

INFOGRAPHIC NST



# Resources

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1. Blog
2. facebook.com/groups
3. facebook page
4. openlearning.com
5. telegram.me

# Me and you

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**Support your friends. Listen to their ideas. Go to their events. Share their post. Celebrate in their victories and remind them of their importance after their failures. A little support can go a very long way in someones life.**

# Course Aims

14

1. To use techniques in MS Word that save time (and money).
2. To ensure the quality of the presentation of a thesis/dissertation by standardizing its format and layout.
3. To produce the thesis based on the requirement as given by Postgraduate Office/Dean office.

# At the end of the workshop

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1. Use dotx for your docx
2. Publish your examination paper/thesis/dissertation/report in one single document in pdf.

# Materials for workshop

16

1. Slides
2. References and Notes
3. Thesis template.dotx
4. Simulation files
5. Real case study : Your Thesis

# Systems management

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1. Use original software
2. Repair/Update your MS Office
3. Update your Windows
4. Defragmentation your drive
5. Repeat step 2 to 4 once a month
6. Setup Backup facilities

# Introduction - Why MS Word?

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1. Who is your supervisor?
2. Why only one thesis?
3. Experience as a supervisor
4. Who is your audience?
5. When to start writing and combining all chapters into one file?
6. Why this workshop is important before start PhD?
7. Why MS Office?
8. =rand()

# Step 1



SET YOUR PC  
FOR FORMATTING  
*ADVANCED IDEAS*

# MZJ Formatting Method- Setting

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- MS Office 2010, 2013, 2016
- Windows 7, 8 and 10
- Word option
- Developer tab
- Style pane and Style pane area
- Navigation pane
- Clear formatting
- Multilevel list
- Paragraph marks
- Ruler
- Text boundary
- Back and forward button

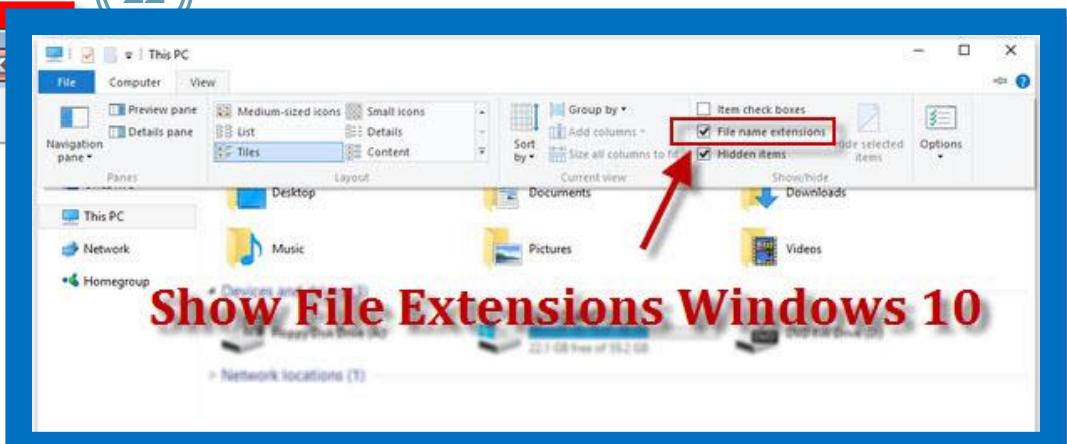
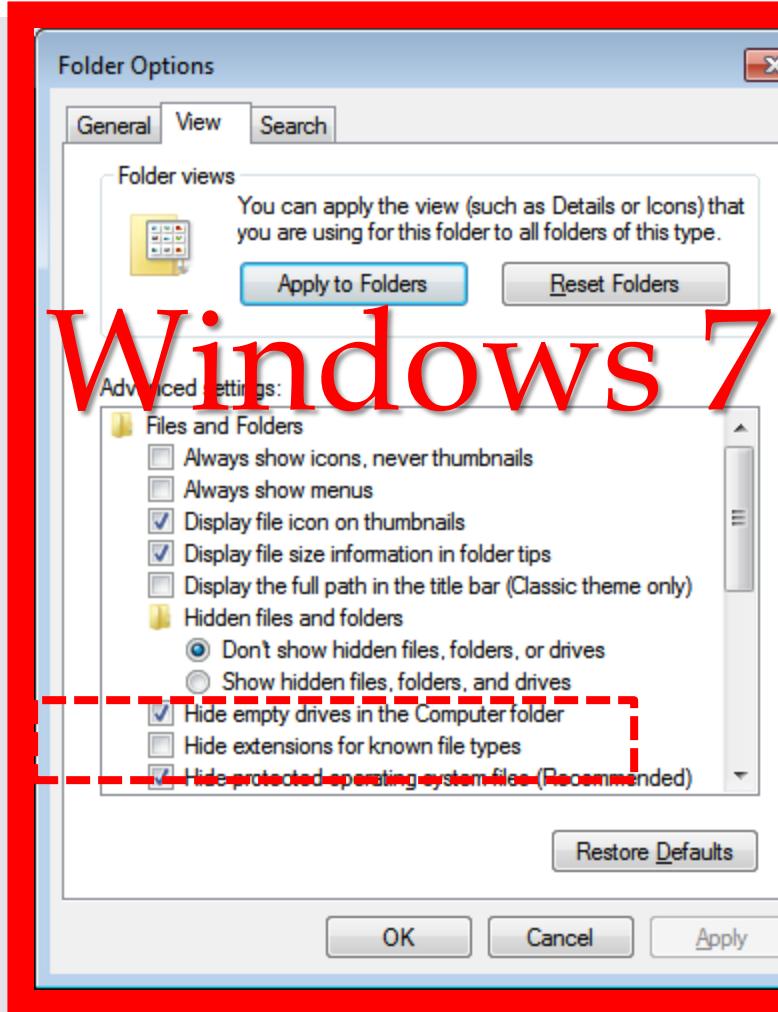
# One .dotx for many .docx®

*this is MZJ original idea*

Name	Type
CHAPTER1.docx	Microsoft Word Document
CHAPTER2.docx	Microsoft Word Document
CHAPTER3.docx	Microsoft Word Document
CHAPTER4.docx	Microsoft Word Document
CHAPTER5.docx	Microsoft Word Document
MergeThesis.docx	Microsoft Word Document
UiTMThesisVer1a2010X5.dotx	Microsoft Word Template

# To show file extension, W7 and W10

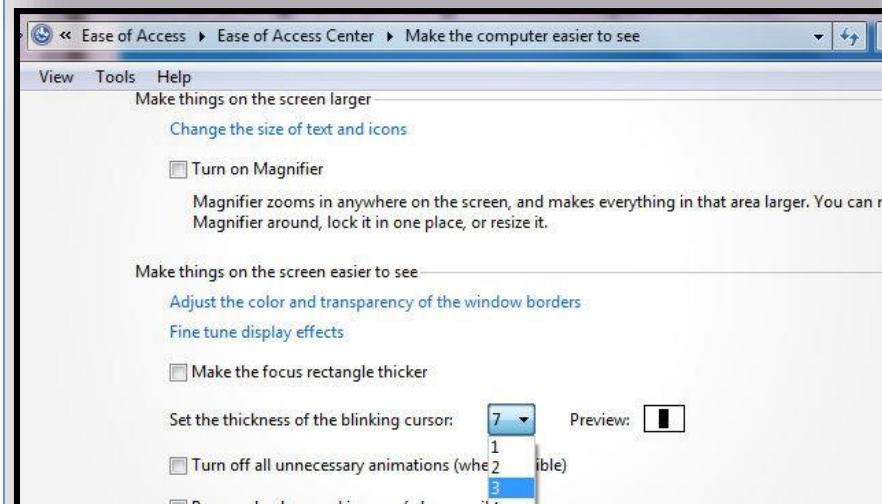
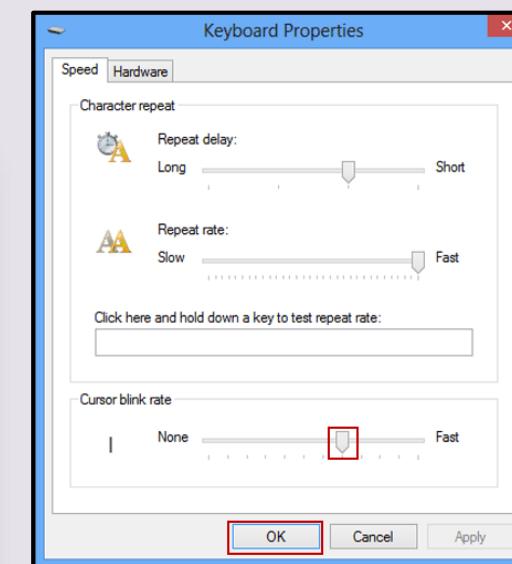
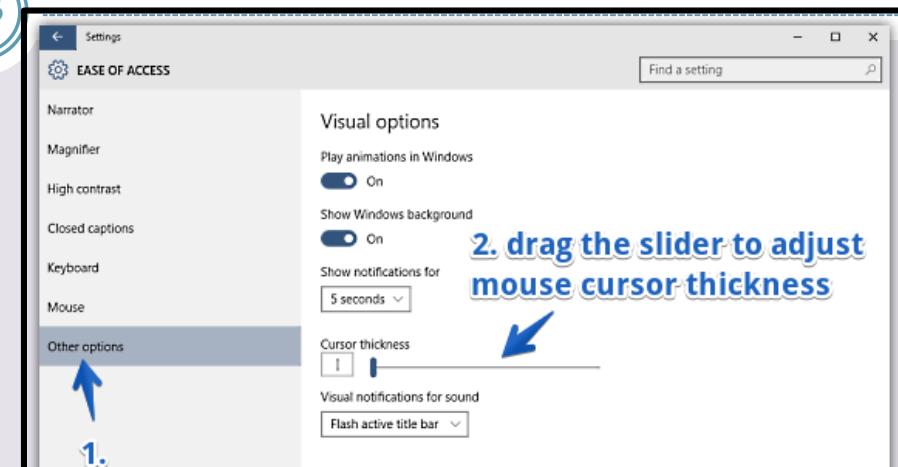
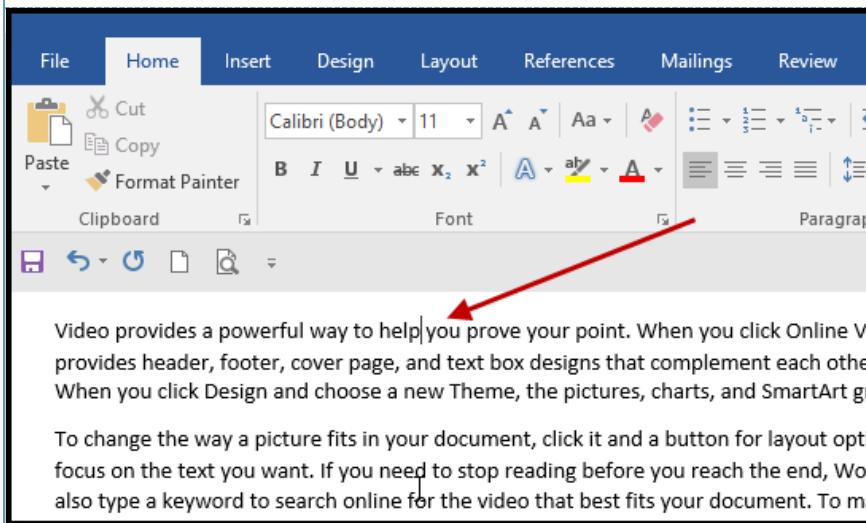
22



TemplateZuli2.dotx	Microsoft Word Template
Backup of TemplateZuli2.wbk	Microsoft Word Backup Document
HOUSE FOR RENT.pptx	Microsoft PowerPoint Presentation
surat dentist.docx	Microsoft Word Document
Backup of introduction.wbk	Microsoft Word Backup Document
introduction.docx	Microsoft Word Document
Doc4.dotx	Microsoft Word Template
Backup of Doc4.wbk	Microsoft Word Backup Document
ReferencesFadhilah.docx	Microsoft Word Document
line 1.PNG	ACDSee Photo Manager 12 PNG Image
Preface.dotx	Microsoft Word Template

# Where is my cursor?

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# Basic setup

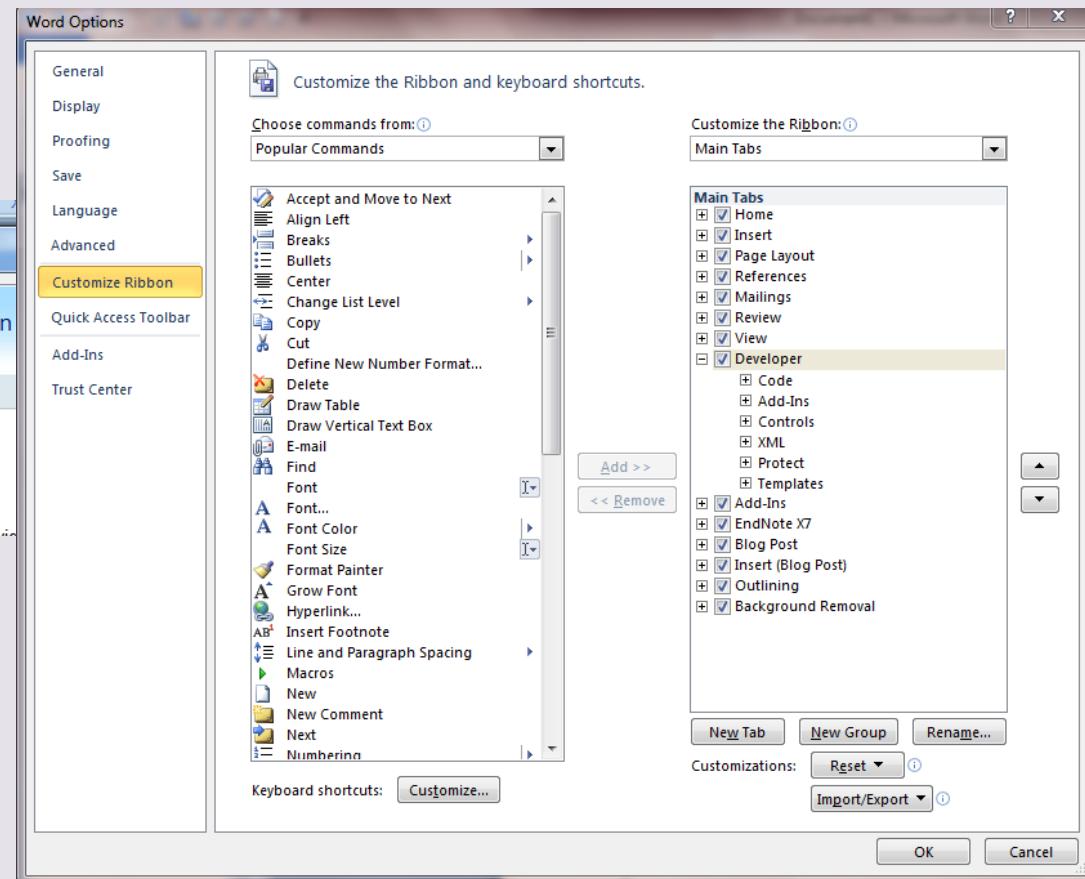
24

This screenshot illustrates a Microsoft Word document titled "MyThesis.docx" with a main heading "CHAPTER 1" and a sub-section "INTRODUCTION". The document contains several paragraphs of text, some of which are formatted as headings (e.g., "1.1", "1.1.1", "1.1.1.1"). A green arrow points from the "CHAPTER 1" heading to a table of contents on the left, which lists "CHAPTER 1 INTRODUCTION" and its sub-sections. Another green arrow points from the "INTRODUCTION" section to a "Table 1.1" mentioned in the text. A yellow arrow points to a "caption" below the table. The Word ribbon at the top shows tabs like Home, Insert, Page Layout, etc. A floating "Style pane activator" window on the right displays a list of styles including "CHAPTER 1 Heading 1", "1.1 Heading 2", "1.1.1 Heading 3", and "1.1.1.1 Heading 4". The status bar at the bottom provides information about the document's page count and file type.

# Developer tab - find it

25

To use the template (Filename.dot or Filename.dotx)



# Extremely important Button

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Information about U  
C:\Users\End User\Desktop\TOSHI

Permissions  
Anyone can o

Protect Document

Check for Issues

Prepare for S  
Before sharing

- Document
- Footers
- Character
- Custom X
- Content t

Versions  
There are

Abstract text

Show Preview

Disable Linked Styles

A **UiTM**  
**B THESIS TITLE**  
**C STUDENT'S NAME**  
**C2 STUDENT'S NAME**  
**D Month Year Cover**  
**D PhD/Masters**  
**E Thesis Submitted**  
**F Master of Science/PhD**  
**G PhD,Faculty**  
**G2 Month Year**

Options...

MS Word for Thesis (UiTM FKE PP)

# Word Option – To set your PC for formatting

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The screenshot shows the Microsoft Word ribbon interface. The 'File' tab is selected, displaying options like Save, Save As, Open, Close, and recent documents. A large blue arrow points from the 'File' tab down towards the 'Options' button. The 'Word Options' dialog box is overlaid on the ribbon. The 'General' tab is selected in the left sidebar. The right pane contains various settings: 'User Interface options' with checkboxes for 'Show Mini Toolbar on selection' and 'Enable Live Preview', and dropdowns for 'Color scheme: Blue' and 'ScreenTip style: Show feature descriptions in ScreenTips'; 'Personalize your copy of Microsoft Office' with fields for 'User name: Mohd Zuli Toshiba' and 'Initials: MZJ'; and 'Start up options' with a checkbox for 'Open e-mail attachments in Full Screen Reading view'. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

# Style Option - To set you template

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The diagram illustrates the Microsoft Word Styles pane and its configuration options. A large blue arrow points from the bottom right towards the Styles pane, which is highlighted with a red border. The Styles pane lists various built-in styles: Copyright2016MZJaafar, A UiTM, B THESIS TITLE, C STUDENT'S NAME, C2 STUDENT'S NAME, D Month Year Cover, D PhD/Masters, E Thesis Submitted, F Master of Science/PhD, G PhD,Faculty, and G2 Month Year. Below the list, there is an 'Abstract text' section. Two smaller windows are shown: 'Style Pane Options' (also with a red border) and 'Styles' (with a red border). The 'Style Pane Options' window contains settings for 'Select styles to show' (set to 'Recommended'), 'Select how list is sorted' (set to 'As Recommended'), 'Select formatting to show as styles' (checkboxes for 'Paragraph level formatting', 'Font formatting', and 'Bullet and numbering formatting' are unchecked), 'Select how built-in style names are shown' (checkboxes for 'Show next heading when previous level is used' and 'Hide built-in name when alternate name exists' are checked), and 'Only in this document' (radio button selected). The 'Styles' window shows the same list of styles as the main pane, with a red border around the entire window.

Style Pane Options

Select styles to show:  
Recommended

Select how list is sorted:  
As Recommended

Select formatting to show as styles:  
 Paragraph level formatting  
 Font formatting  
 Bullet and numbering formatting

Select how built-in style names are shown  
 Show next heading when previous level is used  
 Hide built-in name when alternate name exists

Only in this document  New documents based on this template

OK Cancel

Show Preview  
Disable Linked Styles

Options...

Styles

Clear All

Copyright2016MZJaafar

A UiTM

B THESIS TITLE

C STUDENT'S NAME

C2 STUDENT'S NAME

D Month Year Cover

D PhD/Masters

E Thesis Submitted

F Master of Science/PhD

G PhD,Faculty

G2 Month Year

Abstract text

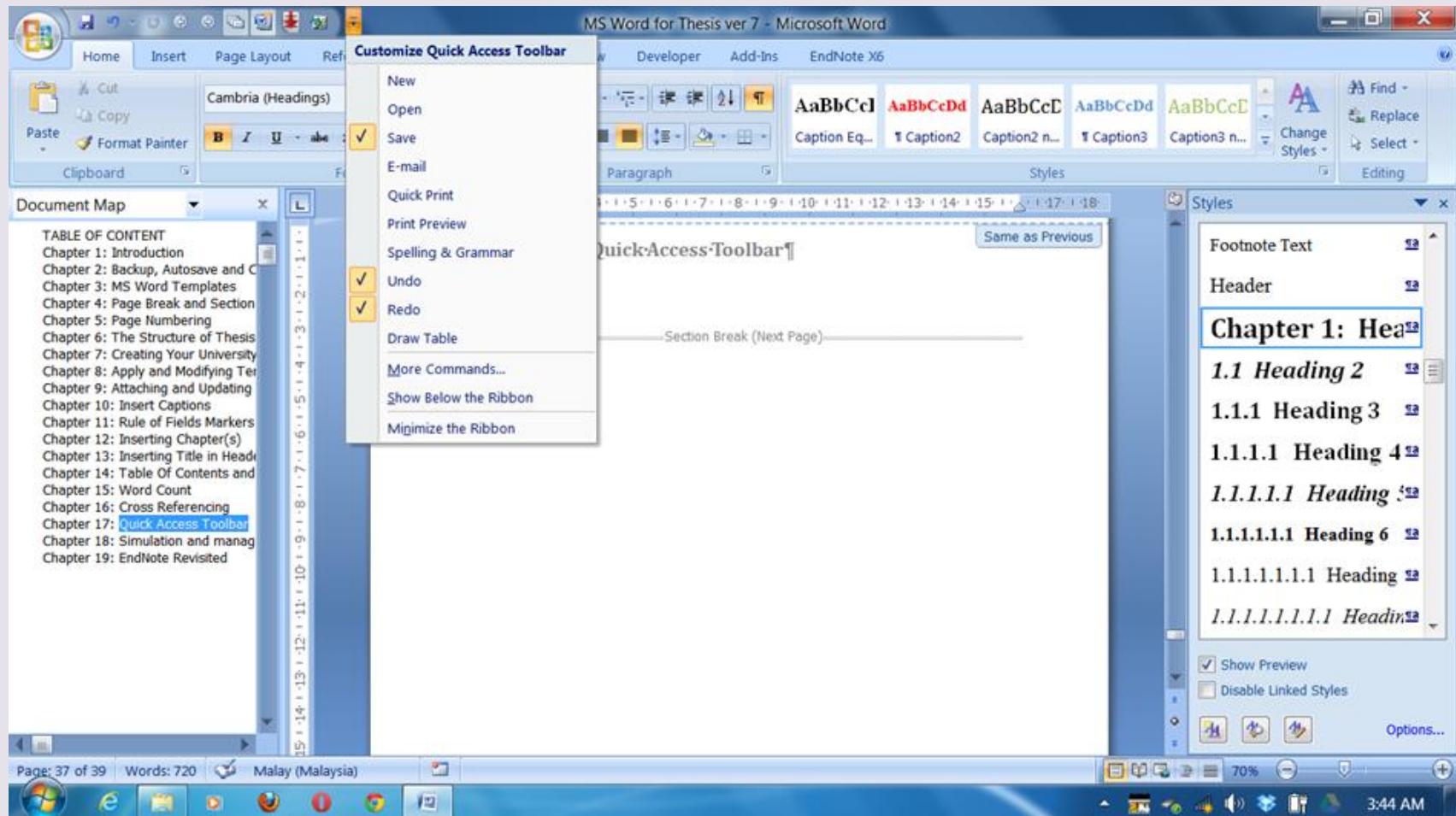
Show Preview  
Disable Linked Styles

Options...

MS Word for Thesis (UiTM FKE PP)

# Quick Access Toolbar and Shortcut Key

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# Backup, Autosave and Cloud Storage

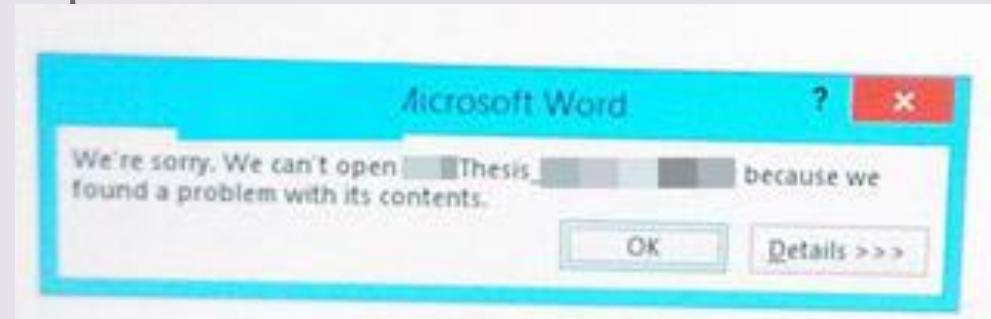
30

## 1. Don't invite disaster to come

- a) My doc is missing!
- b) Unable to open, corrupted!

## 2. Solution

- a) Auto save
- b) Backup
- c) Buy more high quality hard disk
- d) Google Drive, DropBox, Box etc.
- e) Use Backup software ie Cobian Backup
- f) [http://download.cnet.com/Cobian-Backup/3000-2242\\_4-10071828.html](http://download.cnet.com/Cobian-Backup/3000-2242_4-10071828.html)



# Step 2



UNDERSTAND  
TEMPLATE.DOTX

Simulation 4a

Style and Template.dotx

# MZJ Formatting Method - .dotx and styles

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## PREFACE (ROMAN)

Titles

Paragraph

Text in Table

TOC

Table of Figures

## BODY (ARABIC)

Chapter Title

Paragraph

Caption : Tables, Figure, Plates,  
Equation

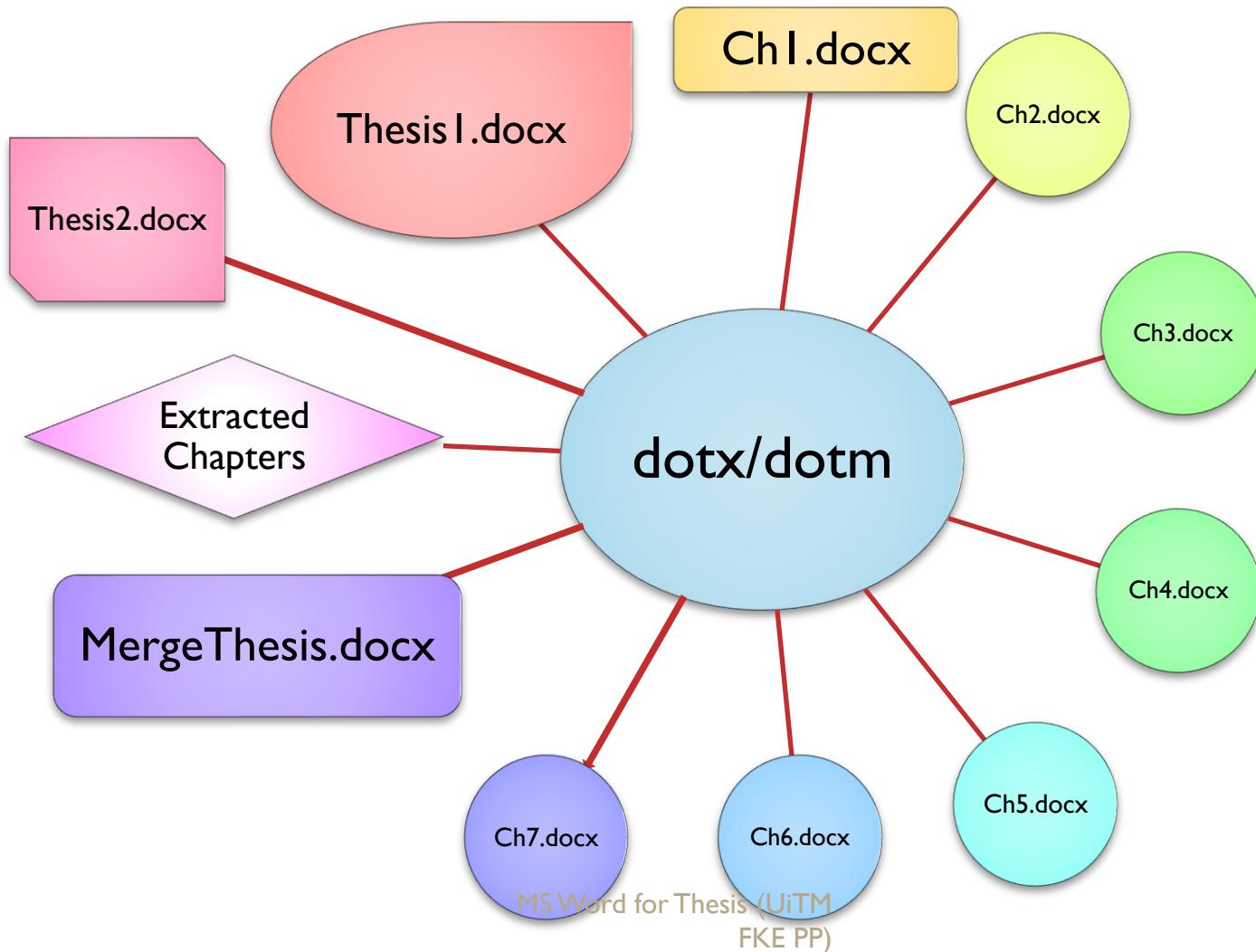
Quotation

Text in Table

Text in flow chart

# One .dotx for many .docx

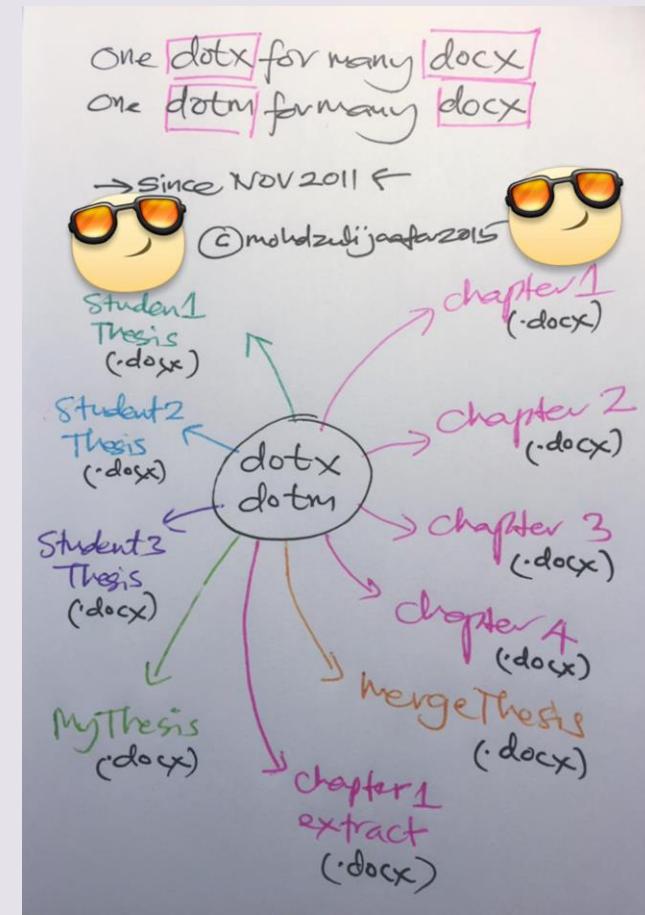
©MZJFromattingMethod2011



# MS Word Templates.dotx

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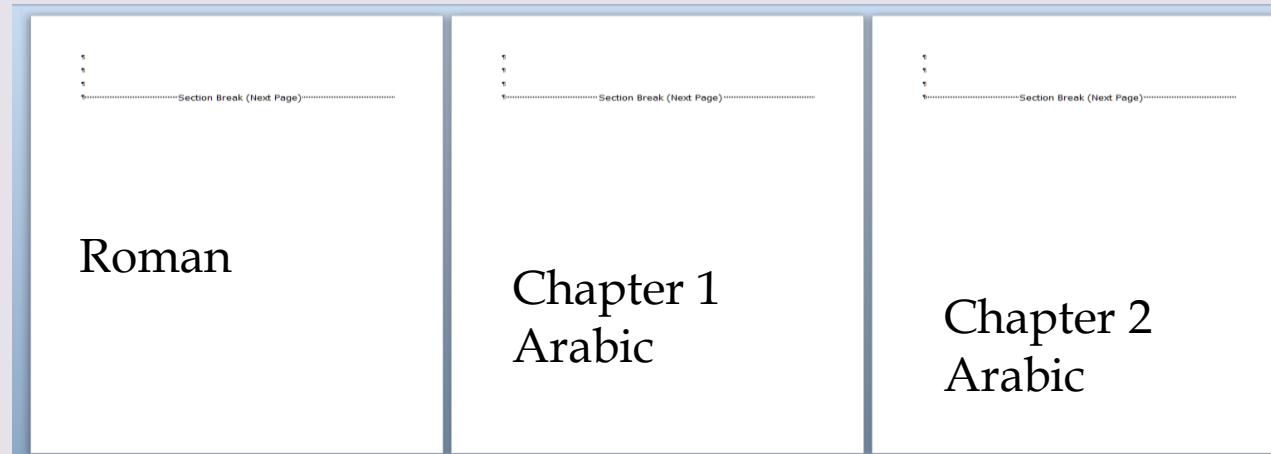
1. Will manage all important format used regularly
2. Have to attach it to our .docx files
3. Find developer tab and attach the template
4. Or you may transfer all your writing into new files while this template is on the background



# The Structure of The Thesis/Report

35

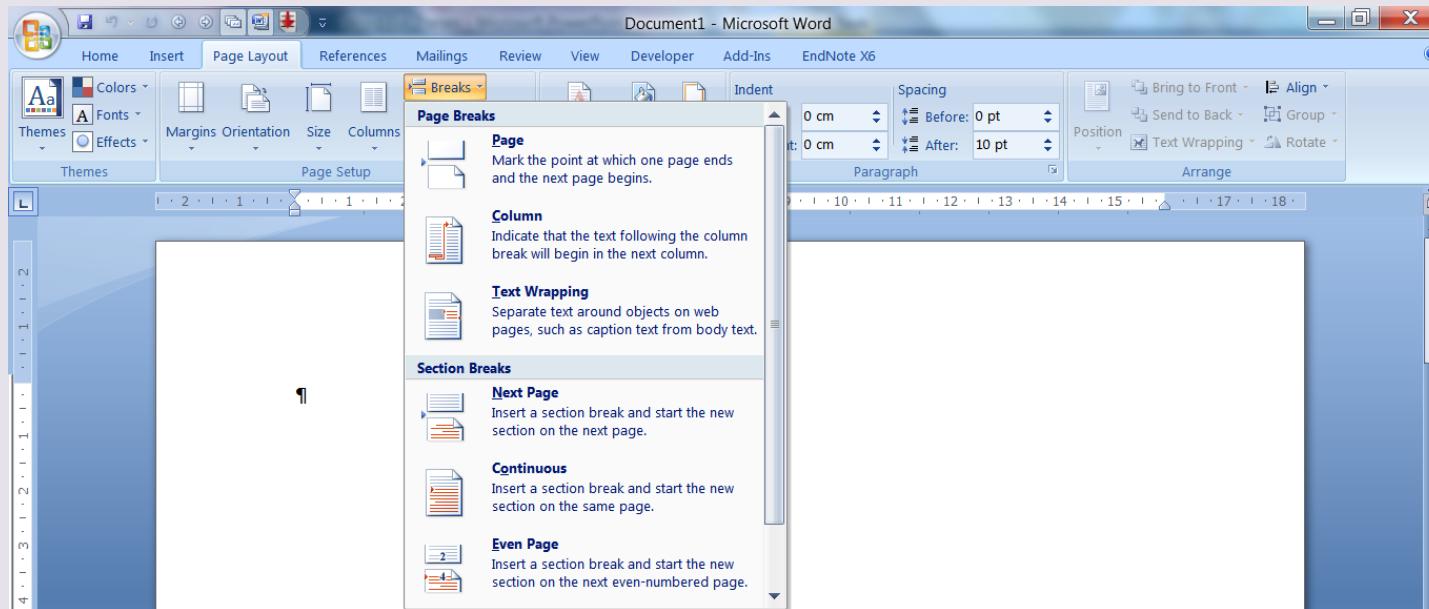
1. Roman pages: Preface
2. Arabic pages: Body



# Splitting Roman and Arabic numbers

36

1. Look at the structure of the thesis
2. When to use **Page Layout**, **Page Break** and **Section Break**
3. Where to Insert page number



# Indent, Hanging, Spacing

37

## first line



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

## tabs

1.2 → To change the overall look of your document, choose new Theme elements on the Page Layout tab.

1.2 → To change the overall look of your document, choose new Theme elements on the Page Layout tab.

## hanging

# COMPATIBILITY MODE!

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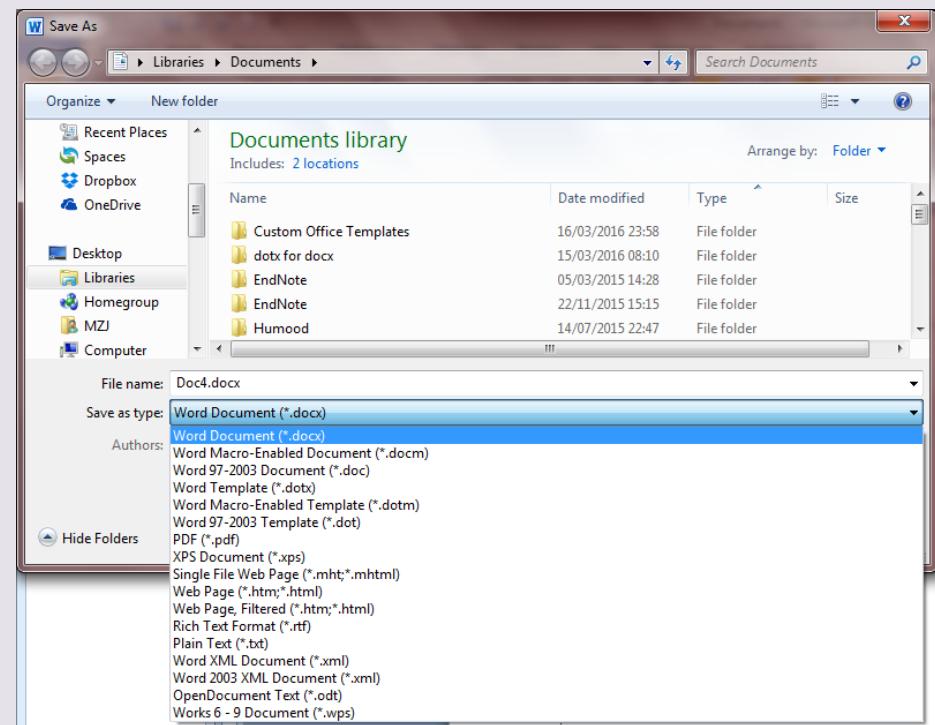
1. THIS WILL STOP the FULL FUNCTION OF Template.dotx
2. PLEASE “CONVERT” BOTH Thesis.docx AND Template.dotx
3. <https://support.microsoft.com/en-my/kb/2117661>



# Why use MS Word Template(.dotx)?

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1. We use it for many years before start our PhD/Masters research
2. Almost all PCs have MS Office(Mac as well)
3. Many student graduated using MS Word for word processing
4. Four types of MS Word files
  - A. Failname.docx
  - B. Failname.dotx
  - C. Failname.docm
  - D. Failname.dotm



# Draft Mode Formatting®

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**mohdzulijaafar's formatting methods  
one .dotx for many .docx**

**style pane area** **style pane**

CHAPTER 1

INTRODUCTION

1.1 → CHEMOMETRICS AND PATTERN RECOGNITION

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Table 1.1:

Title is here

Caption,Caption for Table UIITM

Caption Figure

Caption for Figure UiTM

Caption text UiTM

Caption,Caption for Table UiITM

Emphasis

FIRST PAGE

Footer

Header

CHAPTER 1 HEADING

1.1 HEADING 2

1.1.1 HEADING 3

1.1.1.1 HEADING 4

1.1.1.1.1 HEADING 5

1.1.1.1.1.1 HEADING 6

a) Heading 7

i) Heading 8

# Using The Template

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MS Word for Thesis ver 4.docx - Microsoft Word non-commercial use

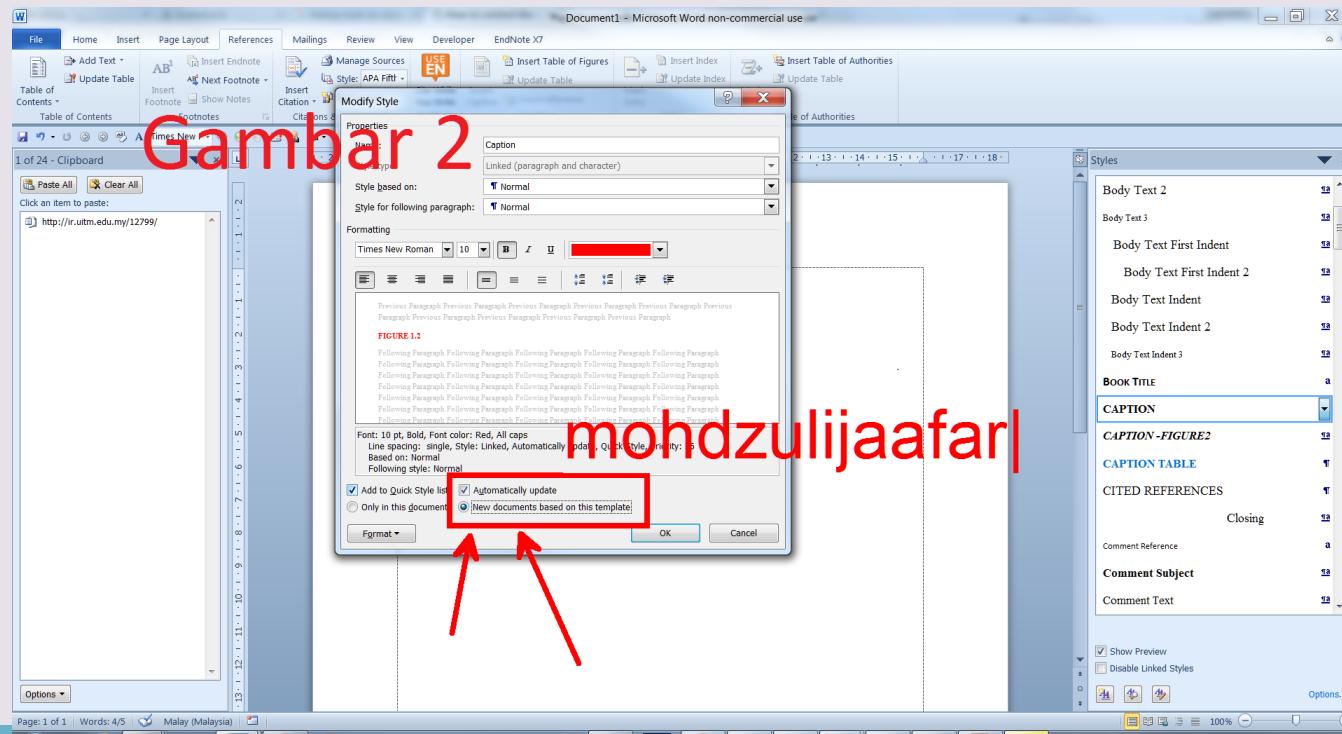
The screenshot shows the Microsoft Word interface with several open windows:

- Word ribbon:** File, Home, Developer, Insert, Page Layout, Developer, References, Mailings, Review, View, EndNote X6.
- Developer tab:** Record Macro, Pause Recording, Visual Basic Macros, Macro Security, COM Add-Ins, Properties, Design Mode, Schema, Structure, Transformation, Block, Restrict, Document, Document Panel, XML, Authors, Editing, Protect, Templates.
- Styles task pane:** Shows various styles like Caption for Figure, Caption Table, Caption Table1, Caption,Caption Equat, Default, Normal, Style Table Title, Table Name, Table Name1, No Spacing, Chapter 1: Heading 1.
- Navigation task pane:** Shows recent documents and locations.
- Attach Template dialog:** Shows the file path: IBU > Dropbox > UiTM IPSIS. It lists "APA Style for Table.dotx" as the selected template. A tooltip provides details: Type: Microsoft Word Template, Authors: MohdZuliDell, Size: 17.5 KB, Date modified: 7/3/2014 4:29 PM.
- Templates and Add-ins dialog:** Shows the "Document template" section with "Normal" selected. It has checkboxes for "Automatically update document styles" and "Attach to all new e-mail messages". The "Global templates and add-ins" section lists several EndNote templates, with "EndNote Cwyw.dotm" checked. A tooltip for this item shows: Full path: C:\...\EndNote Cwyw.dotm.

# Modifying, updating and saving the template

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1. Use the template given
2. You can modify and updating as you want
3. Don't forget:



# Style and template.dotx

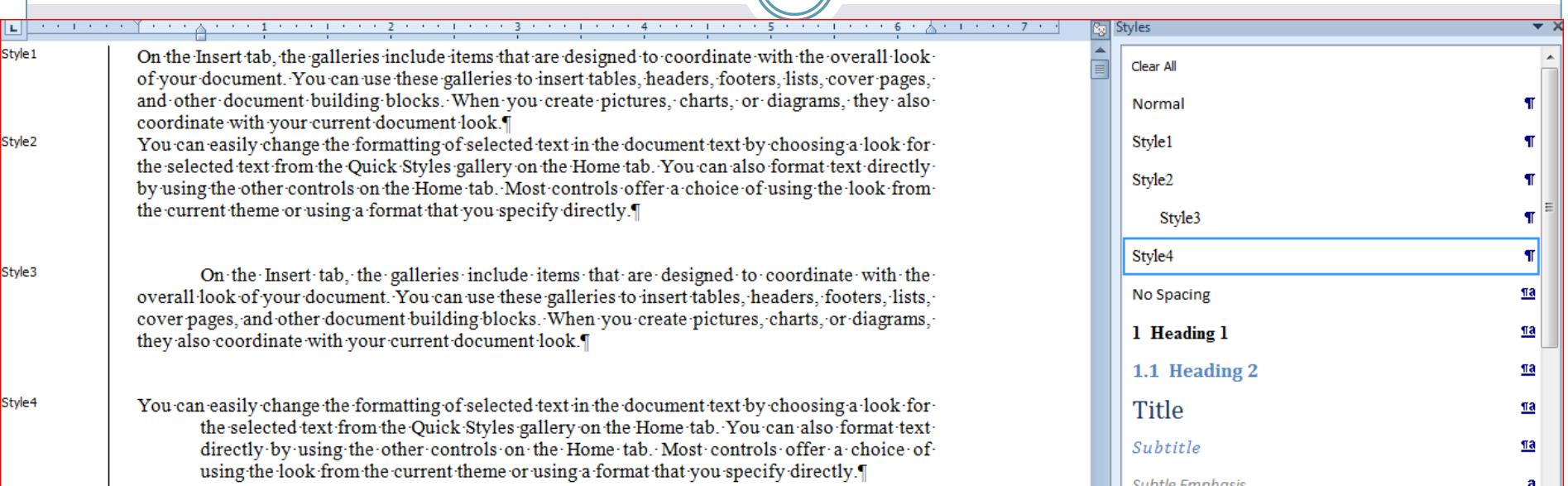
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On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document-building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document-building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

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# Step 3



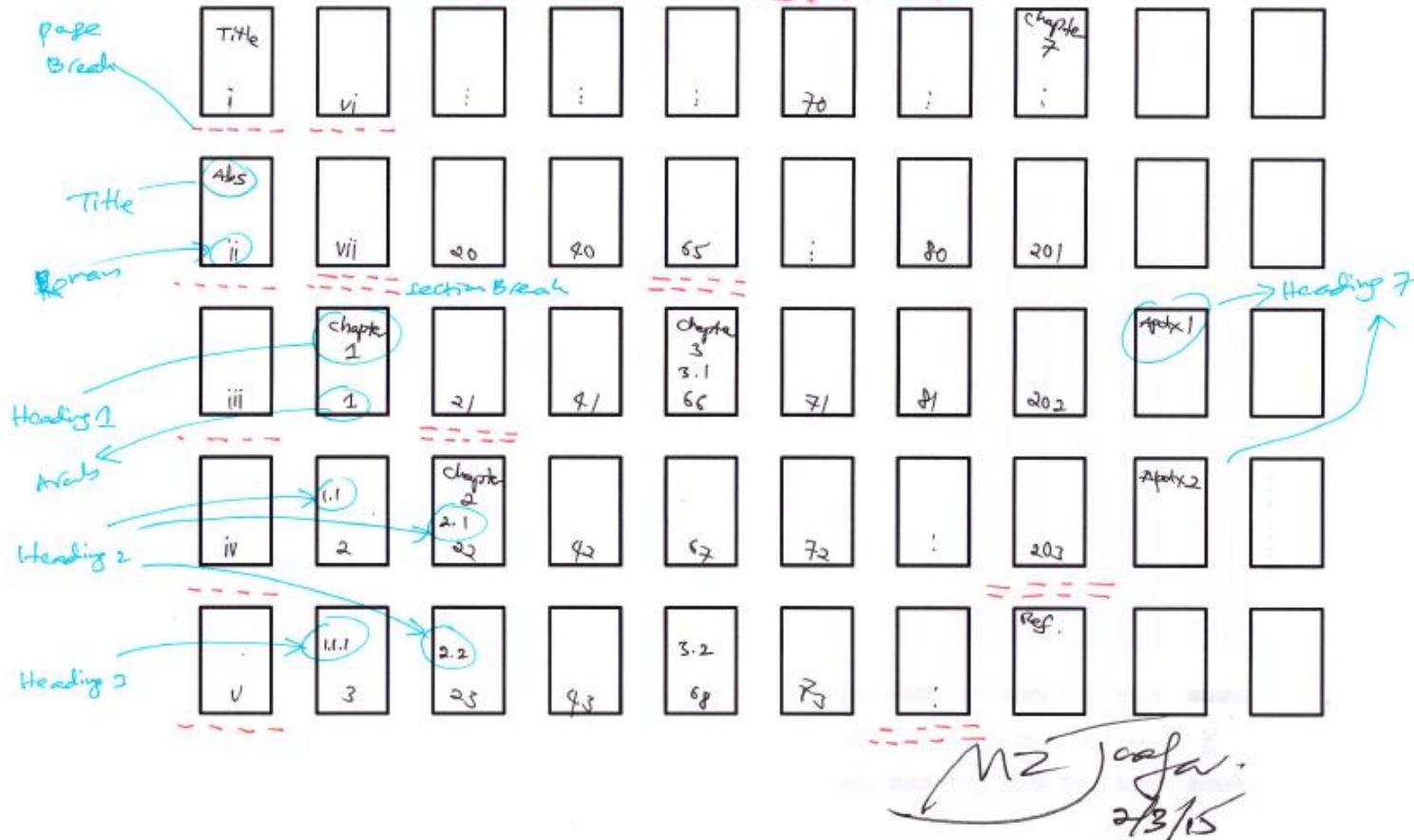
FORMAT THE BODY OF  
ZULI/YOUR THESIS

**Simulation 4b**

# Thesis Format Zoom out!

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dotx → docx



# Creating your university Template.dotx based on Thesis Guideline



The IPSis Dean has appointed me to prepare  
the template.dotx

**IT IS NOT THE STUDENT JOB**

# MZJ Formatting Method - Body

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1. Heading
2. Paragraph
3. Caption
  - a) Table
  - b) Figure
  - c) Equation
4. Table and Figure management
5. Quotation

# Format the Heading and Paragraph

48

The screenshot shows the Microsoft Word ribbon with the 'Styles' tab selected. On the left, a list of styles is displayed in a tree view:

- CHAPTER ONE HEADING 1** (selected)
- 1.1 HEADING 2,UiTM2**
- Do not use 1.1.1 Heading 3,DO NOT USE OR MODIFY OR EDIT** (highlighted in red)
- 1.1.1 Heading 4,UiTM3**
- 1.1.1.1 Heading 5,UiTM4**
- a) Heading 6
- i) Heading 7
- a. Heading 8
- i. Heading 9

On the right, a list of styles is shown in a grid format:

Normal UiTM Paragraph 1	¶
Normal UiTM Paragraph 1a	¶
Normal UiTM Paragraph 2b	¶
Normal UiTM Paragraph 3	¶
Normal UiTM Paragraph 4	¶
Normal,DO NOT USE OR MODIFY OR EDIT	¶
<i>Quote</i>	¶
<i>Quote2 UiTM</i>	¶
<i>Quote3 UiTM</i>	¶

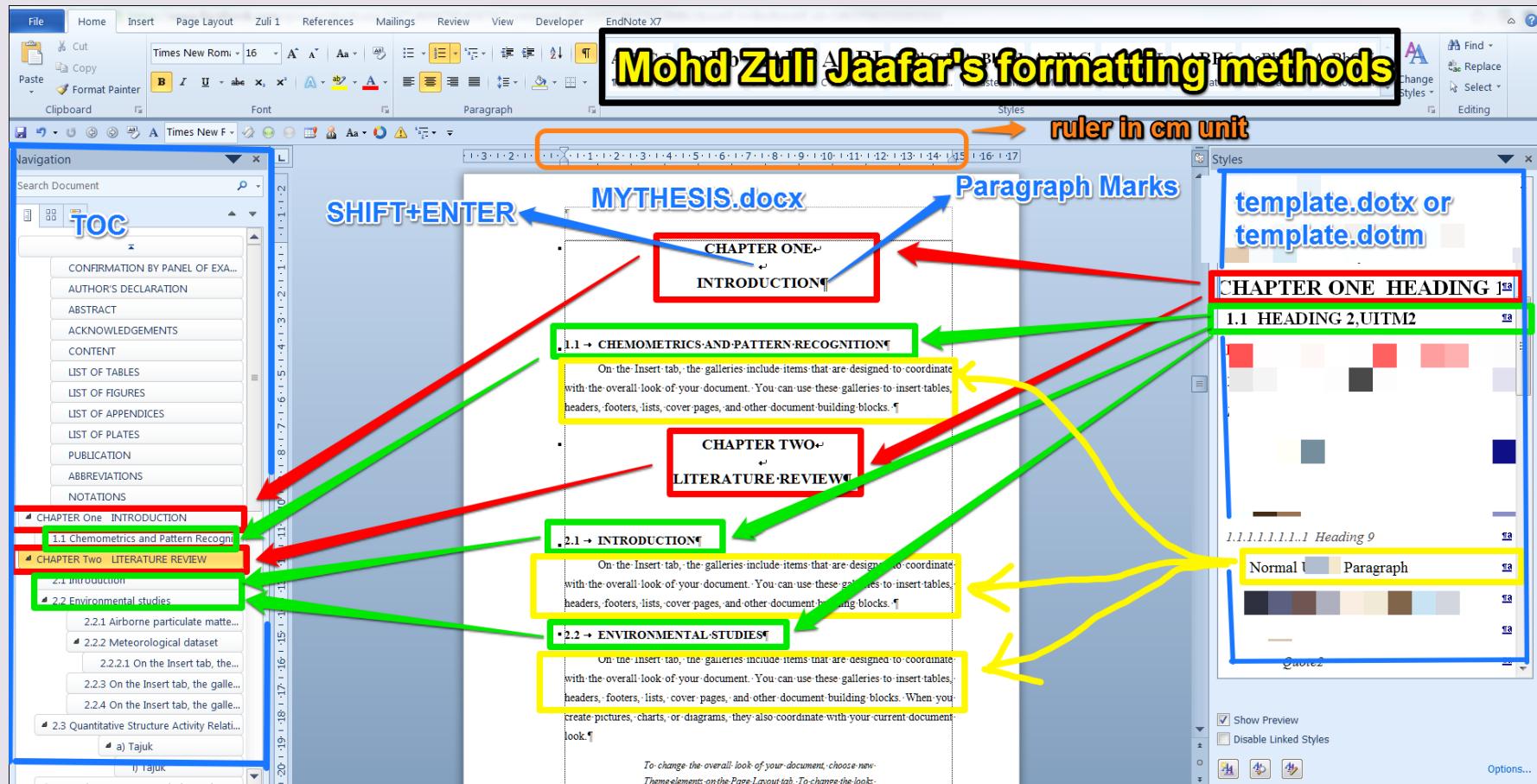
# MZJ'S formatting methods

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This screenshot illustrates Mohd Zuli Jaafar's formatting method in Microsoft Word. The interface shows a document titled "MyThesis.docx" with sections like "CHAPTER 1" and "INTRODUCTION". The ribbon menu is visible at the top, and the left pane displays a navigation tree for the thesis template. A red box highlights the "Theme font" button on the ribbon. The ruler on the left is labeled "Ruler". A red box highlights the "multilevel list" icon. Another red box highlights the "clear formatting" icon. A red box highlights the "Show paragraph marks" icon. A red box highlights the "style pane activator" icon. A red box highlights the "caption" icon. A red box highlights the "cross referencing" icon. A red box highlights the "to see the actual font" icon. A red box highlights the "show text boundaries" icon. A red box highlights the "Show Preview" checkbox in the style pane. A red box highlights the "Disable Linked Styles" checkbox in the style pane.

# MZJ'S formatting methods

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# MZJ'S formatting methods

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Document1 - Microsoft Word non-commercial use

Developer

Font

Paragraph

Navigation

Search Document

DEclaration  
ABSTRACT  
ABSTRAK  
ACKNOWLEDGEMENTS  
APPROVAL  
TABLE OF CONTENTS  
LIST OF TABLES  
LIST OF FIGURES  
LIST OF ABBREVIATION

CHAPTER 1 INTRODUCTION

1.1.1 Sub-headline 1  
1.1.2 Sub-subheading 2  
1.1.3 Sub-headline 2  
1.2 Sub-headline 3  
1.3 On the Insert tab, the galleries incl...  
1.4 You can use these galleries to inser...  
1.5 When you create pictures, charts, o...  
1.5.1 You can easily change the for...  
1.5.2 You can also format text direc...  
1.5.3 Sub-subheading 1  
1.5.4 Sub-subheading 2

CHAPTER 2 LITERATURE REVIEW

2.1 Sub-headline 1  
2.1.1 Sub-subheading

**Mohd Zuli Jaafar's formatting method**

style pane

- where you can see the content of .dotx or .dotm

- clicking this button will give you more freedom

for quick navigation and clear formatting

DEVELOPER TAB  
- to attach the template.dotx or template.dotm

CHAPTER 1  
INTRODUCTION

SHIFT+ENTER

most university want this style

- CHAPTER 1 and INTRODUCTION on the same line on TOC

- However, on the thesis they are on different line

template.dotx viewing options

Editing

Styles

Name of supervisory committee

CHAPTER 1 Heading 1,(SHIFT+ENTER)

1.1 Heading 2

1.1.1 Heading 3

Do not use 1.1.1.1 Heading 4

1.1.1.1 Heading 5

a) Heading 6

Show Preview

Disable Linked Styles

Options...

The screenshot shows a Microsoft Word document titled 'Document1'. The ribbon has the 'Developer' tab selected. The left sidebar shows a navigation pane with sections like DECLARATION, ABSTRACT, etc., and a table of contents pane with entries for CHAPTER 1 INTRODUCTION and CHAPTER 2 LITERATURE REVIEW. The main content area contains a section titled 'CHAPTER 1' followed by 'INTRODUCTION'. A green checkmark and arrows point to the 'CHAPTER 1' and 'INTRODUCTION' headings. Text at the bottom right says 'template.dotx viewing options'. The status bar at the bottom shows '1.1.1 → Sub-subheading 1'. A yellow box highlights the 'Developer' tab in the ribbon, and another yellow box highlights the 'Editing' button in the ribbon. A red box highlights the 'Navigation' button in the ribbon. A blue arrow points from the text 'for quick navigation and clear formatting' to the 'Navigation' button. A yellow arrow points from the text 'DEVELOPER TAB - to attach the template.dotx or template.dotm' to the 'Developer' tab. A green circle with a checkmark is placed over the 'CHAPTER 1' heading. A green circle with a checkmark is placed over the 'CHAPTER 1' entry in the table of contents. A green circle with a checkmark is placed over the 'CHAPTER 1' entry in the style pane. A green circle with a checkmark is placed over the 'CHAPTER 1' entry in the 'Name of supervisory committee' list. A green circle with a checkmark is placed over the 'CHAPTER 1' entry in the 'CHAPTER 1 Heading 1,(SHIFT+ENTER)' list. A green circle with a checkmark is placed over the 'CHAPTER 1' entry in the '1.1 Heading 2' list. A green circle with a checkmark is placed over the 'CHAPTER 1' entry in the '1.1.1 Heading 3' list. A red circle with a cross is placed over the 'Do not use 1.1.1.1 Heading 4' entry. A green circle with a checkmark is placed over the '1.1.1.1 Heading 5' entry. A green circle with a checkmark is placed over the 'a) Heading 6' entry. A yellow arrow points from the text 'most university want this style - CHAPTER 1 and INTRODUCTION on the same line on TOC' to the 'CHAPTER 1' and 'INTRODUCTION' headings. A yellow arrow points from the text 'However, on the thesis they are on different line' to the 'CHAPTER 1' and 'INTRODUCTION' headings. A yellow arrow points from the text 'template.dotx viewing options' to the 'Show Preview', 'Disable Linked Styles', and 'Options...' buttons in the ribbon.

# Format the Caption and text in Table

52

Caption for appendices	T
<i>Caption for Figure&amp;Plates UiTM</i>	ta
Caption for Table UiTM	ta
<i>Caption for Text in Figure&amp;Plates UiTM</i>	a
<i>Caption for Text in Table UiTM</i>	a
Caption,DO NOT USE OR MODIFY	ta
Picture in Table CENTRE	ta
Picture in Table CENTRE 2	ta
Picture location CENTER	ta
Caption for Equation UiTM	T
Caption for Equation UiTM 1	T
Caption for Equation UiTM 2	T

Table text 1

Table text 1 min size 9

Table text 1a

Table text 2

Table Text 2a

**Table text 3 left**

Table text 4

Table text 4a

**Table text 5 centre**

**Table text 5 centre2**

*Table text 6 source*

Table text 7

# Insert and format the captions

53

Table 4.1:

*Surface Area and Porosity of Bleaching Soil*

Chemical C Composition	Surface Area ( $\text{m}^2\text{g}^{-1}$ )	Porosity ( $\text{cm}^3\text{g}^{-1}$ )
Neutral clay	0.68	0.68
Bleaching clay (0.5 M $\text{H}_2\text{SO}_4$ )	0.80	0.80
Bleaching clay (1.0 M $\text{H}_2\text{SO}_4$ )	0.80	0.80

Note: Influence of the physical chemistry properties of an acid activated bentonite in the bleaching of olive oil. (Pradas et.al., 1993, p. 23)



→ put border

Plate 5.1: The view of the Tuanku Syed Sirajuddin Building,  
UiTM from the Dataran Tengku Fauziah

{ (Font size 11 and single  
spacing)}

LIST OF TABLES .....	XII
LIST OF FIGURES .....	XVI
PUBLICATION .....	XXII
ABBREVIATIONS .....	XXIII
NOTATIONS .....	XXV

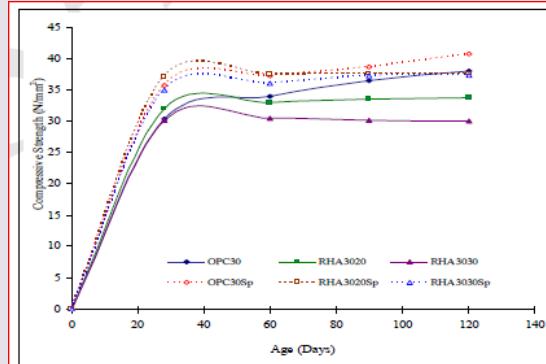


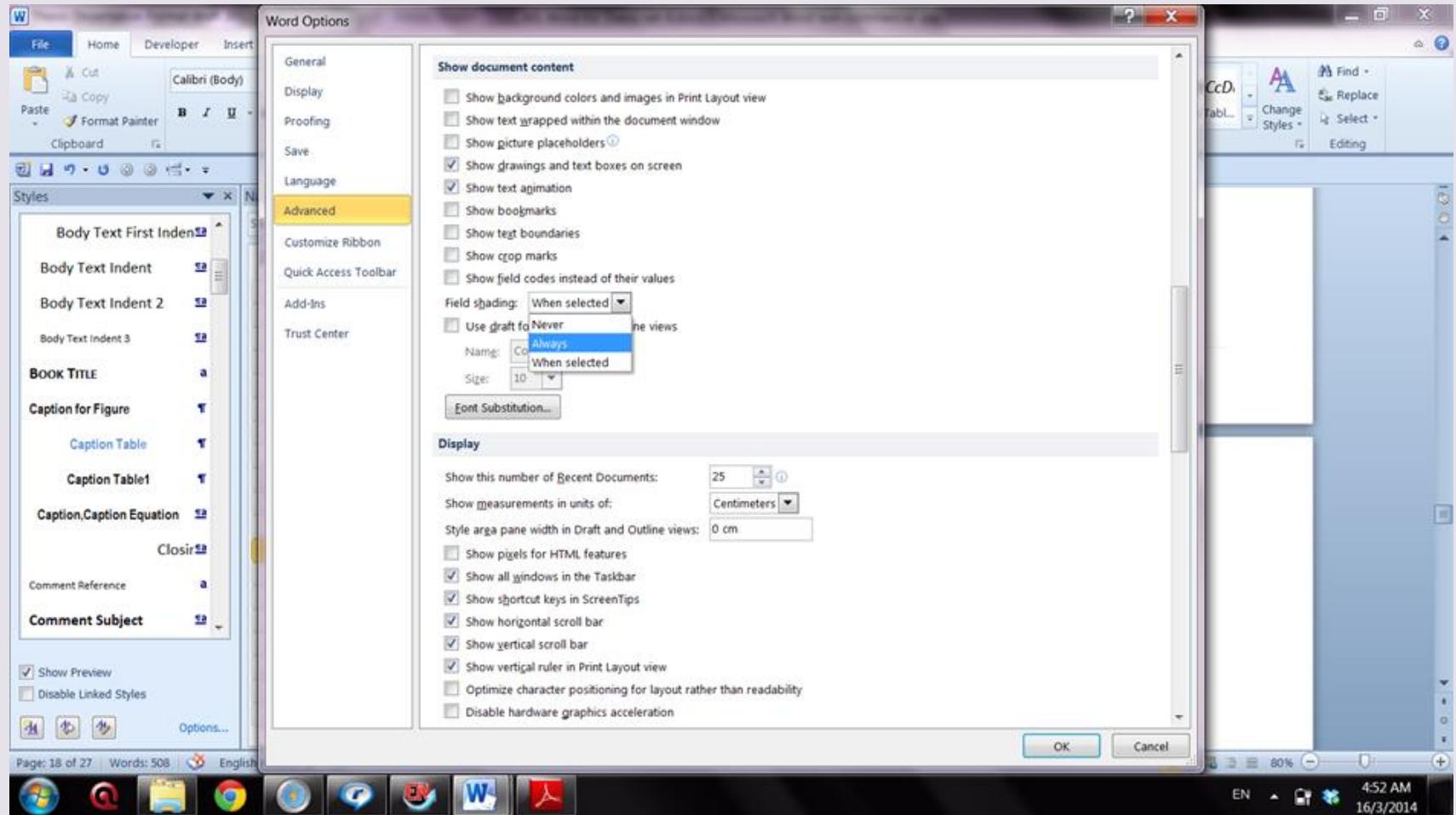
Figure 4.1: Compressive Strength of Rice Husk Ash (RHA) concrete of Grade 30

{ (Figure must be in  
closed box)}

{ (Font size 11, single  
spacing, no spacing  
between box and caption)}

# Rule of Fields Markers

54



# Rule of Fields Markers(cont.)

55

The detection limit (DL) was calculated according to the efficiency of the analytical technique and other defined parameters. When the concentration of elements is below the detection limit it was replaced by half of the limit of detection (LoD). The statistical information of APMs dataset for each batch are given in Table 2-1 and Figure 2-4.

Batch	No. of samples	Average per month	Percentage of LoD (Coarse APM)	Percentage of LoD (Fine APM)
1	100	8 samples	1.70%	6.48%
2	102	9 samples	9.29%	9.09%
3	176	9 samples	2.65%	4.34%

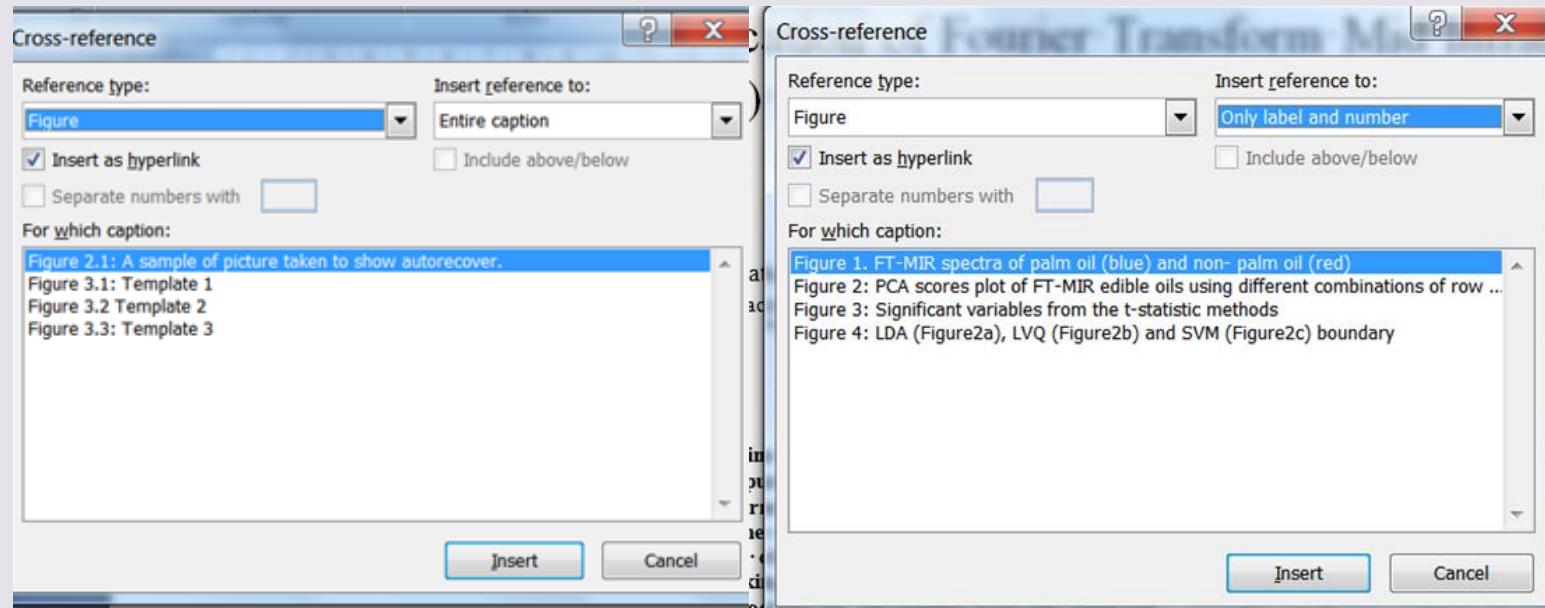
Table 2-1: The statistical information of APM dataset.

## To remove hidden field codes:

- Create a copy of your document and work on the copy
- Press **Ctrl + A** to select the whole document
- Press **Ctrl + F9** to remove all field codes

# Cross Referencing

56



# Format the Bibliography and extra style

57

EndNote and Mendelay Bibliography

1a

Style2

T

Style3

T

Style4

T

Style5

T

Style6

T

Style7

T

Style8

1a

# Step 4



USE FULL CONTENT OF  
THE TEMPLATE:  
COVER TO COVER

**Simulation 4b**

# MZJ Formatting Method – Full Thesis

59

1. Double click on the template.dotx
2. Save as .docx
3. Remove the body
4. Insert the Chapter.docx files
5. Update fields

# Page Numbering

60

A screenshot of Microsoft Word showing the 'Page Number Format' dialog box open. The dialog box is centered and displays settings for page numbering. The 'Number format' dropdown shows '1.1.1.1'. The 'Include chapter number' checkbox is unchecked. Under 'Page numbering', the 'Continue from previous section' radio button is selected. The 'Start at:' input field contains the value '1'. At the bottom are 'OK' and 'Cancel' buttons. The background shows a document with three sections. Section 1 has a header 'Header -Section 1-' and a footer 'Footer -Section 1-'. Section 2 has a header 'Header -Section 2-' and a footer 'Footer -Section 2-'. Section 3 has a header 'Header -Section 3-' and a footer 'Footer -Section 3-'. Each section has a 'Section Break (Next Page)' indicator above it. The Word ribbon is visible at the top, showing tabs like File, Home, Insert, etc., and the 'Header & Footer Tools' tab is active. The status bar at the bottom shows 'Page: 1 of 4 Words: 1 English (Malaysia)'. The taskbar at the bottom right shows icons for various applications and the date/time.

# Format the TOC and Table of Figures

61

**TOC 1,TOC 1 CHAPTER ONE**

TOC 2,TOC 2 (1.1)

**TOC 3,TOC 3 Title at Preface**

TOC 4,TOC 4 (1.1.1)

TOC 5,TOC 5 (1.1.1.1)

TOC 6

TOC 7

Table of Figures,UiTM

Show Preview

Disable Linked Styles

# Format the Preface

62

Clear All

Copyright 2016 MZJaafar

A UiTM

B THESIS TITLE

C STUDENT'S NAME

C2 STUDENT'S NAME

D Month Year Cover

D PhD/Masters

E Thesis Submitted

F Master of Science/PhD

G PhD,Faculty

G2 Month Year

1 TITLE AT ROMAN (PREFACE)

2 TITLE REFERENCES UITM

3 TITLE APPENDICES UITM

4 ONEPAGEAPPENDICES

Abstract text

Acknowledgment text

Authors Declaration text

Dean and supervisor

Dean IPSIS Name

I certify on Confirmation Page

No Spacing

Notation and Abbreviation

Notation and Abbreviation2

Student infomation

Page style

Page style2

# Inserting many chapters into one file

63

The screenshot shows a Microsoft Word document window titled "MS Word for Thesis ver.4 - Microsoft Word". The ribbon menu is visible at the top, showing tabs like Home, Insert, Page Layout, etc. In the "Insert" tab's "Text" section, the "Object" button is highlighted, and a dropdown menu is open, showing "Text from File..." as the selected option. On the left, there is a "Document Map" pane listing "TABLE OF CONTENT" and "Chapter 1: Introduction" through "Chapter 18: EndNote Revisited". The main document area contains a heading "Chapter 12: → Inserting Chapter(s)" followed by a "Page Break". To the right of the main document, a vertical sidebar displays a hierarchical list of headings from "Chapter 1: Head" down to "1.1.1.1.1.1 Heading". The status bar at the bottom shows "Page: 25 of 33" and "Words: 635".

# Page Break and Section Break

64

## 1. Function of Page Break

- a) Roman pages

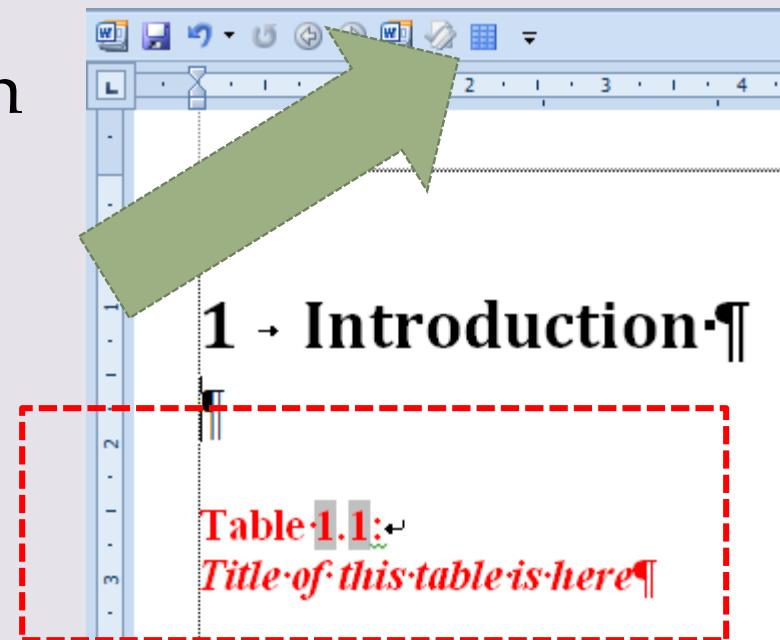
## 2. Function of Section Break

- a) Roman and arabic pages
- b) Landscape and portait orientation
- c) Footnote and endnote in MS Word
- d) The first page for each chapter – UKM

# Advanced level- Macro

65

1. To simplify many steps in into one button or shortcut key
2. UiTM especially using APA style to Table and Figure Caption.
3. Video for this is given



# Format the Table Of Contents and Outline Level

66

The screenshot shows the Microsoft Word ribbon at the top with tabs like File, Home, Insert, Page Layout, Developer, References, Mailings, Review, View, and EndNote X6. The Home tab is selected. Below the ribbon is the standard toolbar with Cut, Copy, Paste, Format Painter, and Clipboard buttons. To the right of the toolbar is the font section with Calibri (Body), size 12, and various font style buttons. The main area shows a list of styles in the Styles pane, including Envelope Return, FollowedHyperlink, Footer, Footnote Reference, Footnote Text, Header, Chapter 1: Heading 1, 1. Heading 2, 1.1.1 Heading 3, Heading 4, Heading 5, and Heading 6. The 'Chapter 1: Heading 1' style is highlighted with a blue border. To the right of the styles pane is the Navigation pane, which lists various chapters and sections of the document. A yellow box highlights 'Chapter 14: and Outline Level' in the navigation pane. On the far right, a large 'Define new Multilevel list' dialog box is open. This dialog box allows users to click levels to modify, apply changes to the whole list or specific levels, link levels to styles, and choose the level to show in the gallery. It also includes sections for number format, enter formatting for number, number style for this level, include level number from, position, and follow number with options. Buttons for OK and Cancel are at the bottom right of the dialog box.

# Updating the TOC

67

1. Use from template and modify
2. Understand the ‘Outline Level’, ie Right click, Paragraph, select Level 1
3. Create pdf

<a href="#">Hyperlink_Hyperlink_Table</a>	a
Table of Figures	¶
<b>TOC 1,TOC 1 HEADING 1</b>	¶
TOC 2,TOC 2 Heading 2	¶
<b>TOC 3,TOC 3 Title at Preface</b>	¶
TOC 4,TOC 4 1.1.1	¶
TOC 5,TOC 5 1.1.1.1	¶
TOC 6	¶
TOC 7	¶

# TOC and Rulers and Tabs!!!

68

The screenshot shows the Microsoft Word ribbon at the top with tabs like File, Home, Developer, Insert, Page Layout, etc. Below the ribbon are various toolbars and a styles pane on the left.

**Styles Pane:** Shows a list of styles including Envelope Return, FollowedHyperlink, Footer, Footnote Reference, Footnote Text, Header, Chapter 1: Heading (selected), 1. Heading 2, 1.1.1 Heading 3, Heading 4, Heading 5, and Heading 6. There are also checkboxes for Show Preview and Disable Linked Styles.

**Modify Style Dialog Box:** This dialog is open over the styles pane. It shows the following details:

- Properties:**
  - Name: Heading 1
  - Style type: Linked (paragraph and character)
  - Style based on: Normal
  - Style for following paragraph: Normal
- Formatting:** Includes font (Calibri), size (12), bold, italic, underline, and alignment buttons.
- Preview:** Shows a preview of the style applied to a sample text: "Chapter 1: Introduction".
- Buttons:** Format, OK, and Cancel.

**Paragraph Dialog Box:** This dialog is also open. The "Indents and Spacing" tab is selected.

- General:** Alignment is set to Justified, and Outline level is Level 1.
- Indentation:** Left indent is 0 cm, Right indent is 0 cm, Special is Hanging, and By is 0.63 cm.
- Spacing:** Before is 12 pt, After is 0 pt, Line spacing is Single, and At is 12 pt.
- Preview:** Shows the preview of the style applied to the sample text.
- Buttons:** Tabs..., Set As Default, OK, and Cancel.

# Ruler and Tab!

69

The screenshot shows a Microsoft Word document titled "MS Word for Thesis ver 6 - Microsoft Word". The ribbon menu is visible at the top, and the ribbon tabs include Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Add-Ins, and EndNote X6. The Home tab is selected. The ribbon bar has several icons for cutting, copying, pasting, and other functions. Below the ribbon is the Microsoft Office logo.

The main content area displays a table of contents (TOC) with the following structure:

TABLE-OF-CONTENT	
Chapter 1: Introduction	1
Chapter 2: Backup, Autosave and C	1
Chapter 3: MS Word Templates	1
Chapter 4: Page Break and Section	1
Chapter 5: Page Numbering	1
Chapter 6: The Structure of Thesis	1
Chapter 7: Creating Your University	1
Chapter 8: Apply and Modifying Te	1
Chapter 9: Attaching and Updating	1
Chapter 10: Insert Captions	1
Chapter 11: Rule of Fields Markers	1
Chapter 12: Inserting Chapter(s)	1
Chapter 13: Inserting Title in Head	1
Chapter 14: Table Of Contents and	1
Chapter 15: Word Count	1
Chapter 16: Cross Referencing	1
Chapter 17: Simulation and manag	1
Chapter 18: EndNote Revisited	1

The ribbon bar features a red dashed line highlighting the tab area. To the right of the ribbon is a "Styles" pane containing various styles such as "Subtle Reference", "Table Name", "Table Name1", "Table of Authorities", "Table of Figures", "Table Title", "Title,Title Page", "TOA Heading", "TOC 1", and "TOC 2". The "TOC 1" style is currently selected. At the bottom of the screen, the taskbar shows icons for various applications like Internet Explorer, Microsoft Word, and Microsoft Excel, along with system status icons.

# Word Count and Endnote

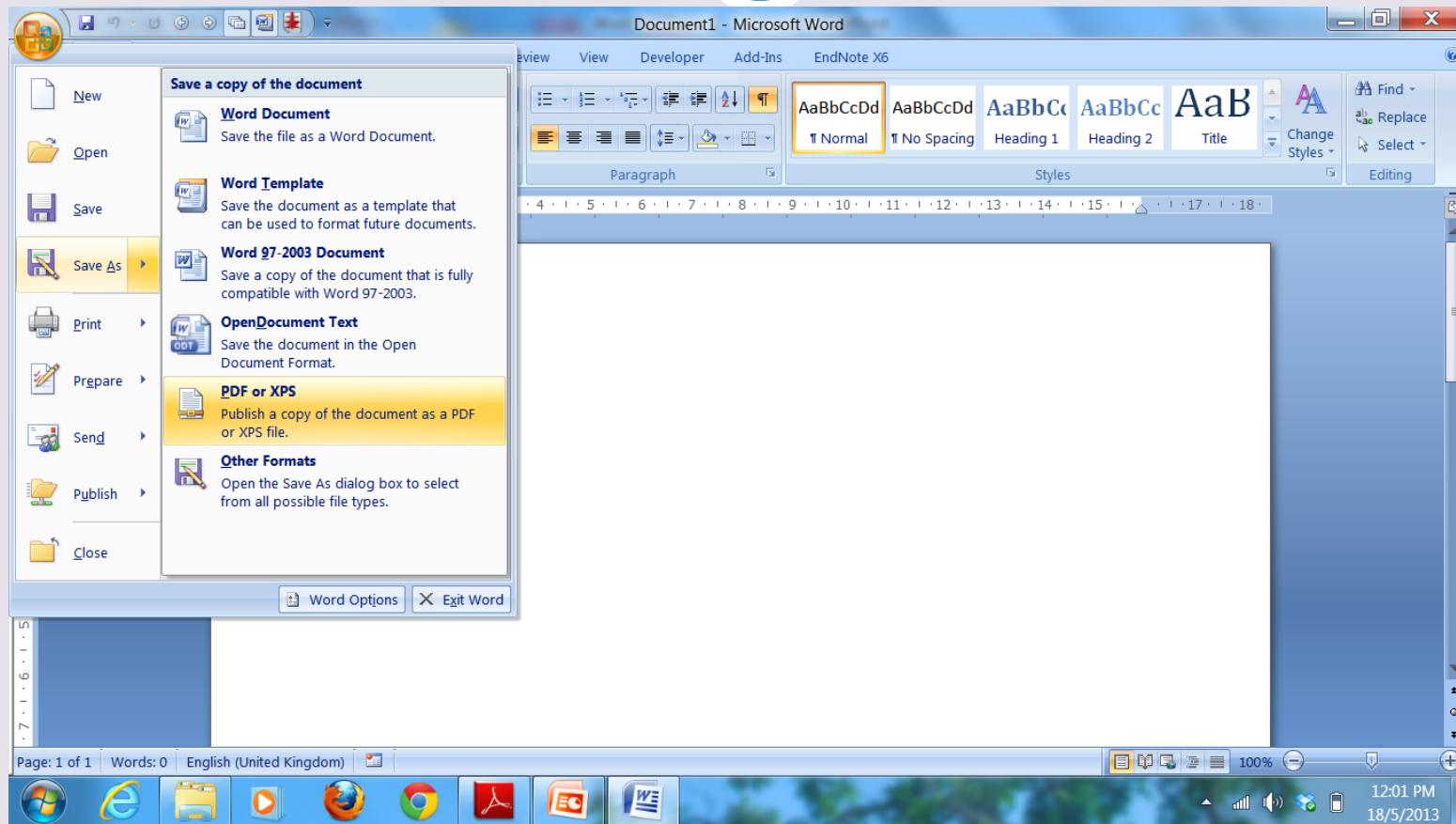
70

The screenshot shows a Microsoft Word window titled "MS Word for Thesis ver 6 - Microsoft Word". The ribbon tabs are Home, Insert, Page Layout, References, Mailings, Review, Developer, Add-Ins, and EndNote X6. The Review tab is selected. The ribbon contains various icons for spelling, grammar, research, and tracking. A "Document Map" pane on the left lists chapters from Chapter 1 to Chapter 18, with "Chapter 15: Word Count" highlighted. The main document area contains the heading "• Chapter 15: • Word Count". A "Word Count" dialog box is open, displaying statistics: Pages: 33, Words: 655, Characters (no spaces): 3,360, Characters (with spaces): 3,938, Paragraphs: 73, Lines: 246. There is also an unchecked checkbox for "Include textboxes, footnotes and endnotes". A horizontal line labeled "Section Break (Next Page)" is visible in the document. The status bar at the bottom shows "Page: 30 of 33", "Words: 655", "English (Malaysia)", and the date "5:06 AM".

Statistics:	Value
Pages	33
Words	655
Characters (no spaces)	3,360
Characters (with spaces)	3,938
Paragraphs	73
Lines	246

# Saving to PDF

71



# Software for us

72

1. ZoomIt
2. Skitch - Dr Mohd Zamri Sarawak
3. Screencast-O-Matic - Dr Ani Munirah



**ZOOMIT, SKITCH & SCREENCAST-O-MATIC FOR PRESENTATION**

*Open for registration*

Imperative ideas for software presentation and advertise your work on YouTube

ZoomIt is a screen zoom software activator with customizable hotkeys to zoom in on an area of the screen, move around while zoomed, and draw on the zoomed image.

Skitch can create annotate images with arrows, shapes, text, mark up maps, screen captures, or even photos to help others see and understand your ideas clearly.

Screencast-O-Matic is for recording screenshots and sharing them especially on YouTube and MOOC for a number of different purposes.

Date : 14 October 2017  
Time : 9.00 am - 5.00 pm  
Venue : Seminar Room, IPSAS  
Speaker : Dr. Mohd Zuli Jaafar  
Fee : RM150  
Please bring your laptop with microphone

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