

Format Tesis Menggunakan MS Word

1

WAN ZUKI AZMAN
WAN MUHAMAD



Master Trainer
MZJ Formatting Team
013-702 9224

<https://www.facebook.com/groups/msword4thesis>

MZJ Formatting Method

(one .dotx for many .docx)

MOHD ZULI JAAFAR, PhD

<https://w4thesisformatting.wordpress.com>

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

©MZJFormattingMethod2
01/

MZJ four formatting steps

3

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

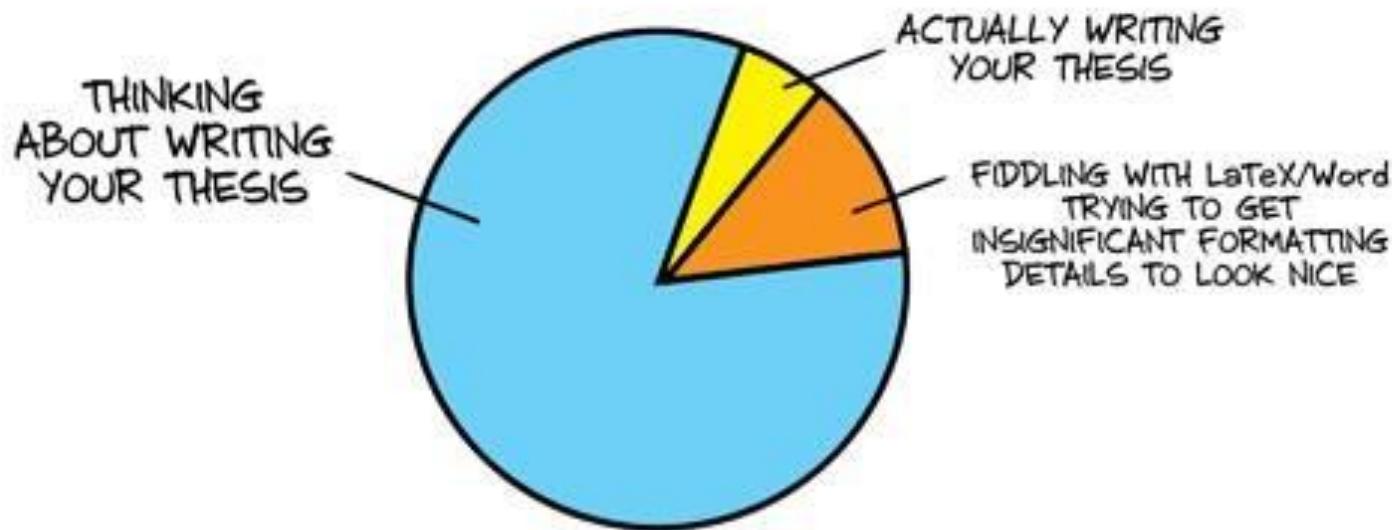
When you have more than one page and more than one styles/format.

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

10

**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



INFOGRAPHIC NST

Resources

12

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

Me and you

13

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

15

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

17

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?

18

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

20

- 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

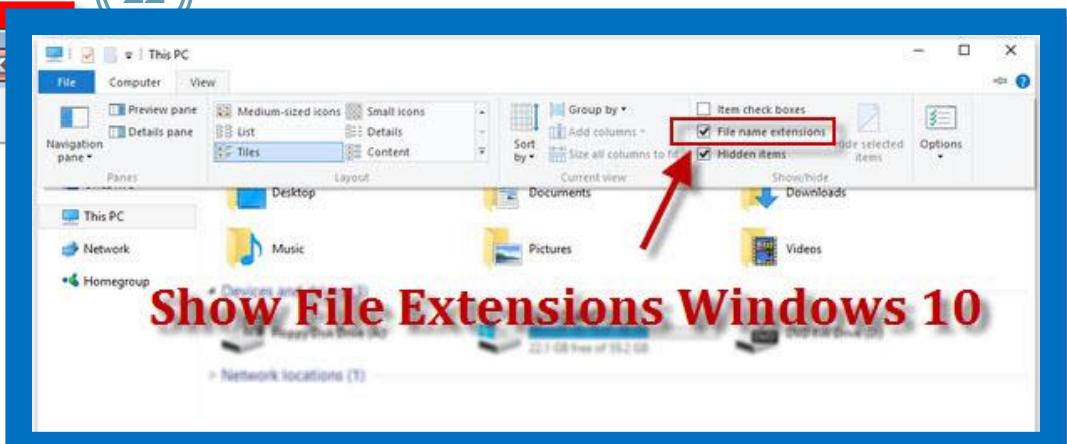
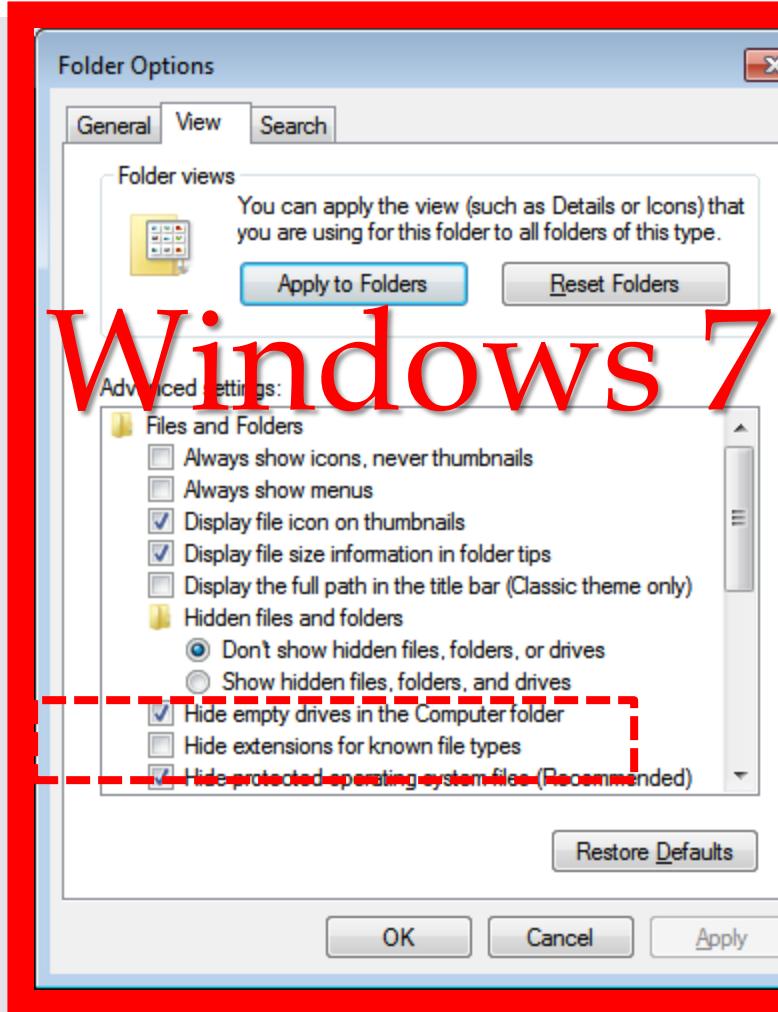
One .dotx for many .docx®

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

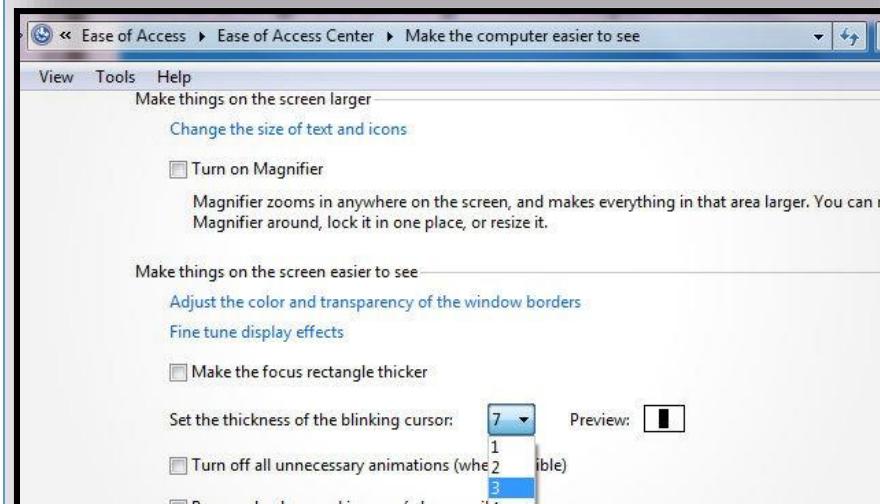
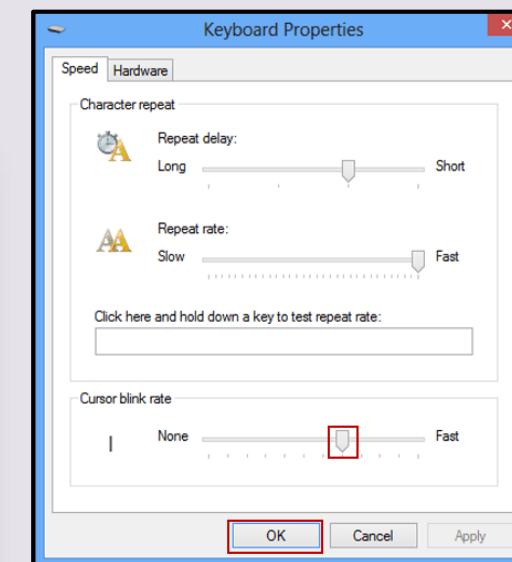
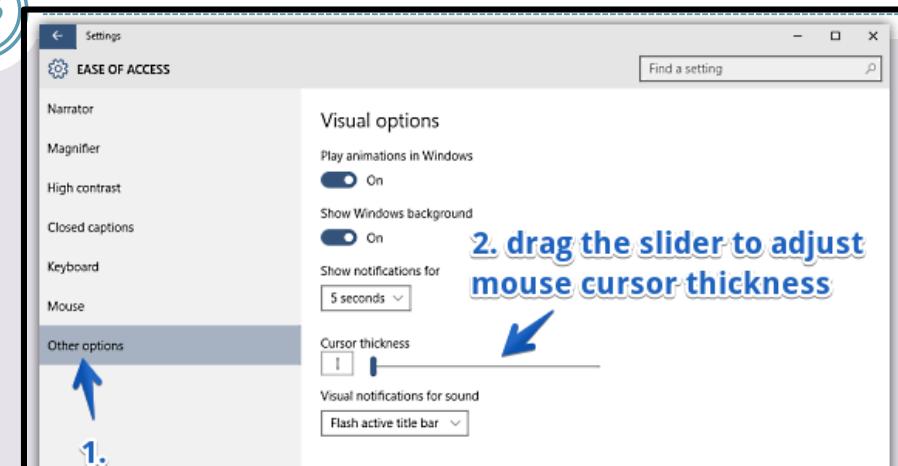
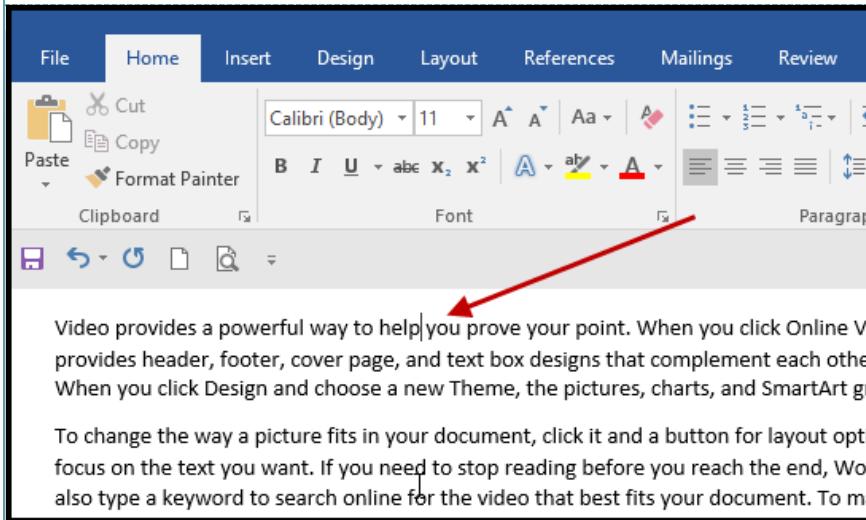
To show file extension, W7 and W10

22



Where is my cursor?

23



Basic setup

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The screenshot shows a Microsoft Word document titled "Mohd Zuli Jaafar's formatting method". The ribbon tabs visible are File, Home, Insert, Page Layout, References, Mailings, Review, View, Developer, and EndNote X7. The Home tab is selected, showing the font (Arial (Headings) 11pt), bold, italic, underline, and other text styling options. A red box highlights the "clear formatting" button. Another red box highlights the "multilevel list" icon. A blue arrow points down from the title area to the ribbon.

The main content area displays a document structure with sections like CHAPTER 1, INTRODUCTION, and 1.1 Sub-heading 1. A green arrow labeled "Ruler" points to the ruler on the left side of the screen. A yellow arrow labeled "show text boundaries" points to the text boundaries in the document. A red box highlights the "Show paragraph marks" button. A blue box highlights the "style pane activator" button.

A navigation pane on the left lists items such as DECLARATION, ABSTRACT, ABSTRAK, ACKNOWLEDGEMENTS, APPROVAL, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF ABBREVIATION, REFERENCES/BIBLIOGRAPHY, and CHAPTER 1 INTRODUCTION. A red box highlights the CHAPTER 1 INTRODUCTION item. A green arrow points from this item to the document content.

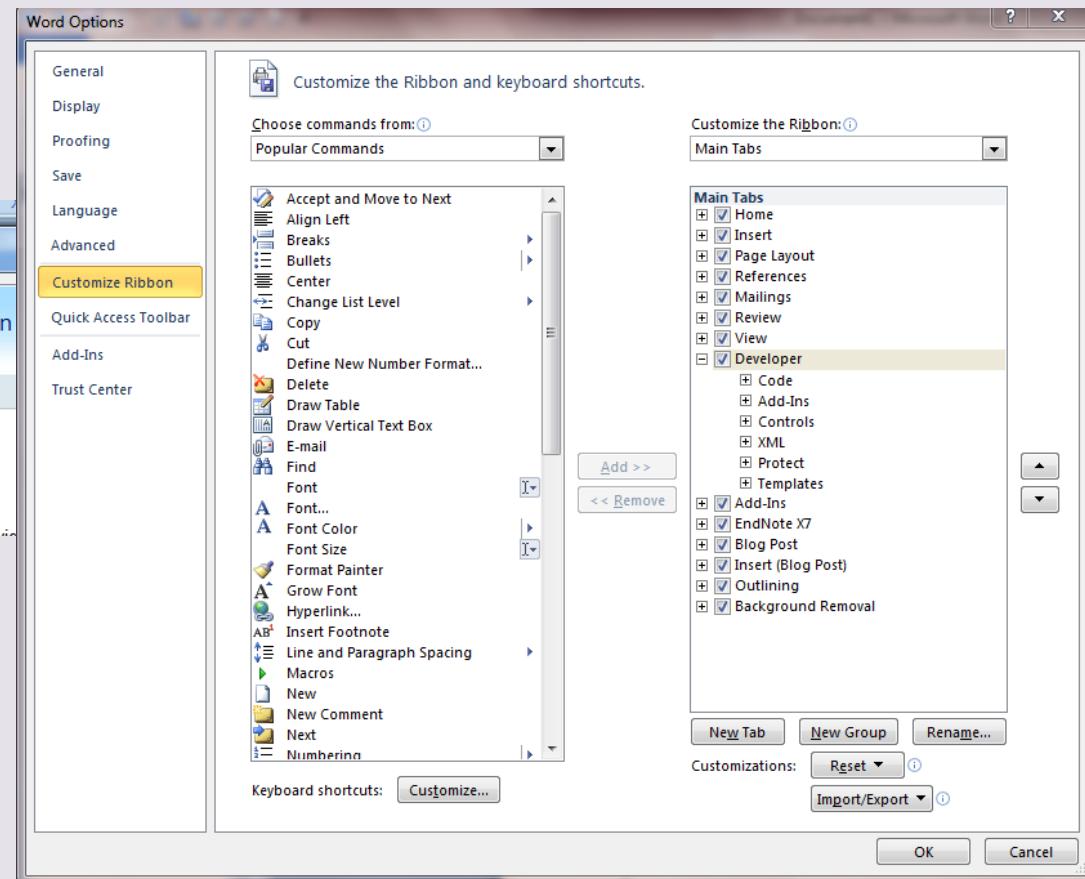
A styles pane on the right shows a list of styles with their corresponding font sizes and names. A blue box highlights the "template.dotx" entry. A red box highlights the "Show Preview" checkbox. A green arrow labeled "cross referencing" points to a section in the document.

Annotations in the bottom right corner of the document area include: "to see the actual font", "caption", and "to determine the factors causing climate changes [§]. This achievement can only be done".

Developer tab - find it

25

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



Extremely important Button

26

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...

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MS Word for Thesis (UniMAP)

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

28

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 selecting styles to show (Recommended), sorting (As Recommended), and formatting to show as styles (Paragraph level formatting, Font formatting, Bullet and numbering formatting). It also includes checkboxes for 'Show next heading when previous level is used' (checked), 'Hide built-in name when alternate name exists' (unchecked), and radio buttons for 'Only in this document' (selected) and 'New documents based on this template'. The 'Styles' window shows the same list of styles as the main pane, with a 'Clear All' button at the top.

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...

©MZJFromattingMethod2011

MS Word for Thesis (UniMAP)

Quick Access Toolbar and Shortcut Key

(29)

The screenshot shows the Microsoft Word interface for Thesis version 7. The ribbon tabs at the top include Home, Insert, Page Layout, References, Developer, Add-Ins, and EndNote X6. A 'Customize Quick Access Toolbar' dialog box is open, listing various commands like New, Open, Save, E-mail, Quick Print, Print Preview, Spelling & Grammar, Undo, Redo, Draw Table, More Commands..., Show Below the Ribbon, and Minimize the Ribbon. The 'Save' command is checked. The main document area displays a table of contents and a section titled 'Chapter 1: Head'. The 'Styles' pane on the right shows a hierarchical list of headings from Chapter 1 down to Level 6. The status bar at the bottom shows page 37 of 39, words 720, and the language Malay (Malaysia).

Backup, Autosave and Cloud Storage

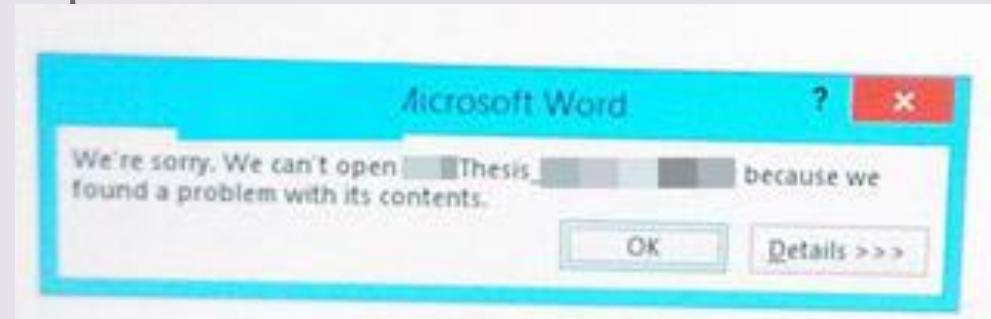
30

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



Step 2



UNDERSTAND
TEMPLATE.DOTX

Simulation 4a

Style and Template.dotx

MZJ Formatting Method - .dotx and styles

32

PREFACE (ROMAN)

Titles

Paragraph

Text in Table

TOC

Table of Figures

BODY (ARABIC)

Chapter Title

Paragraph

Caption : Tables, Figure, Plates,
Equation

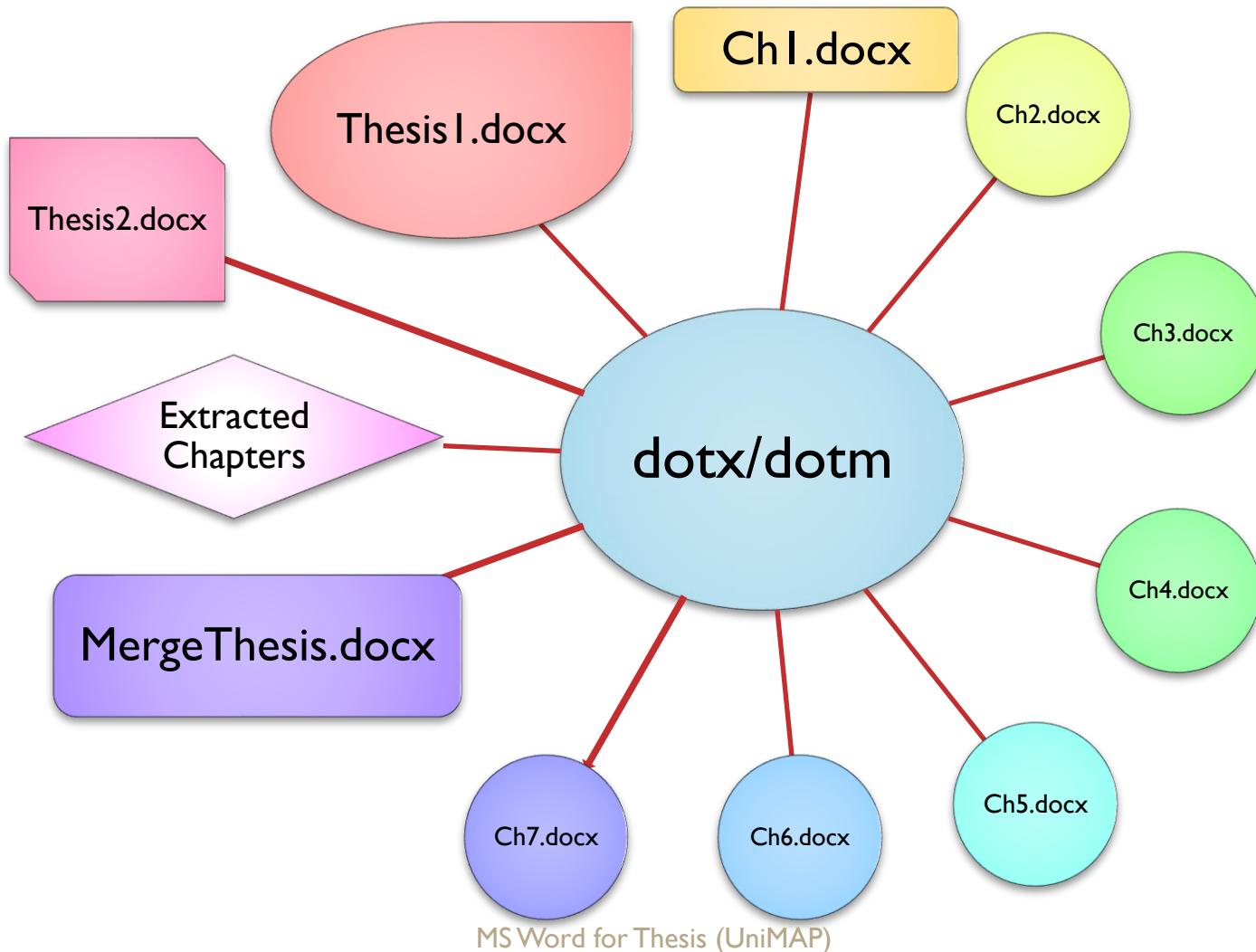
Quotation

Text in Table

Text in flow chart

One .dotx for many .docx

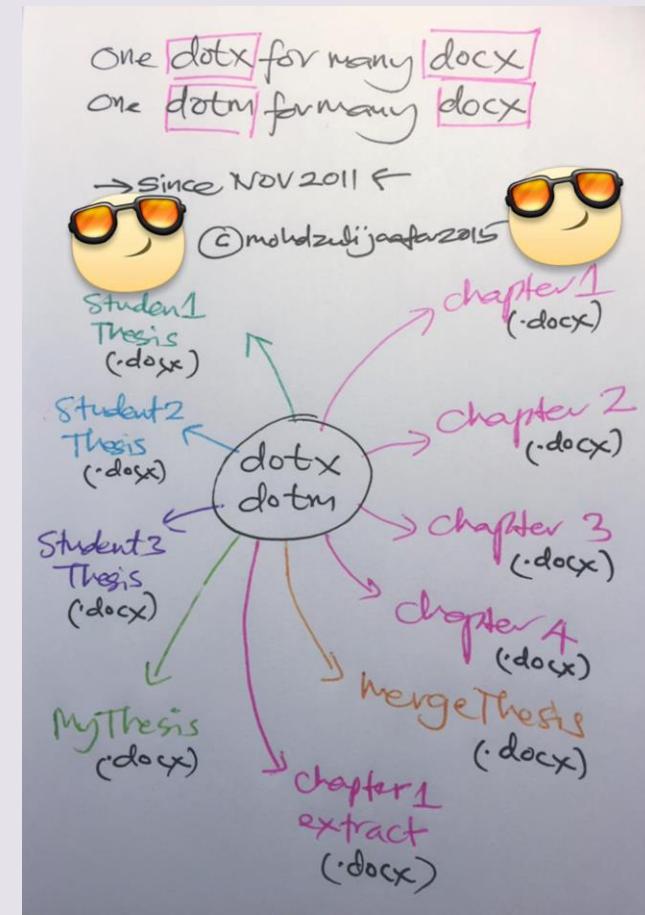
©MZJFromattingMethod2011



MS Word Templates.dotx

34

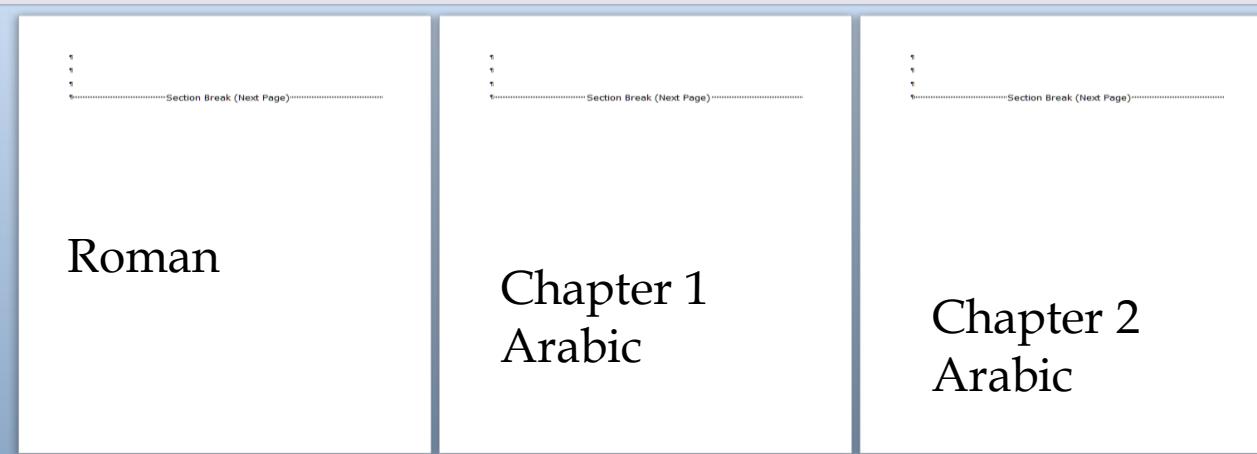
1. Will manage all important format used regularly
2. Have to attach it to our .docx files
3. Find developer tab and attach the template
4. Or you may transfer all your writing into new files while this template is on the background



The Structure of The Thesis/Report

35

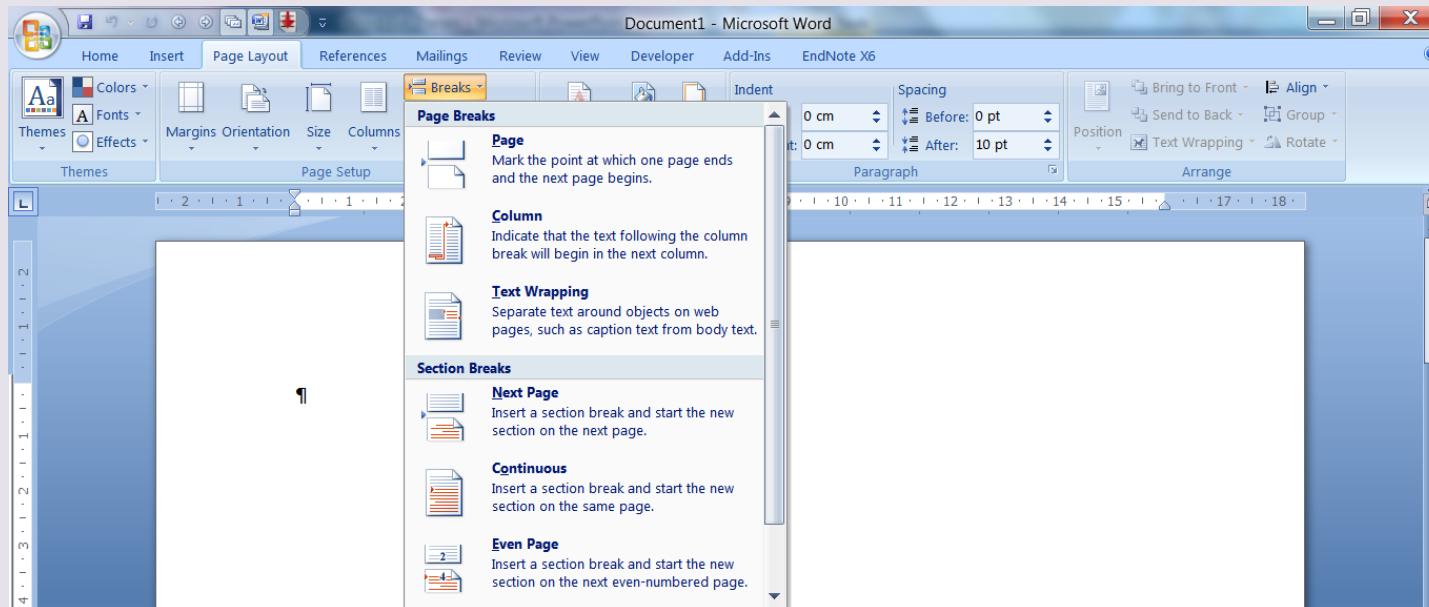
1. Roman pages: Preface
2. Arabic pages: Body



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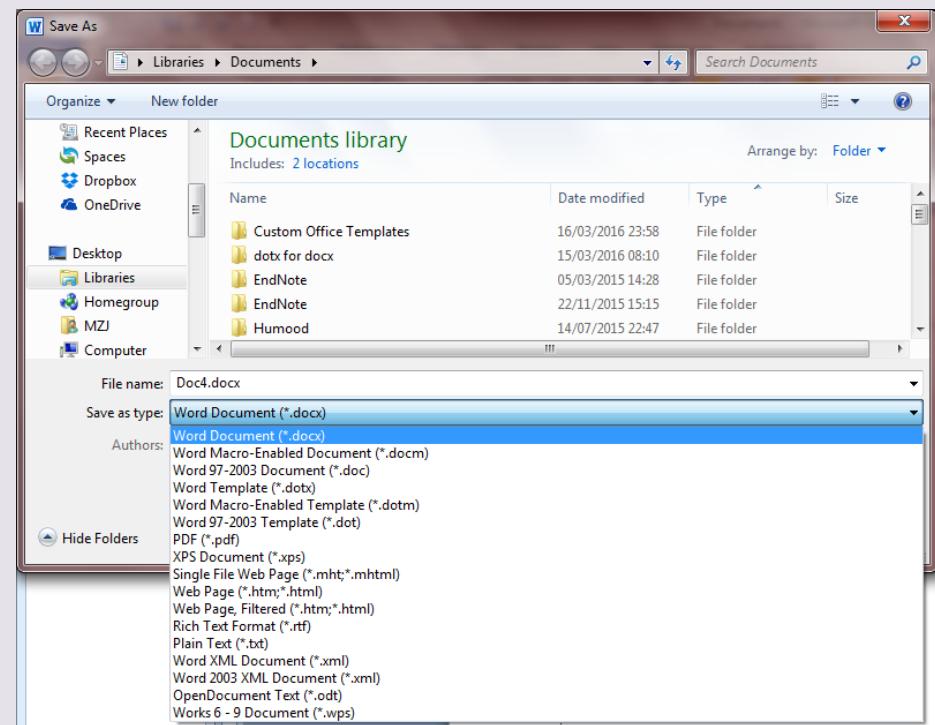
1. THIS WILL STOP the FULL FUNCTION OF Template.dotx
2. PLEASE “CONVERT” BOTH Thesis.docx AND Template.dotx
3. <https://support.microsoft.com/en-my/kb/2117661>



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**

The screenshot illustrates the Microsoft Word interface in Draft mode. The ribbon at the top includes File, Home, Insert, Page Layout, Zuli 1, References, Mailings, Review, View, Developer, and EndNote X7. The 'Draft' tab is highlighted with a yellow box. The 'Navigation' pane on the left lists sections like CONFIRMATION BY PANEL OF EXAMINERS, AUTHOR'S DECLARATION, ABSTRACT, ACKNOWLEDGEMENTS, CONTENT, LIST OF TABLES, LIST OF FIGURES, PUBLICATION, ABBREVIATIONS, NOTATIONS, and two chapters: CHAPTER 1 INTRODUCTION and CHAPTER 2 LITERATURE. The main document area contains the following text:

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

The 'Caption,Caption for Table UIITM' style is applied to the 'Table 1.1:' caption. The 'Style pane' on the right shows a list of styles including Caption Figure, Caption for Figure UiTM, Caption text UiTM, Caption,Caption for Table UIITM, Emphasis, FIRST PAGE, Footer, Header, and various levels of headings from 1.1 to 1.1.1.1.1.1. The 'Caption,Caption for Table UIITM' style is selected. The 'Style pane' also includes options for Show Preview, Disable Linked Styles, and Options... button.

Using The Template

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

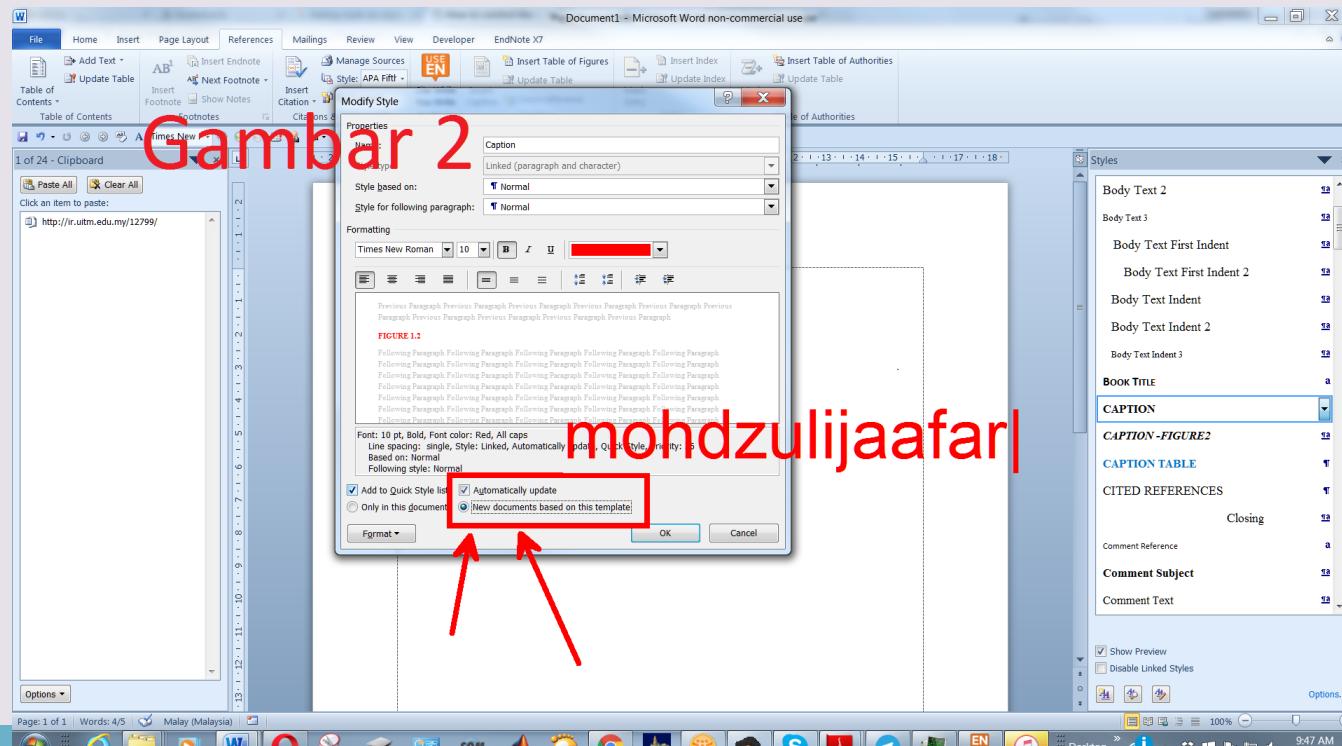
The screenshot shows the Microsoft Word interface with several open windows:

- Main Window:** Displays the ribbon tabs: File, Home, Developer, Insert, Page Layout, Developer, References, Mailings, Review, View, and EndNote X6.
- Developer Tab:** Shows options for Visual Basic Macros, COM Add-Ins, and XML Controls.
- Styles Task Pane:** Lists styles like Caption for Figure, Caption Table, Caption Table1, Caption,Caption Equat, Default, Normal, Style Table Title, Table Name, Table Name1, No Spacing, and Chapter 1: Heading 1.
- Navigation Task Pane:** Shows the current location: IBU > Dropbox > UiTM IPSIS.
- Attach Template Dialog:** Opened from the Insert tab, showing the file path: IBU > Dropbox > UiTM IPSIS. It lists "APA Style for Table.dotx" as the selected template.
- Templates and Add-ins Dialog:** Opened from the Developer tab, showing the "Document template" section with "Normal" selected. It also displays a list of global templates and add-ins, with "EndNote Cwyw.dotm" checked.

Modifying, updating and saving the template

42

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



Style and template.dotx

43

The screenshot shows a Microsoft Word document window. On the left, there's a vertical ribbon bar with four items: Style1, Style2, Style3, and Style4. The main content area contains four paragraphs of text. The first two paragraphs are identical and describe the Insert tab galleries. The third and fourth paragraphs also describe the Insert tab galleries. To the right of the content is the 'Styles' pane, which lists various styles: Clear All, Normal, Style1, Style2, Style3, Style4 (which is highlighted with a blue border), No Spacing, 1 Heading 1, 1.1 Heading 2, Title, Subtitle, and Subtle Emphasis.

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.¶

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.¶

Styles

- Clear All
- Normal
- Style1
- Style2
- Style3
- Style4
- No Spacing
- 1 Heading 1
- 1.1 Heading 2
- Title
- Subtitle
- Subtle Emphasis

Step 3



FORMAT THE BODY OF
ZULI/YOUR THESIS

Simulation 4b

Thesis Format Zoom out!

45

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 at the top with 'File', 'Home', 'Insert', 'Page Layout', 'References', 'Mailings', 'Review', and 'View' tabs. Below the ribbon are two floating windows: a 'Styles' window on the left and a 'Font' window on the right.

Styles Window:

- CHAPTER ONE HEADING 1** (Large, bold, black font)
- 1.1 HEADING 2,UiTM2** (Medium, bold, black font)
- Do not use 1.1.1 Heading 3,DO NOT USE OR MODIFY OR EDIT** (Red, bold, italicized, black font)
- 1.1.1 Heading 4,UiTM3** (Medium, bold, black font)
- 1.1.1.1 Heading 5,UiTM4** (Medium, italicized, black font)
- a) Heading 6 (Medium, black font)
- i) Heading 7 (Medium, black font)
- a. Heading 8 (Medium, black font)
- i. Heading 9 (Medium, black font)

Font Window:

- Normal UiTM Paragraph 1 (Black, standard font)
- Normal UiTM Paragraph 1a (Black, standard font)
- Normal UiTM Paragraph 2b (Black, standard font)
- Normal UiTM Paragraph 3 (Black, standard font)
- Normal UiTM Paragraph 4 (Black, standard font)
- Normal,DO NOT USE OR MODIFY OR EDIT (Black, standard font)
- Quote* (Black, italicized font)
- Quote2 UiTM* (Black, italicized font)
- Quote3 UiTM* (Black, italicized font)

MZJ'S formatting methods

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The screenshot shows a Microsoft Word document titled "Mohd Zuli Jaafar's formatting method". The document contains sections like "CHAPTER 1", "INTRODUCTION", and "1.1 Sub-heading 1". A green arrow points from the "CHAPTER 1" section to the "cross referencing" table below it. Another green arrow points from the "1.1 Sub-heading 1" section to the "caption" of the table. A yellow arrow points from the "caption" to the "to see the actual font" text at the bottom of the slide.

Annotations in the image:

- multilevel list
- clear formatting
- Show paragraph marks
- style pane activator
- Theme font
- Ruler
- CHAPTER 1
- INTRODUCTION
- 1.1 Sub-heading 1
- 1.1.1 Sub-subheading 1
- 1.1.2 Sub-subheading 2
- 1.1.3 Sub-heading 2
- 1.2 Sub-heading 3
- 1.3 On the Insert tab, the galleries include...
- 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
- CHAPTER 1 INTRODUCTION
- 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
- i) Heading 7
- 1.1.1.1.a.i.1 Heading 8
- UPM Paragraph 1
- UPM Paragraph 2
- Table text 1
- Show Preview
- Disable Linked Styles

MZJ'S formatting methods

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The screenshot shows a Microsoft Word document titled "MYTHESIS.docx". The document structure is as follows:

- CHAPTER ONE**
 - INTRODUCTION**
- CHAPTER TWO**
 - LITERATURE REVIEW**
 - 2.1 INTRODUCTION**
 - 2.2 ENVIRONMENTAL STUDIES**
 - 2.2.1 Airborne particulate matter...**
 - 2.2.2 Meteorological dataset**
 - 2.2.3 On the Insert tab, the...**
 - 2.2.4 On the Insert tab, the...**
 - 2.2.5 Quantitative Structure Activity Relati...**
 - a) Tajuk**
 - b) Tajuk**

MZJ'S formatting methods

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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

CHAPTER 1 INTRODUCTION ✓

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

Document1 - Microsoft Word non-commercial use

File Home Insert Page Layout Zuli 1 References Mailings Review View Developer EndNote X7

Font Paragraph

Clipboard

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 1.1.1.1 Sub-subheadline 1 1.1.1.2 Sub-subheadline 2 1.1.1.3 Sub-headline 2 1.2 Sub-headline 3 1.3 On the Insert tab, the galleries inclu... 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-subheadline 1 1.5.4 Sub-subheadline 2

CHAPTER 2 LITERATURE REVIEW 2.1 Sub-headline 1 2.1.1 Sub-subheadline

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...

Find Replace Select

Editing

Format the Caption and text in Table

52

Caption for appendices	T
<i>Caption for Figure&Plates UiTM</i>	ta
Caption for Table UiTM	ta
<i>Caption for Text in Figure&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 (m^2g^{-1})	Porosity (cm^3g^{-1})
Neutral clay	0.68	0.68
Bleaching clay (0.5 M H_2SO_4)	0.80	0.80
Bleaching clay (1.0 M H_2SO_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

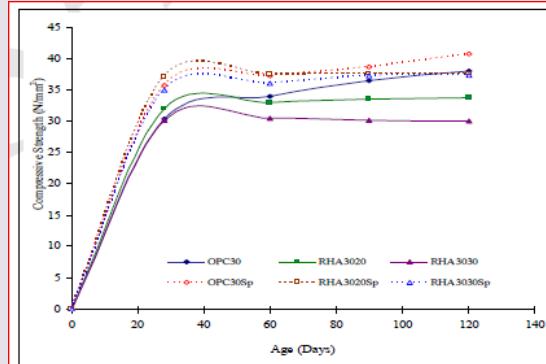


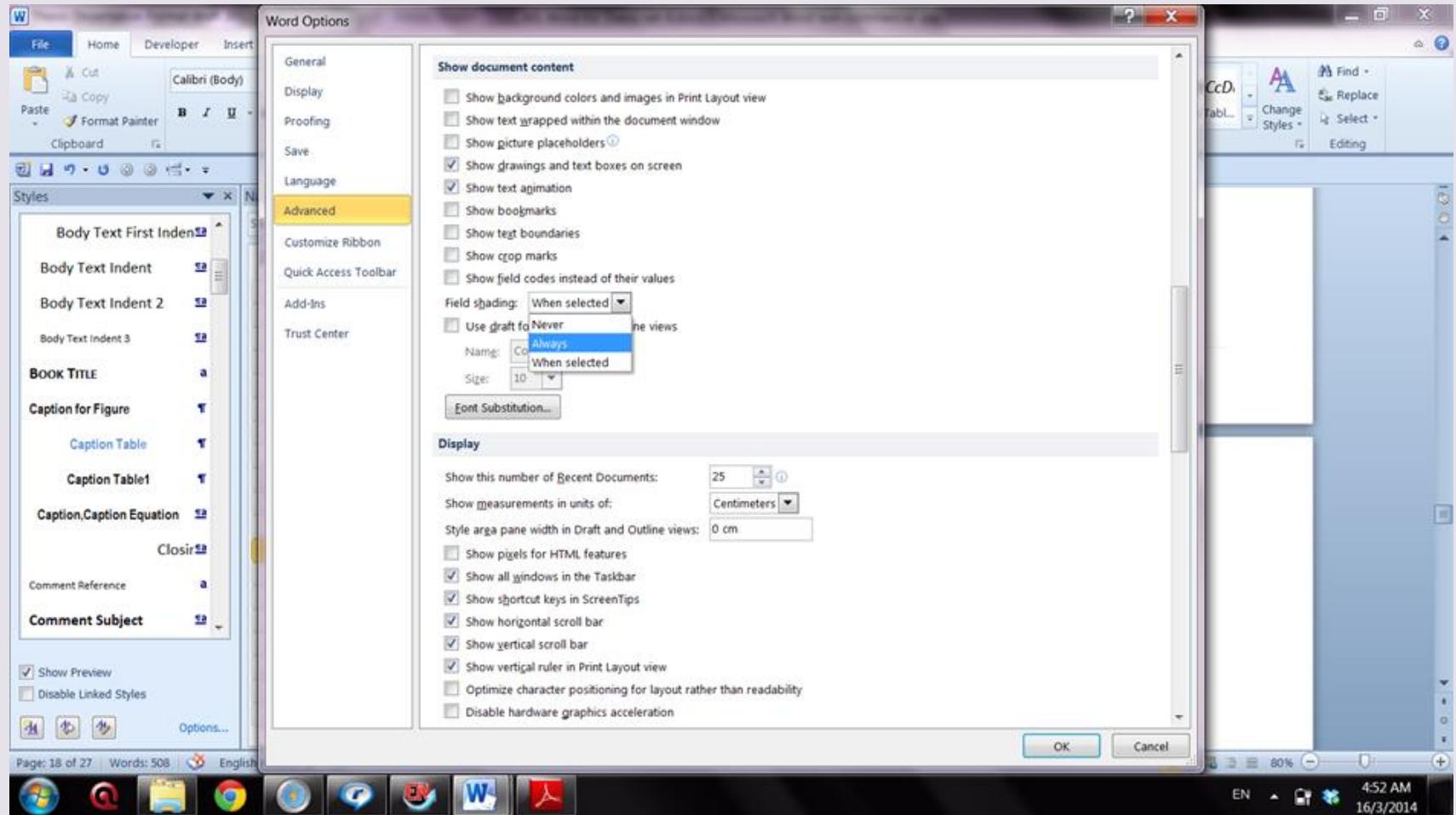
Figure 4.1: Compressive Strength of Rice Husk Ash (RHA) concrete of Grade 30

{ (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%

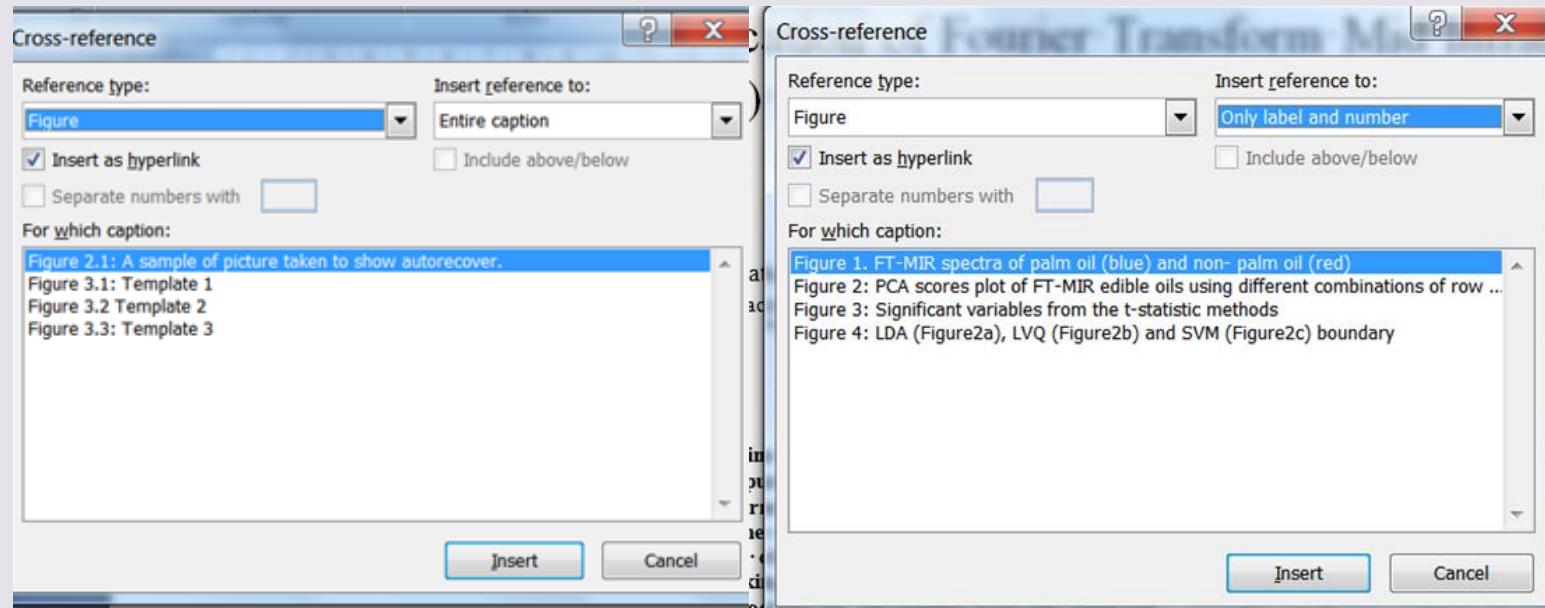
Table 2-1: The statistical information of APM dataset.

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** + **6** to remove all field codes

Cross Referencing

56



Format the Bibliography and extra style

57

EndNote and Mendelay Bibliography

Style2

Style3

Style4

Style5

Style6

Style7

Style8

12

T

T

T

T

T

T

12

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

The screenshot shows a Microsoft Word document titled "Document2 - Microsoft Word non-commercial use". The ribbon at the top has the "Header & Footer Tools" tab selected. A "Page Number" dialog box is open in the foreground, displaying options for page numbering format. The document content area shows three sections with different header and footer configurations:

- Section 1:** Header "Header -Section 1-", Footer "Footer -Section 1-", Both set to "Different First Page".
- Section 2:** Header "Header -Section 2-", Footer "Footer -Section 2-", Both set to "Same as Previous".
- Section 3:** Header "Header -Section 3-", Footer "Footer -Section 3-", Both set to "Same as Previous".

The "Navigation" pane on the left indicates that the document does not contain any headings.

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 the Microsoft Word interface for Thesis version 4. The ribbon at the top includes tabs for Home, Insert, Page Layout, References, Mailings, Review, View, Developer, Add-Ins, EndNote X6, and Format. The Insert tab is selected, revealing various icons for inserting pages, tables, illustrations, links, and header/footer information. A dropdown menu under the Object button is open, with the option "Text from File..." highlighted. On the left, a Document Map pane displays a table of contents with 18 chapters. The main document area contains a section titled "Chapter 12: → Inserting Chapter(s)" followed by a page break. To the right, a large sidebar displays a hierarchical list of headings from Chapter 1 down to Chapter 12, with the first few levels expanded. 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

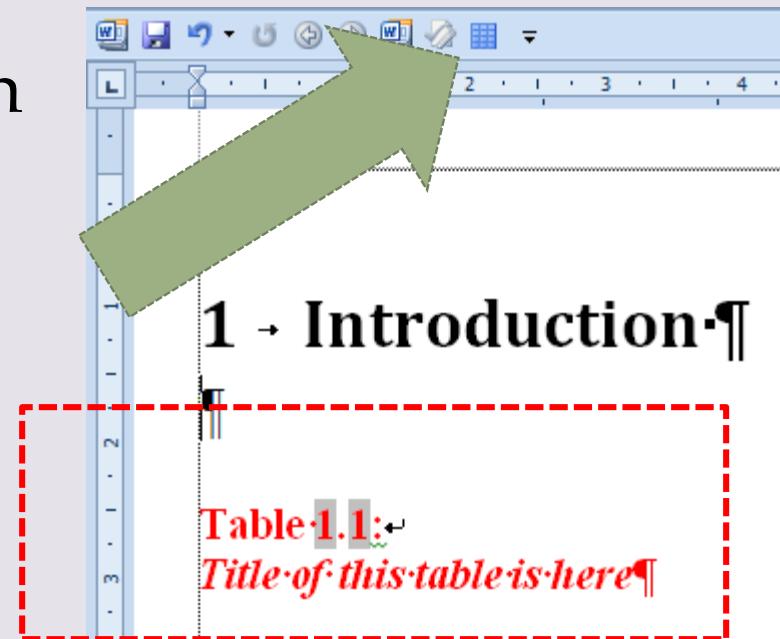
2. Function of Section Break

- 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. Below the ribbon are standard toolbar icons for Cut, Copy, Paste, Format Painter, and Clipboard. The Styles pane on the left lists various styles 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 currently selected. The Navigation pane shows a tree structure of chapters and sections. A yellow box highlights the 'Chapter 14: and Outline Level' entry in the navigation tree. A large yellow box also highlights the 'Define new Multilevel list' dialog box in the center-right of the screen.

Define new Multilevel list

Click level to modify:

1	Chapter 14: Heading 1
2	14.1
3	14.1.1 Heading 3
4	14.1.1.1
5	14.1.1.1.1
6	14.1.1.1.1.1
7	14.1.1.1.1.1.1
8	14.1.1.1.1.1.1.1
9	14.1.1.1.1.1.1.1.1

Number format

Enter formatting for number:
Chapter-14:

Start at: 14

Number style for this level: 1, 2, 3, ...

Include level number from:

Position

Number alignment: Left

Aligned at: 0 cm

Follow number with: Tab character

Text indent at: 0.63 cm

Set for All Levels...

OK Cancel

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

Hyperlink_Hyperlink_Table	a
Table of Figures	¶
TOC 1,TOC 1 HEADING 1	¶
TOC 2,TOC 2 Heading 2	¶
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	¶

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 is the 'Styles' pane on the left, which lists various styles such as Envelope Return, FollowedHyperlink, Footer, Footnote Reference, Footnote Text, Header, Chapter 1: Heading, 1. Heading 2, 1.1.1 Heading 3, Heading 4, Heading 5, Heading 6, and many others from Chapter 2 to Chapter 18. A style named 'Chapter 1: Heading' is currently selected.

A 'Modify Style' dialog box is open over the styles pane. It contains sections for 'Properties' (Name: Heading 1, Style type: Linked (paragraph and character), Style based on: Normal, Style for following paragraph: Normal) and 'Formatting' (Font: Calibri (Body), Size: 12, Bold, Italic, Underline, Alignment: Automatic). Below these are preview windows showing the style applied to sample text and a summary of the style's properties (Font: 12 pt, Bold, Malay (Malaysia), Kern at 16 pt, Indent: Left: 0 cm, Hanging: 0.63 cm, Line spacing: single, Space).

An 'OK' button is visible at the bottom right of the 'Modify Style' dialog.

To the right of the 'Modify Style' dialog is the 'Paragraph' dialog box, which has tabs for 'Indents and Spacing' and 'Line and Page Breaks'. The 'General' tab is selected, showing settings for Alignment (Justified), Outline level (Level 1), and Indentation (Left: 0 cm, Special: Hanging, By: 0.63 cm). The 'Spacing' tab is also visible, showing settings for Before (12 pt), After (0 pt), Line spacing (Single), and a checkbox for 'Don't add space between paragraphs of the same style'. A 'Preview' window at the bottom shows the formatted text.

Buttons for 'Tabs...', 'Set As Default', 'OK', and 'Cancel' are at the bottom right of the 'Paragraph' dialog.

Ruler and Tab!

69

The screenshot shows the Microsoft Word interface for Thesis version 6. The main window displays a Table of Contents (TOC) with various chapter entries. The Ruler at the top of the document area has several red dashed lines drawn across it, indicating the position of tabs. The 'Styles' pane on the right side of the screen is open, showing a list of styles including 'Subtle Reference', 'Table Name', 'Table Name1', 'Table of Authorities', 'Table of Figures', 'Table Title', 'Title,Title Page', 'TOA Heading', 'TOC 1' (which is selected), and 'TOC 2'. The status bar at the bottom of the screen shows 'Page: 2 of 34 Words: 655 Malay (Malaysia)' and the date and time '5:41 AM'.

TABLE OF CONTENT

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

TABLE-OF-CONTENT*

TABLE-OF-CONTENT → III

CHAPTER-1: → INTRODUCTION → 1

CHAPTER-2: → BACKUP-AUTOSAVE-AND-CLOUD-STORAGE → 21

CHAPTER-3: → MS-WORD-TEMPLATES → 41

CHAPTER-4: → PAGE-BREAK-AND-SECTION-BREAKS → 61

CHAPTER-5: → PAGE-NUMBERING → 81

CHAPTER-6: → THE-STRUCTURE-OF-THESIS → 101

CHAPTER-7: → CREATING-YOUR-UNIVERSITY-STYLES-THESIS-GUIDELINE → 121

Page: 2 of 34 Words: 655 Malay (Malaysia) 5:41 AM

Word Count and Endnote

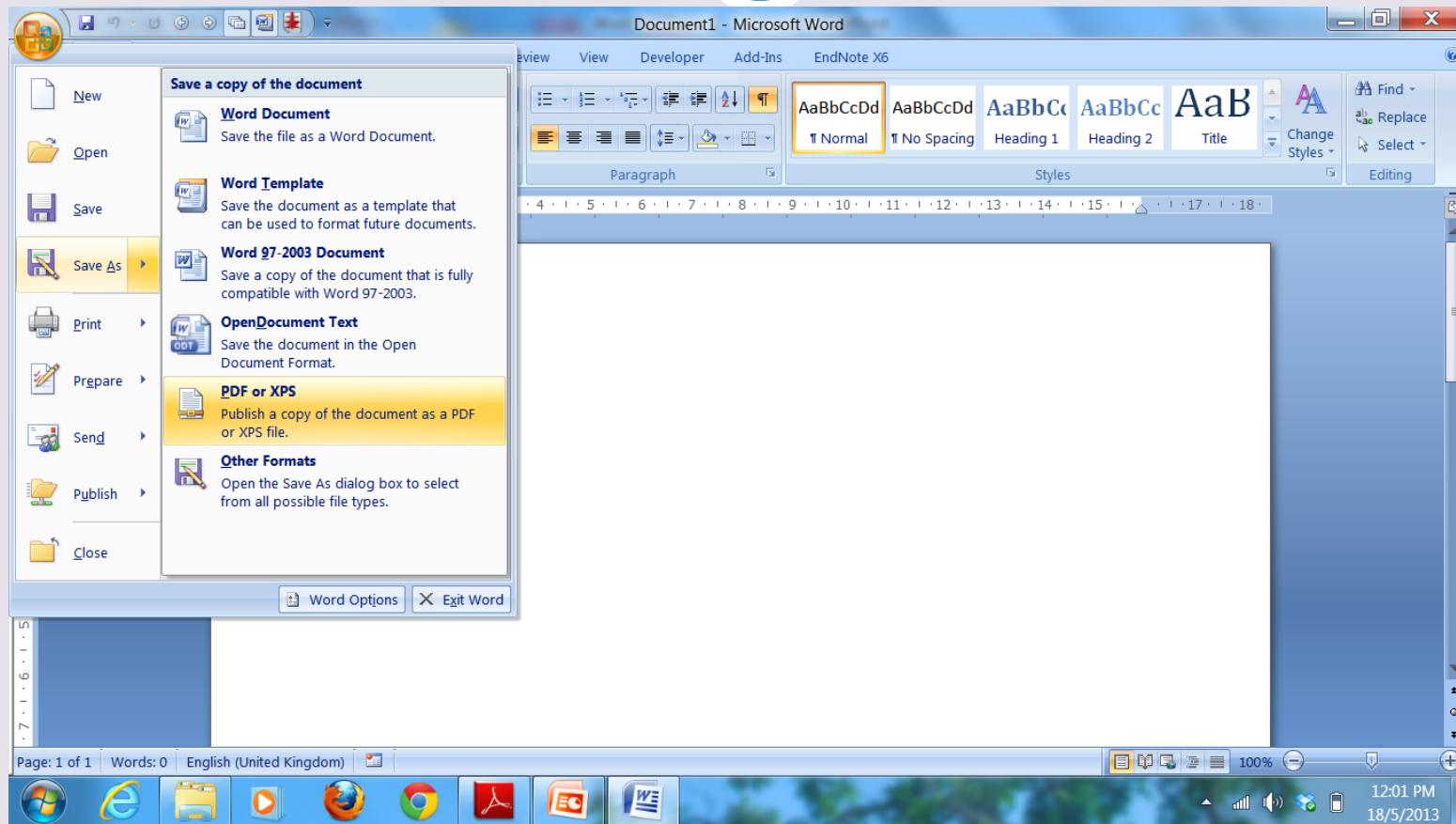
70

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 1 to 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 a checkbox for "Include textboxes, footnotes and endnotes" which is unchecked. A horizontal line labeled "Section Break (Next Page)" is visible in the document. The status bar at the bottom shows "Page: 30 of 33" and "Words: 655".

Statistics:	
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

Nurshazwani 0389471854/0199154822
(Whatsapp) / Email : nurshazwani_g@upm.edu.my

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