Writing a Thesis using Microsoft Word
Writing a Thesis using Microsoft Word

• Microsoft Word is the most commonly used text editor but designed predominantly for Business

• Often users use only fraction of capacity of program whilst simultaneously being frustrated by default functions

• Improve your use of Word – attend a course, read a manual, Google

• Talk to other students - collectively large amount of knowledge (functions and ‘tricks’)

• Today – screenshots from MS Word 2011
Writing a Thesis using Microsoft Word

- Customising the interface & functions
- Creating a template
- Working with a document
- Editing and sharing documents
- Alternate text editors
- Resources
Take the time to familiarise your self with Word interface.
You can customise the interface & functions

• Turn off annoying autoformat functions
  • autoformat as you type
• Turn off autocorrect functions and/or adapt them to your needs
  • correct your repeated typing errors
  • add terms to your dictionary
  • create your own text shortcuts
• Set language default
• Autosave and autorecover if you lose a document
• See formatting marks in your document
What auto functions drive you crazy? Turn them off using Options menu.
Customise some auto functions to save time - Autocorrect your typos.
Customise the dictionary with your research terms.
Develop your own shorthand.
Is your spellchecker suggesting US English rather than AUS or UK English? Change your default setting.
Want to know what your grammar checker is checking?
Want to declutter your screen? Customise or hide the ribbon.
Don’t lose any text - autosave.
Lost your document before saving? Autorecover.
Want to speed up? Know the keyboard shortcuts / create your own.

<table>
<thead>
<tr>
<th>Task</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove paragraph or character formatting</td>
<td>CTRL+SPACEBAR</td>
</tr>
<tr>
<td>Copy the selected text or object</td>
<td>CTRL+C</td>
</tr>
<tr>
<td>Cut the selected text or object</td>
<td>CTRL+X</td>
</tr>
<tr>
<td>Paste text or an object</td>
<td>CTRL+V</td>
</tr>
<tr>
<td>Paste special</td>
<td>CTRL+ALT+V</td>
</tr>
<tr>
<td>Paste formatting only</td>
<td>CTRL+SHIFT+V</td>
</tr>
<tr>
<td>Undo the last action</td>
<td>CTRL+Z</td>
</tr>
<tr>
<td>Redo the last action</td>
<td>CTRL+Y</td>
</tr>
<tr>
<td>Open the <strong>Word Count</strong> dialog box</td>
<td>CTRL+SHIFT+G</td>
</tr>
</tbody>
</table>

**Working with documents and Web pages**

**Create, view, and save documents**

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new document.</td>
<td>CTRL+N</td>
</tr>
<tr>
<td>Open a document.</td>
<td>CTRL+O</td>
</tr>
<tr>
<td>Close a document.</td>
<td>CTRL+W</td>
</tr>
<tr>
<td>Split the document window.</td>
<td>ALT+CTRL+S</td>
</tr>
<tr>
<td>Remove the document window split.</td>
<td>ALT+SHIFT+S or ALT+CTRL+S</td>
</tr>
<tr>
<td>Save a document.</td>
<td>CTRL+S</td>
</tr>
</tbody>
</table>
Create a Template (possibly......)

• Set your page layout (margins, orientation, page numbering)

• Set what your text looks like (styles)
  – Font (Size & Type face – consider serif fonts Palatino, Times New Roman)
  – Headings
  – Spacing
  – Levels

• Become familiar with outline view

• Consider using a Master Document if a chapter(s) is large
Set your margins.

- **Heading 1**
- **Heading 2**
**Title**

**Subtitle**

**Subtle Emphasis**

**Intense Emphasis**
Change page orientation with section breaks.
What to keep the position of your page numbers consistent? See [https://uknowit.uwgb.edu/page.php?id=26346](https://uknowit.uwgb.edu/page.php?id=26346)
Number your pages – able to choose format & start number for each section.
Spend some time to learn about styles – important for creating TOC & master documents.
Another component of styles is level. Allocate a level to each style.
Outline view will help with changing styles, creating master documents & editing flow.
Chapter 1

Introduction


First topic


Second topic

Chapter 1

- Introduction
- First topic
- Second topic
Save your customised formatted version as a template.
If your thesis file is large create a Master document with subdocuments.
Working with your document

- Create and update a table of contents (based on styles)
- Insert images (insert, compress)
- Create captions and cross-reference (for both figures and tables)
- Page layouts & section breaks (portrait–landscape–portrait changes)
- Insert footnotes

- In text citations, reference lists, bibliographies should be managed using referencing software
  - UWA supports Endnote but common alternatives include Mendeley, Zotero, OneNote (consider what is common in your discipline / what your supervisor supports)
Automatically generate a table of contents (TOC). Update as required.
Insert an image. Compress the image?
Create a caption when labelling figures and tables.
You can generate a list of figures and a list of tables from your captions.
Link you in text reference to a figure to the figure caption.
Introduction


Figure 1: Chrysanthemum
Create footnotes using Insert Footnote.
Editing and sharing a Document

- Zoom out to preview structure
- Track changes
- Add comments
- Compare documents
Zoom out to check your distribution of text, figures & tables.
Become familiar with comments, track changes and compare documents.
Alternate text editors

- LaTeX
- Scrivener
- Freeware: Vim / Geany
Chapter 5
Dynamic Services in the Smart Energy Grid

5.1 Future Energy Markets

5.1.1 Intermittent and Distributed Generation
5.1.2 Demand Side Management
5.1.3 Real Time Pricing
5.2 Automation of Energy Allocation
5.2.1 Experimental Validation
5.3 Conclusions
Resources

• Doug Lowe. 2010. Word 2010 All-in-One For Dummies. UWA Library - Online access.

• Microsoft Word 2010 Digital Classroom. UWA Library - Online access.


• Clive Huggan. Bend Word to Your Will (Mac users)
  http://word.mvps.org/Mac/Bend/BendWordToYourWill.html

• Microsoft Word help tutorials

• Youtube & Google – such as Subversive Copy Editor Blog
  http://www.subversivecopypeditor.com/blog/ and Ms Word Know How - a Place for Coolest Word Tips and Tricks......
  https://wordknowhow.wordpress.com/