Writing your Thesis using Word 2013 and EndNote X7

Overview
This course focuses on two main aspects in relation to the preparation of a Masters or PhD thesis at QUT:
1. Ensuring the thesis complies with the presentation requirements of the University and the Research Student Centre.
2. Providing skills and knowledge on features of Microsoft Word 2013 and EndNote X7 to help in the management of long documents such as a thesis.

Who should attend
Postgraduate research students.

Components of the Thesis Template
• Keywords and Abstract
• Table of Contents
• List of Figures and List of Tables
• Styles & Templates

Terminology for Word 2013
• What is formatting?
• What are styles and templates?
• Quick Style Gallery and Styles Window
• Visual tools for navigating a long document

Using Styles
• Applying styles
• Styles & QUT requirements
• Creating, modifying and deleting styles
• Copying styles from one document to another

Using Templates
• Understanding and using templates
• Using the APA Thesis Template
• Modifying a template
• Creating a new document from a template
• Moving an existing document into a template

Using Headings
• Automatic heading numbering
• Chapter headings - Heading Level 1
• Subheadings - Heading Levels 2, 3, 4, and 5
• Using the correct styles from the Thesis template

Section and Page Breaks
• Understanding the types of breaks
• Inserting breaks
• Printing sections of a document
• Paragraph formatting
• Controlling text flow and page breaks

Figures, Tables & Cross-References
• Inserting a Figure into a document
• Figure numbering and captions
• Creating, modifying and updating lists
• Creating and saving a table style
• Table numbering and captions
• Creating a list of tables or figures
• Understanding a table of contents
• Creating, navigating and updating a table of contents
• Numbering of appendix figures and tables
• Including appendix figures and tables in a list
• Cross-reference to another section, figure, table or list
• Updating cross-references

Headers and Footers
• Inserting and editing headers and footers
• Header and footer positions
• Different first page, different odd and even pages
• Creating section headers and footers
• Linking section headers and footers
• Inserting a style reference into a header or footer

Editing Tools
• Select then do
• Find and replace
• Format painter

Working and Editing in Outline View
• Outlining ribbon and Outline view
• Moving headings and sections up or down
• Promoting and demoting headings and sections
• Using Navigation Pane view
• Preparing your headings and opening the multilevel list
• Defining a new multilevel list

Working with Master Documents
• Understanding the advantages of a master document
• Creating a master document and subdocuments
• Inserting, editing, merging and splitting subdocuments
• Locking subdocuments
• Deleting subdocuments
• Printing a master document

Track Changes
• Turning tracking on and off and setting tracking options
• Showing revisions
• Switching between Final and Revision
• Displaying different Reviewers and the Reviewing Pane
• Accepting and rejecting changes

Footnotes
• Inserting and deleting footnotes
• Editing footnote and endnote options
• Indirect References and Direct References
• Short direct quotes and Long direct quotes

Citations, Footnotes & Bibliography
• Applying styles
• Styles & QUT requirements
• Creating, modifying and deleting styles
• Copying styles from one document to another
• In-Text Citations
• Forms of citation
• Unformatted (temporary) and Formatted citations
• Finding, inserting and deleting citations
• Citing references in footnotes and endnotes
• Manually inserting citations
• Adding & editing an in-text citation in the correct style
• EndNote Styles
• Installing and applying the APA styles

Bibliography
• General guidelines
• Creating and Formatting a bibliography
• Changing bibliography settings
• Adding styles to the output styles list
• Reformating papers
• Creating a bibliography from multiple documents
• Directly editing bibliographies

Prerequisites
• Attendance at the QUT Library EndNote Essentials training course
• Enrolment/completion of the Advanced Information Research Skills (AIRS) course
• Awareness of QUT’s Doctor of Philosophy Regulations

Duration
1 day

Starting Time
9:00am

Finish Time
4:30pm

Course Code: WYTUME

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