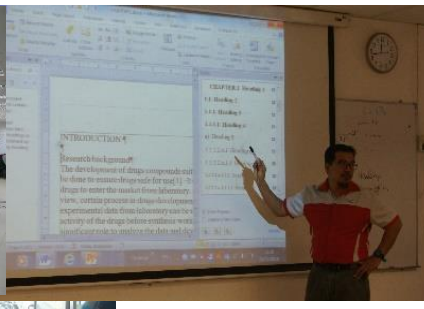
Formatting Thesis Workshop using MS Word for Postgraduate Student

Thesis Formatting Workshop for Postgraduate Student was conducted by Senior Lecturer from Universiti Teknologi MARA (UiTM) Melaka, Dr. Mohd Zuli Jaafar. The workshop was held on 9th February 2019 and 10th February 2019 at Bilik Kuliah 5, Pusat Pengajian Siswazah (PPS), Universiti Teknikal Malaysia Melaka (UTeM). The focus of the workshop is to gather and brainstorming the ideas from top management staff, lecturers and students in rechecking the existing format of UTeM thesis. Recheck the format of the thesis for master and Ph.D. students of UTeM was very crucial because of the students able to accomplish a quality research thesis to be submitted at the end of studies. Dr. Zuli introduced MZJ Formatting Method and how is it works on Microsoft Word. The use of a template that has .dotx file extension to apply in different thesis documents with .docx file extension is one of the approaches in MZJ.Besides that, the used of the Developer Tab and Style Pane Area play important roles in thesis formatting using Microsoft Word. In addition, MZJ introduces utilizing the Paragraph Marks button, Clear Formatting button, Back and Forward button and used of Draft and Outline Mode Formatting. The workshop involved four types of modules. Module 1 is setting your pc for formatting to ensure smooth formatting process and it is vital to understand file extension for further processes. The session continues with understanding template file with the .dotx file extension in Module 2. The last day of the workshop continues with the format of the body of the thesis in Module 3. From the preface part until the body of the thesis have their variation of styles. The workshop ends with Module 4 which is an overview of the full content of the template. To be concluded, Thesis Formatting workshop hopefully can help participate in managing their thesis and can save a lot of time by using the techniques which are available in Microsoft Word. Equally important, the workshop aims to ensure the quality of the presentation of a thesis by standardizing its format and layout and also to produce the thesis based on the requirements as given by the University.



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