

## Writing your Master thesis with Word

### Target audience

This workshop is for Master or Bachelor students who would like to learn how to use Microsoft Word to write and format their thesis.

### Structure

The course will be delivered in one session of three hours and is taught in a small group of up to ten participants. All participants use a PC or Mac to fulfil tasks alongside. Participants are more than welcome to bring their own laptops with Microsoft Word (2007 or newer) installed.

### Learning objectives

The workshop will focus on the technical use of Microsoft Word to compile a large and structured document. After this course the participants should feel confident in using Word to write and format their thesis.

### Content of the session

Time	Content	Notes
<b>3 hours</b>	Preparing Word for your thesis: <ul style="list-style-type: none"> <li>• Working with styles to format your text</li> <li>• Configuring headings and subheadings</li> <li>• Personalising the header and the footer</li> <li>• Inserting and labelling tables and figures</li> <li>• Inserting and referencing footnotes</li> <li>• Using other software to generate a bibliography</li> <li>• Generating a table of contents</li> <li>• Printing the final document</li> <li>• Using the sample document for your thesis</li> </ul>	<i>Hands-on</i> Each participant works on a sample document.