

Writing your PhD thesis with Word

Target audience

This workshop is for final year PhD students who are about to write up their thesis. Master students, who would like to get in-depth knowledge of Microsoft Word, might also be interested.

Structure

The course will be delivered in two three-hour sessions on separate days. It is taught in a small group of up to ten participants, all having a PC or Mac available to fulfil tasks alongside. Participants are more than welcome to bring their own laptops with Microsoft Word (2007 or newer) installed.

Learning objectives

The course will start with an analysis of the writing phase and an open discussion. It is the aim to support the participants in developing their own writing strategy. This in turn will help them to tackle the challenges they face during the approximately 3-month long writing phase.

The main focus of the workshop will be on the technical use of Microsoft Word to compile a large and highly structured document. After this course the participants should feel confident in using Word to write and format their thesis. They shouldn't have to worry about technical issues during the writing phase.

Session 1

Time	Content	Notes
40 min	Introduction and general thoughts <ul style="list-style-type: none"> • Getting into the writing mood • Organizing your data • Finding a good writing strategy • Knowing what Word is good for and what not • Saving and backing-up your data 	Open discussion supported by a presentation.
140 min	Preparing a Word template for your thesis: <ul style="list-style-type: none"> • Working with a Word template and styles • Configuring headings and subheadings • Personalising the header and the footer • Inserting tables and creating a personalised table style • Labelling and cross-referencing tables 	<i>Hands-on</i> Each participant works on a sample document.

Session 2

Time	Content	Notes
180 min	Continuing preparing a Word template: <ul style="list-style-type: none"> • Making use of the AutoCorrect function • Inserting (tiled) figures and figure legends • Cross-referencing figures • Inserting and labelling formulas • Inserting and referencing footnotes • Using different page layouts within one document • Creating a table of contents and other indices • Generating a bibliography • Generating and printing the final document • Using the personalised Word template for your thesis 	<i>Hands-on</i> Participants continue working on their sample documents.