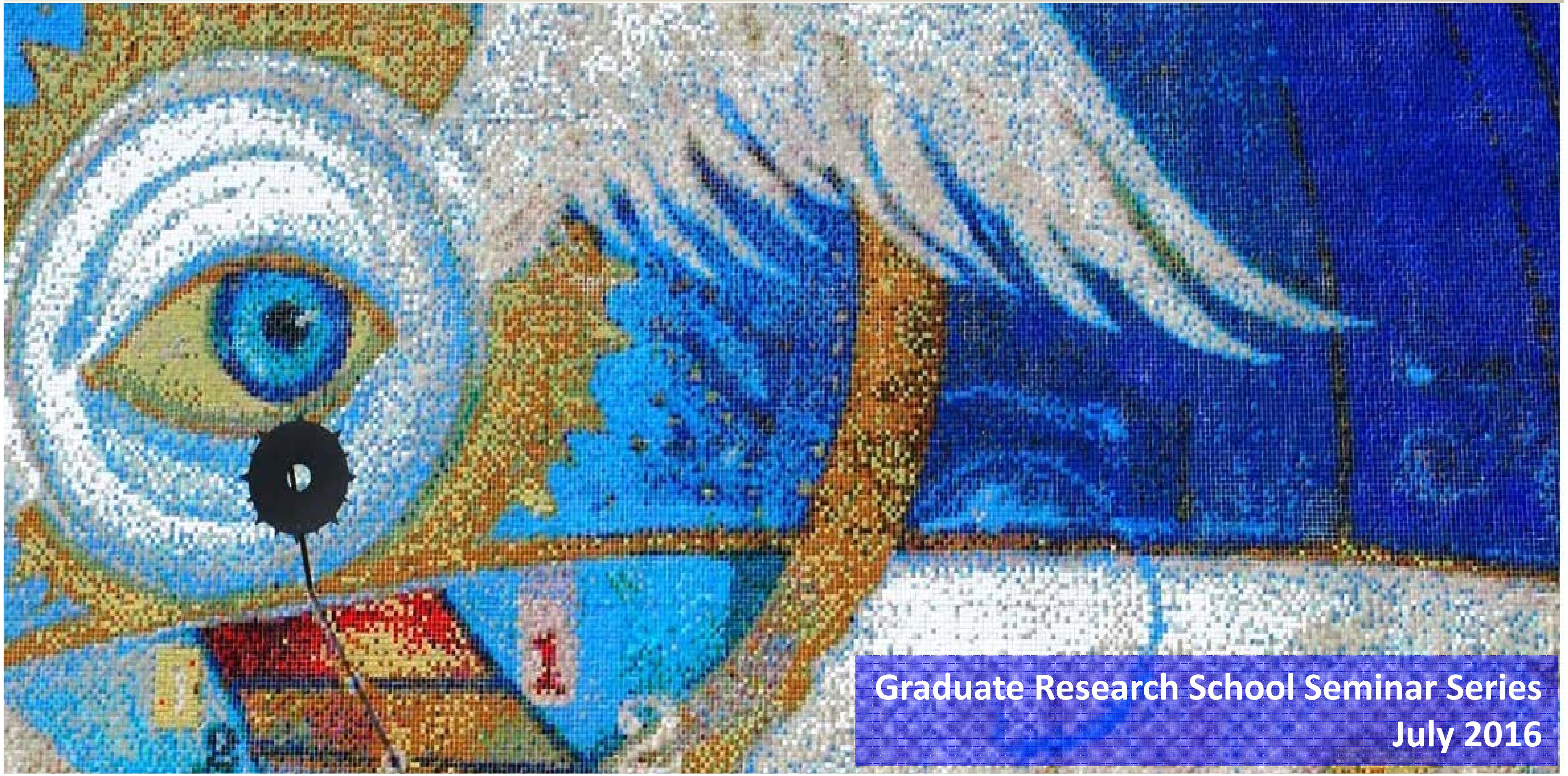
THE UNIVERSITY OF
WESTERN AUSTRALIA
Achieving International Excellence

Writing a Thesis using Microsoft Word



Graduate Research School Seminar Series
July 2016

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

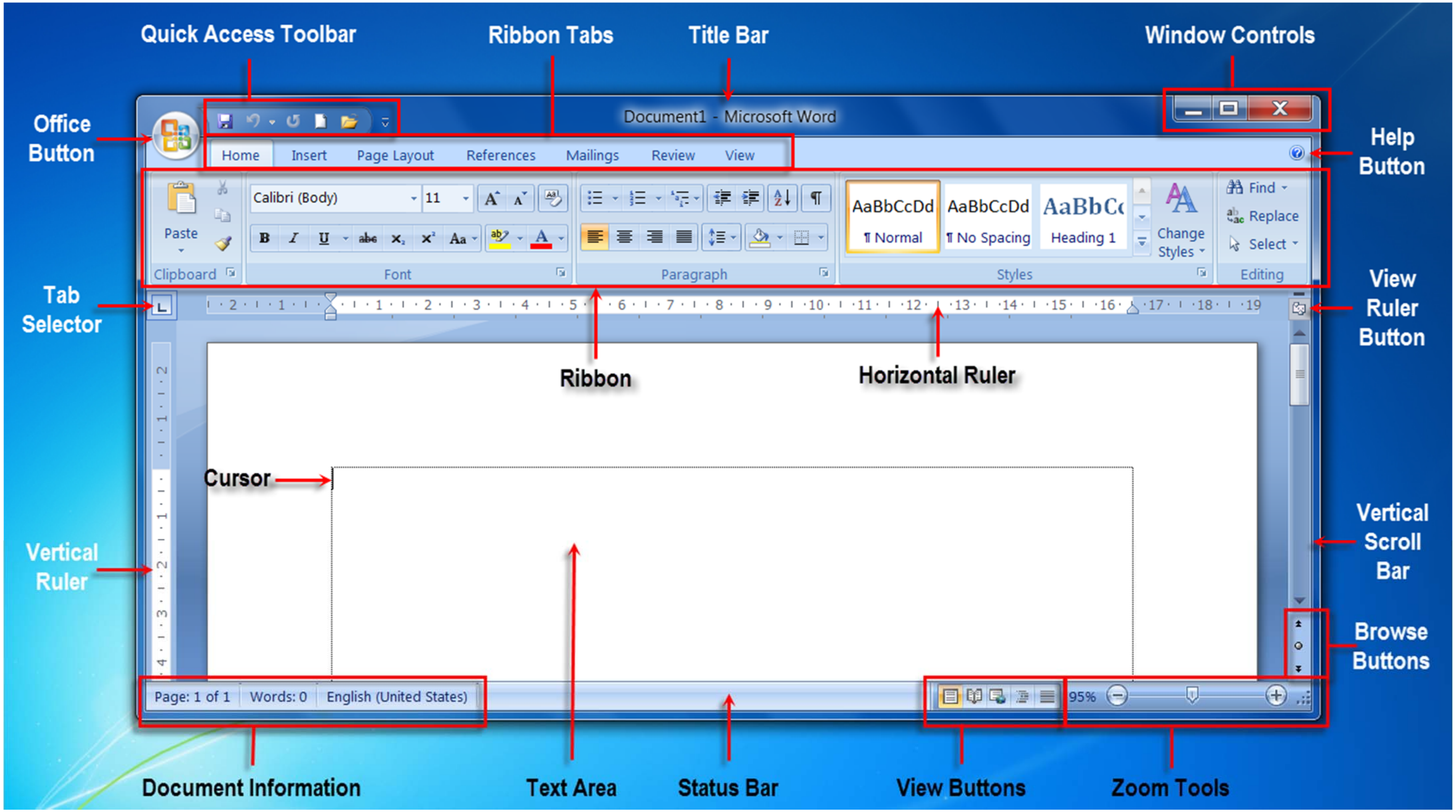
- Improve your use of Word – attend a course, read a manual, Google
- Talk to other students - collectively large amount of knowledge (functions and ‘tricks’)

- Today – screenshots from MS Word 2011

Writing a Thesis using Microsoft Word

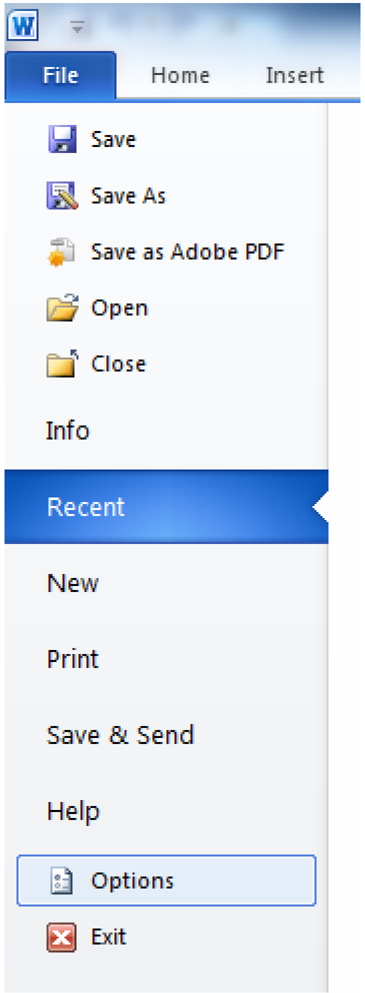
- Customising the interface & functions
- Creating a template
- Working with a document
- Editing and sharing documents
- Alternate text editors
- Resources

Take the time to familiarise your self with Word interface.

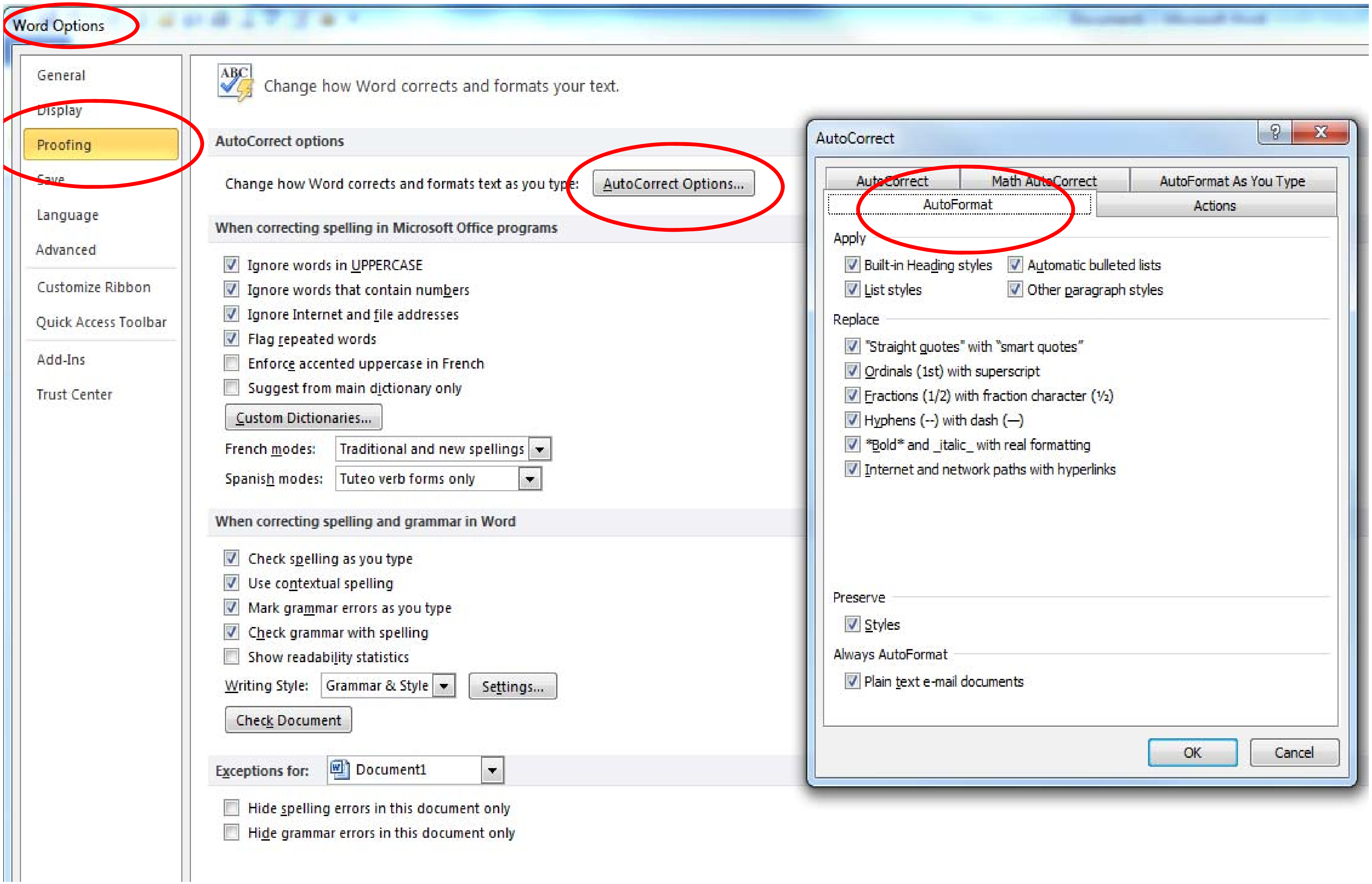

Quick Access Toolbar
Ribbon Tabs
Title Bar
Window Controls
Office Button
Help Button
Tab Selector
View Ruler Button
Ribbon
Horizontal Ruler
Cursor
Vertical Ruler
Vertical Scroll Bar
Browse Buttons
Document Information
Text Area
Status Bar
View Buttons
Zoom Tools
Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDd
¶ Normal
AaBbCcDd
¶ No Spacing
AaBbCc
Heading 1
Change Styles
Styles
Find
Replace
Select
Editing
Page: 1 of 1
Words: 0
English (United States)
95%

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


File
Home
Insert
Save
Save As
Save as Adobe PDF
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

What auto functions drive you crazy? Turn them off using Options menu.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
AutoCorrect Options...
Custom Dictionaries...
Settings...
Check Document
AutoCorrect
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
AutoFormat
Actions
OK
Cancel

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type:

When correcting spelling in Microsoft Office programs

- ☑ Ignore words in UPPERCASE
- ☑ Ignore words that contain numbers
- ☑ Ignore Internet and file addresses
- ☑ Flag repeated words
- ☐ Enforce accented uppercase in French
- ☐ Suggest from main dictionary only

French modes: Traditional and new spellings

Spanish modes: Tuteo verb forms only

When correcting spelling and grammar in Word

- ☑ Check spelling as you type
- ☑ Use contextual spelling
- ☑ Mark grammar errors as you type
- ☑ Check grammar with spelling
- ☐ Show readability statistics

Writing Style: Grammar & Style

Exceptions for: Document1

- ☐ Hide spelling errors in this document only
- ☐ Hide grammar errors in this document only

Apply

- ☑ Built-in Heading styles
- ☑ Automatic bulleted lists
- ☑ List styles
- ☑ Other paragraph styles

Replace

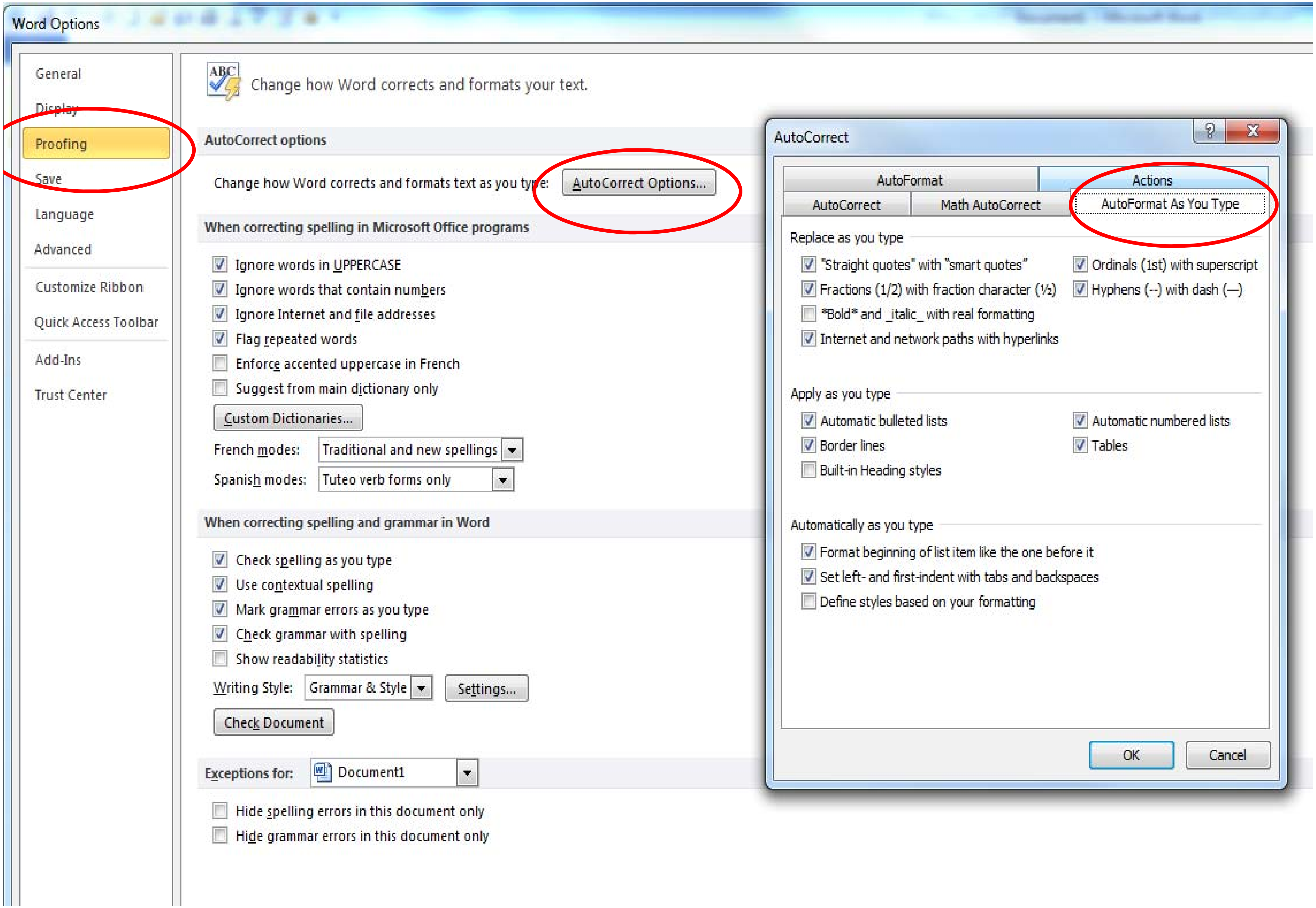
- ☑ "Straight quotes" with "smart quotes"
- ☑ Ordinals (1st) with superscript
- ☑ Fractions (1/2) with fraction character (½)
- ☑ Hyphens (--) with dash (—)
- ☑ *Bold* and _italic_ with real formatting
- ☑ Internet and network paths with hyperlinks

Preserve

- ☑ Styles

Always AutoFormat

- ☑ Plain text e-mail documents


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
AutoCorrect Options...
Custom Dictionaries...
Settings...
Check Document
AutoCorrect
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
OK
Cancel

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☑ Internet and network paths with hyperlinks
☑ Ordinals (1st) with superscript
☑ Hyphens (--) with dash (—)

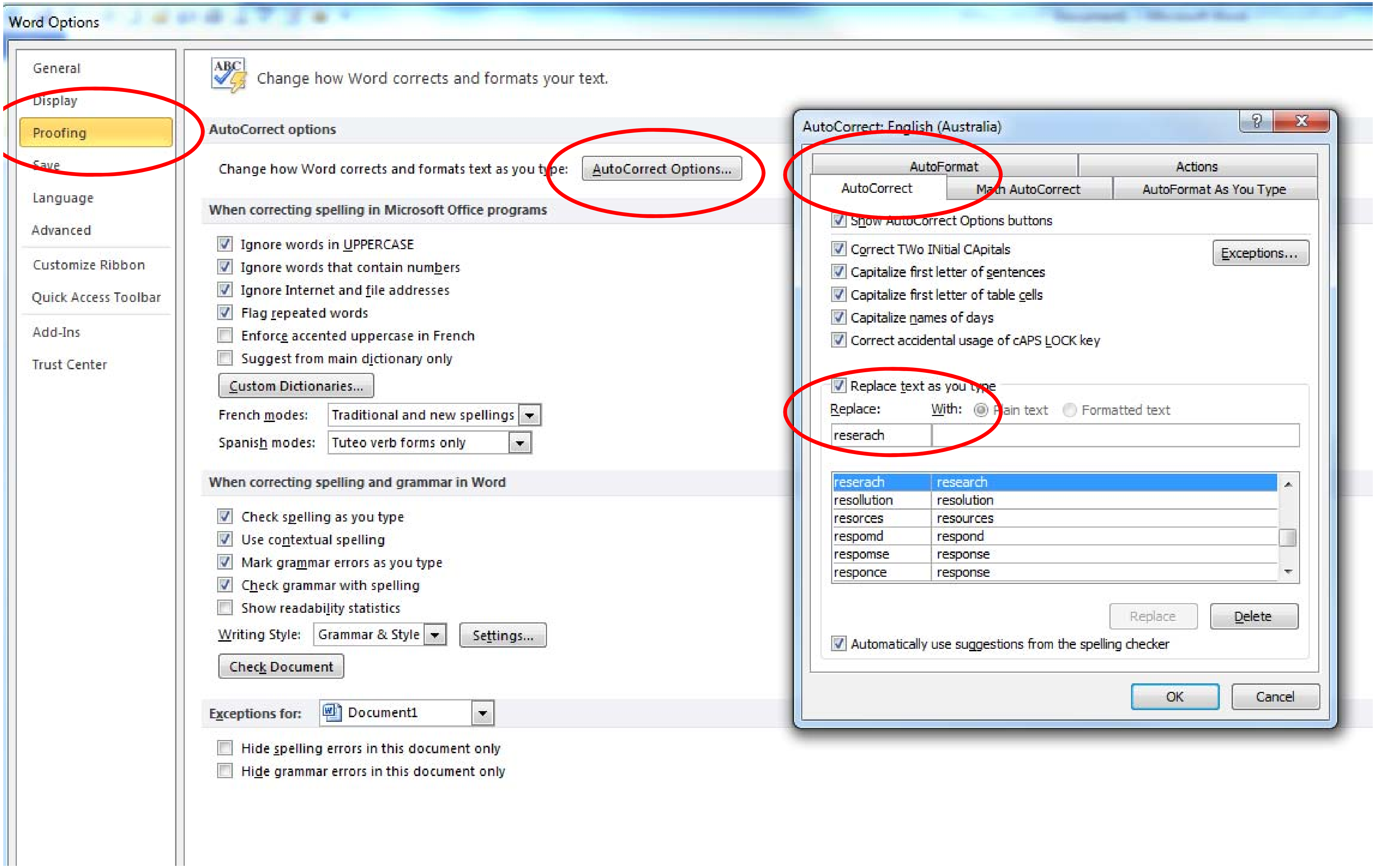
Apply as you type

☑ Automatic bulleted lists
☑ Border lines
☐ Built-in Heading styles
☑ Automatic numbered lists
☑ Tables

Automatically as you type

☑ Format beginning of list item like the one before it
☑ Set left- and first-indent with tabs and backspaces
☐ Define styles based on your formatting

Customise some auto functions to save time - Autocorrect your typos.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
AutoCorrect Options...
Custom Dictionaries...
Settings...
Check Document
AutoCorrect: English (Australia)
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions...
Replace
Delete
OK
Cancel

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: AutoCorrect Options...

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- ☐ Hide grammar errors in this document only

AutoCorrect: English (Australia)

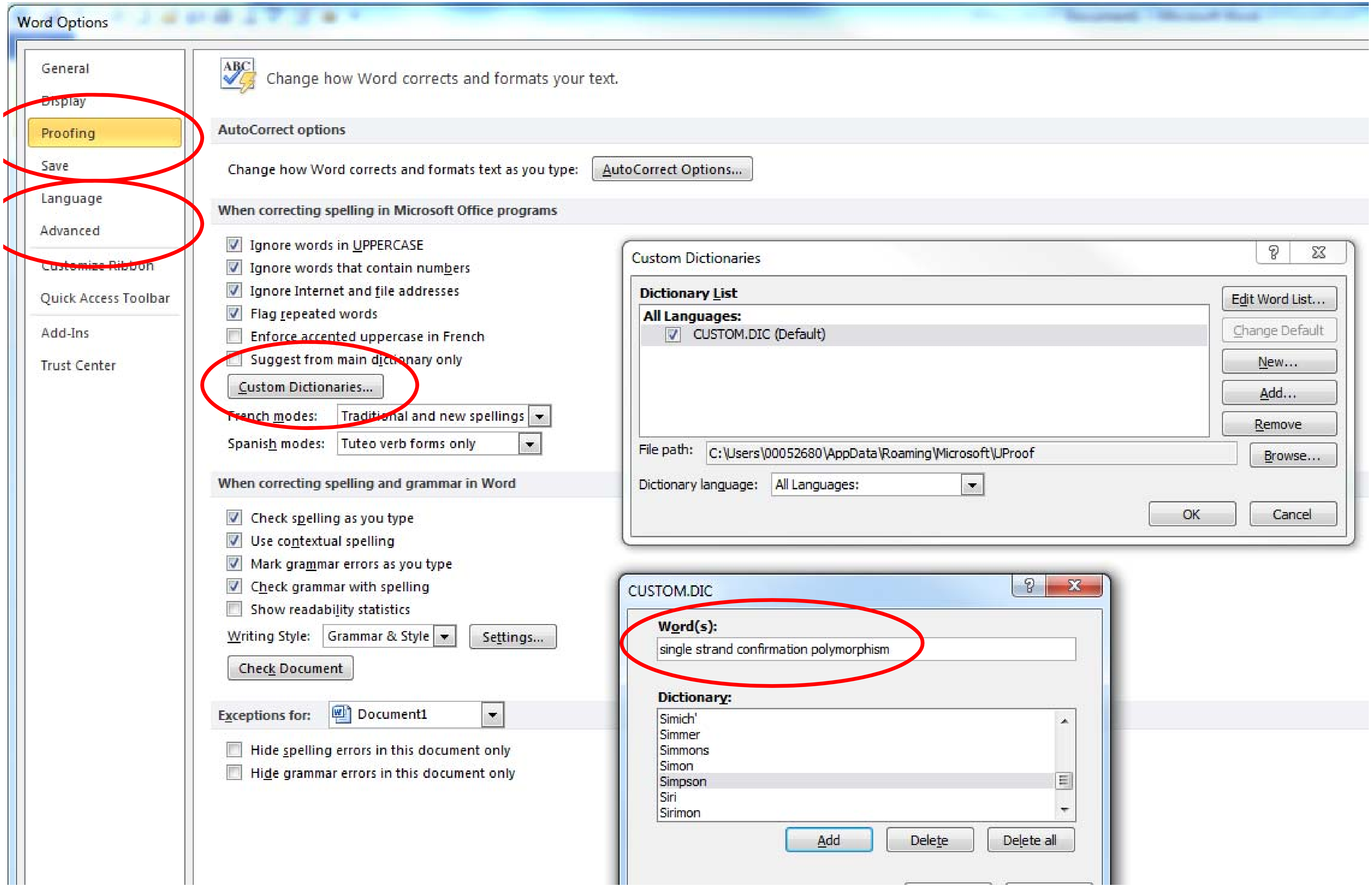
- ☑ Show AutoCorrect Options buttons
- ☑ Correct TWo INitial CApitals
- ☑ Capitalize first letter of sentences
- ☑ Capitalize first letter of table cells
- ☑ Capitalize names of days
- ☑ Correct accidental usage of cAPS LOCK key
- ☑ Replace text as you type

Replace: reserach With: ● Plain text ○ Formatted text

Replace	With
reserach	research
resollution	resolution
resorces	resources
respomd	respond
respomse	response
responce	response

- ☑ Automatically use suggestions from the spelling checker

Customise the dictionary with your research terms.



Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
AutoCorrect Options...
Custom Dictionaries...
Settings...
Check Document
Edit Word List...
Change Default
New...
Add...
Remove
Browse...
OK
Cancel
Add
Delete
Delete all

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☐ Hide grammar errors in this document only

Custom Dictionaries

Dictionary List

All Languages:
☑ CUSTOM.DIC (Default)

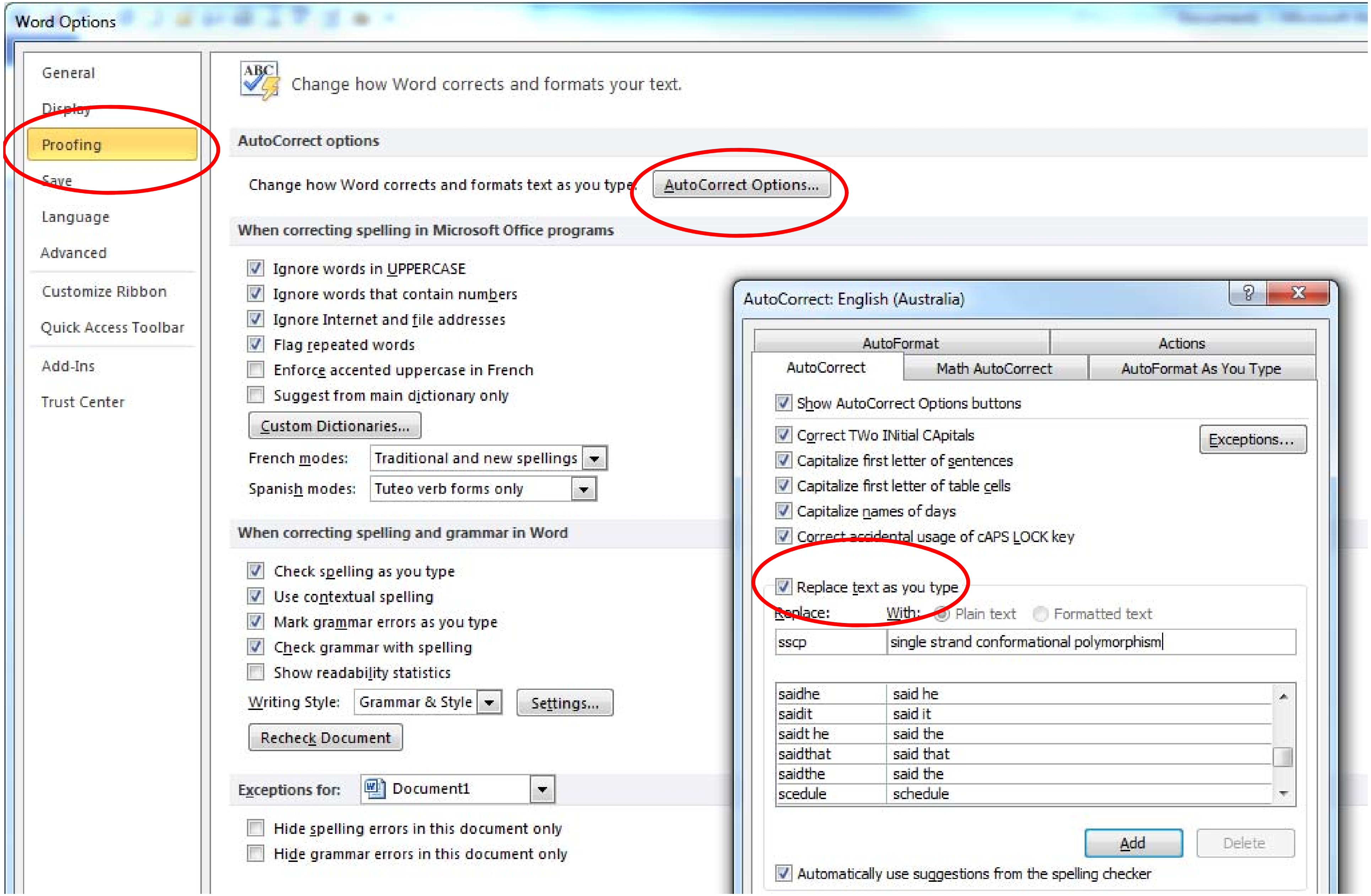
File path: C:\Users\00052680\AppData\Roaming\Microsoft\UProof
Dictionary language: All Languages:

CUSTOM.DIC

Word(s):
single strand confirmation polymorphism

Dictionary:
Simich'
Simmer
Simmons
Simon
Simpson
Siri
Sirimon

Develop your own shorthand.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
AutoCorrect: English (Australia)
AutoFormat
Actions
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions…
Add
Delete
Custom Dictionaries…
Settings…
Recheck Document
AutoCorrect Options…

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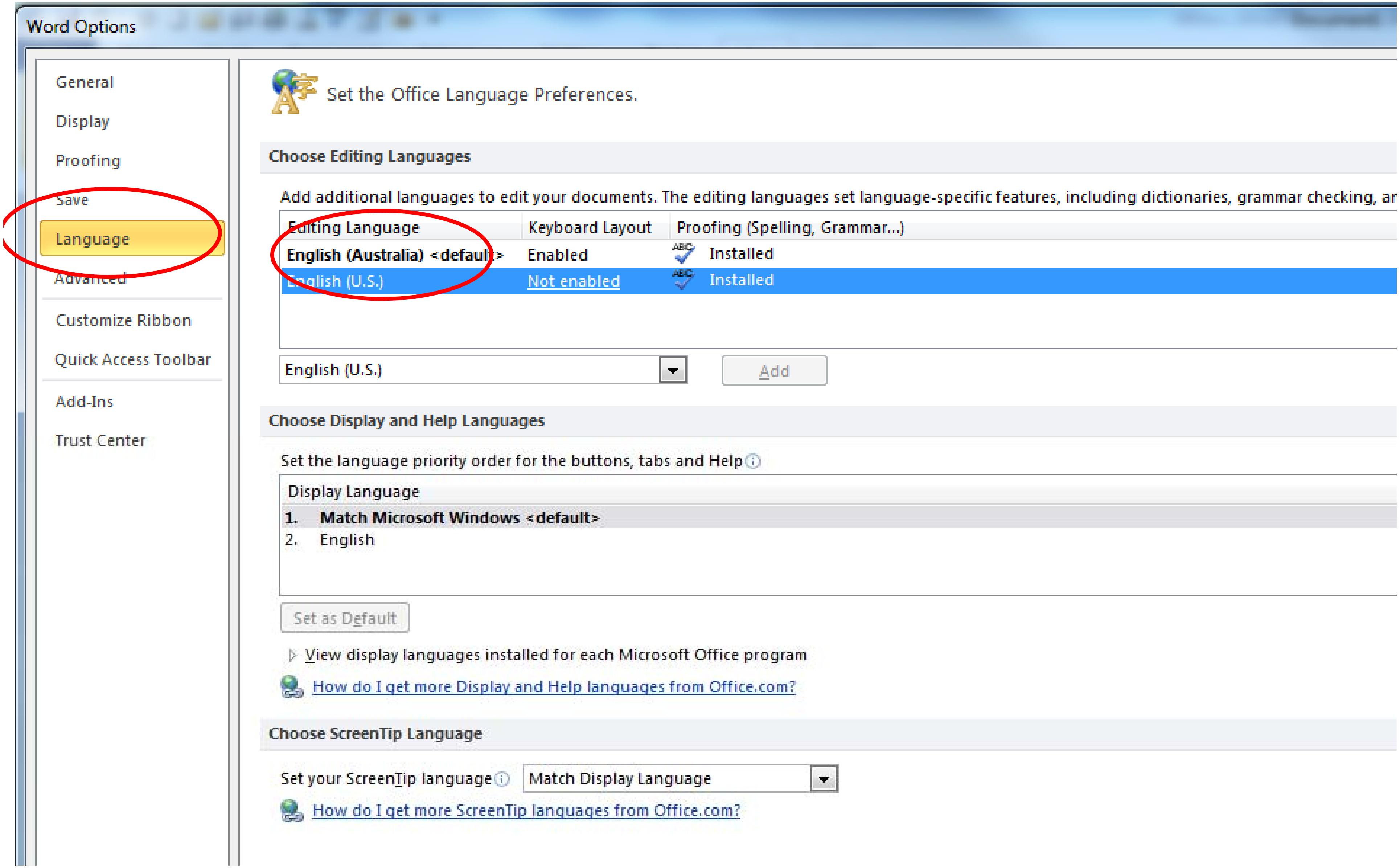
- ☑ Capitalize first letter of sentences
- ☑ Capitalize first letter of table cells
- ☑ Capitalize names of days
- ☑ Correct accidental usage of cAPS LOCK key
- ☑ Replace text as you type

Replace: sscp With: ● Plain text ○ Formatted text single strand conformational polymorphism

Replace	With
saidhe	said he
saidit	said it
saidt he	said the
saidthat	said that
saidthe	said the
scedule	schedule

- ☑ Automatically use suggestions from the spelling checker

Is your spellchecker suggesting US English rather than AUS or UK English?
Change your default setting.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Add
Set as Default

Set the Office Language Preferences.

Choose Editing Languages

Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, ar

Editing Language	Keyboard Layout	Proofing (Spelling, Grammar...)
English (Australia) <default>	Enabled	Installed
English (U.S.)	Not enabled	Installed

English (U.S.)

Choose Display and Help Languages

Set the language priority order for the buttons, tabs and Help

Display Language
1. Match Microsoft Windows <default>
2. English

View display languages installed for each Microsoft Office program

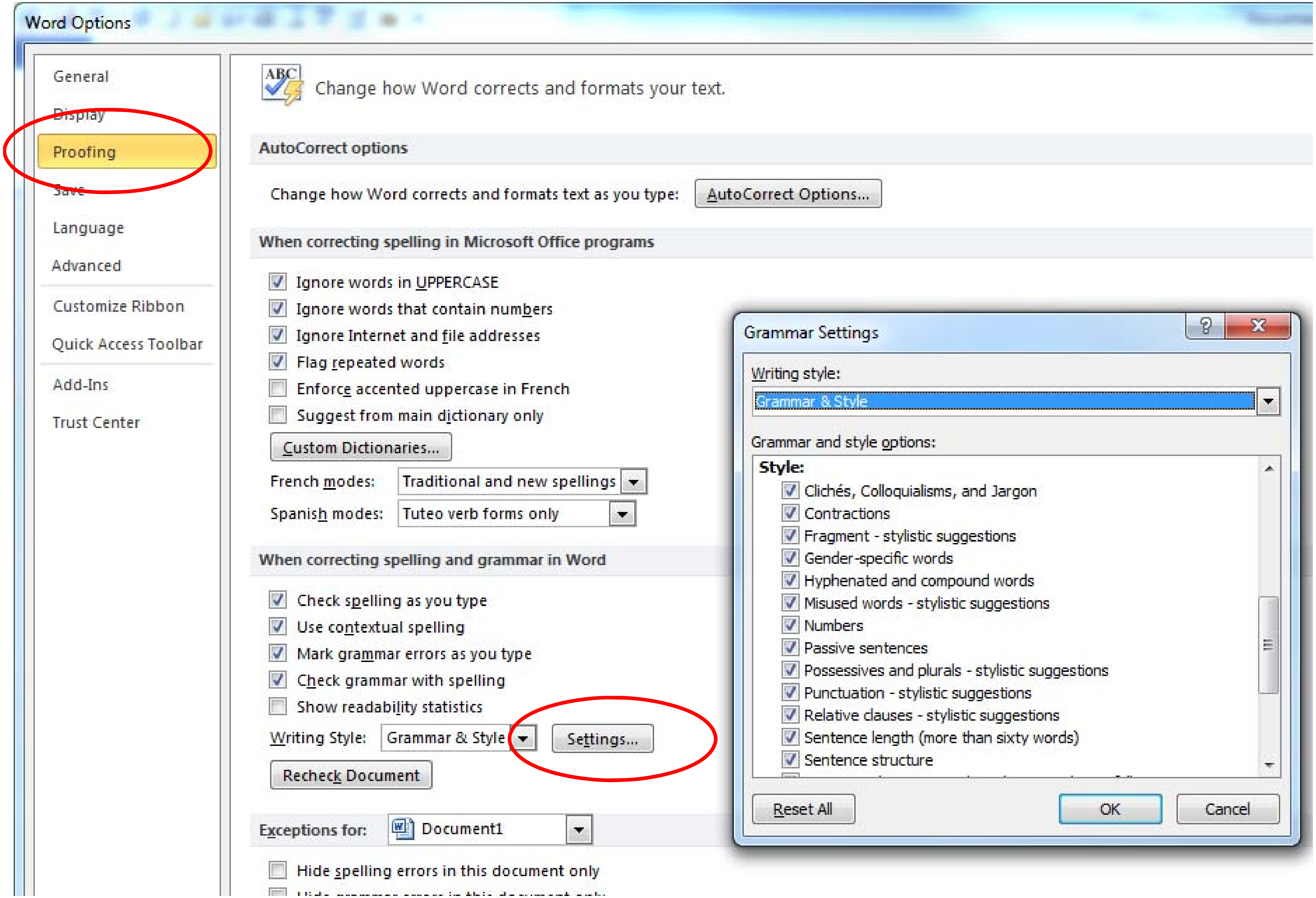
How do I get more Display and Help languages from Office.com?

Choose ScreenTip Language

Set your ScreenTip language: Match Display Language

How do I get more ScreenTip languages from Office.com?

Want to know what your grammar checker is checking?



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Change how Word corrects and formats text as you type: AutoCorrect Options...

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Writing Style: Grammar & Style Settings...

Recheck Document

Exceptions for: Document1

- ☐ Hide spelling errors in this document only
- ☐ Hide grammar errors in this document only

Grammar Settings

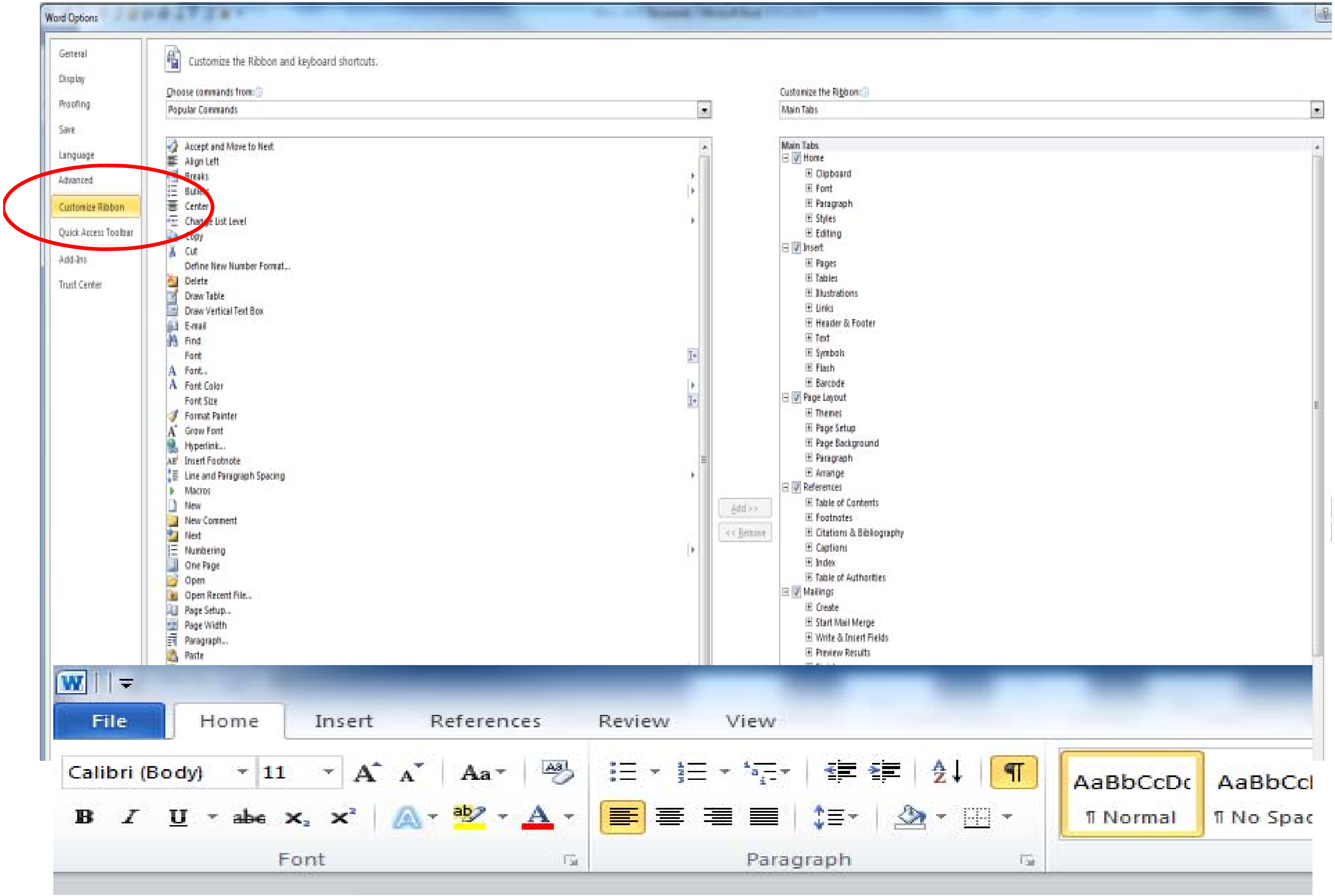
Writing style: Grammar & Style

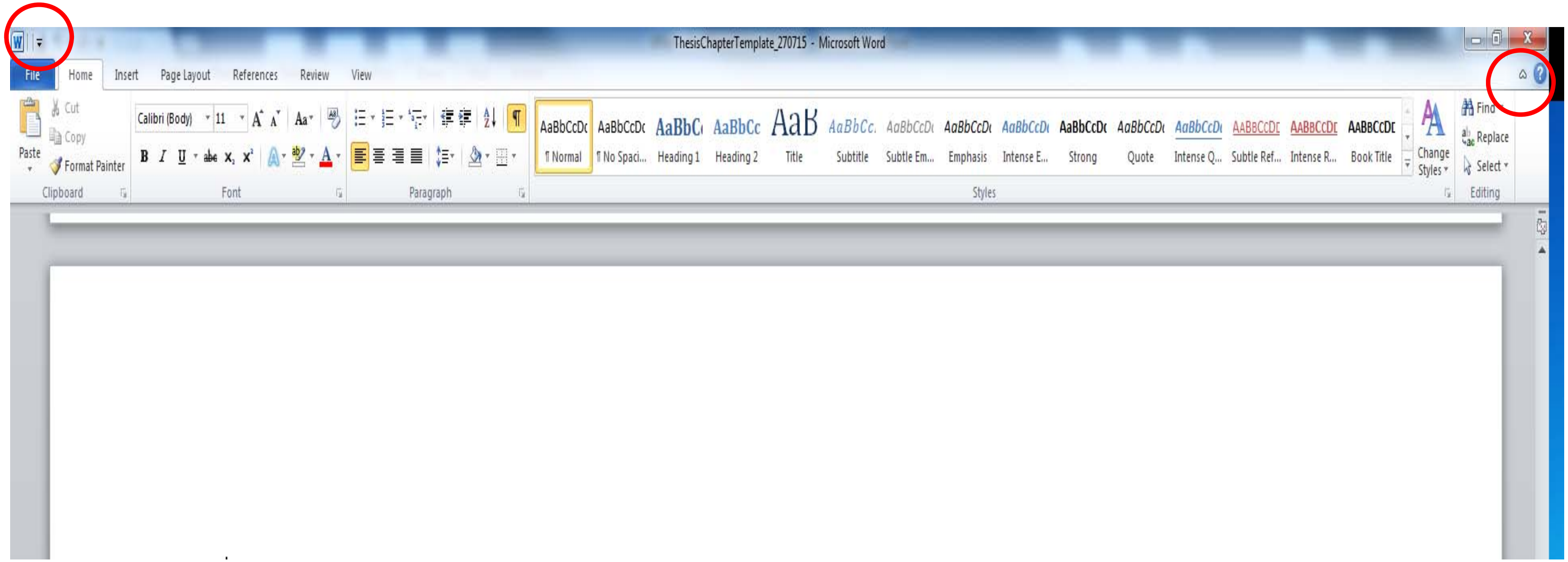
Grammar and style options:

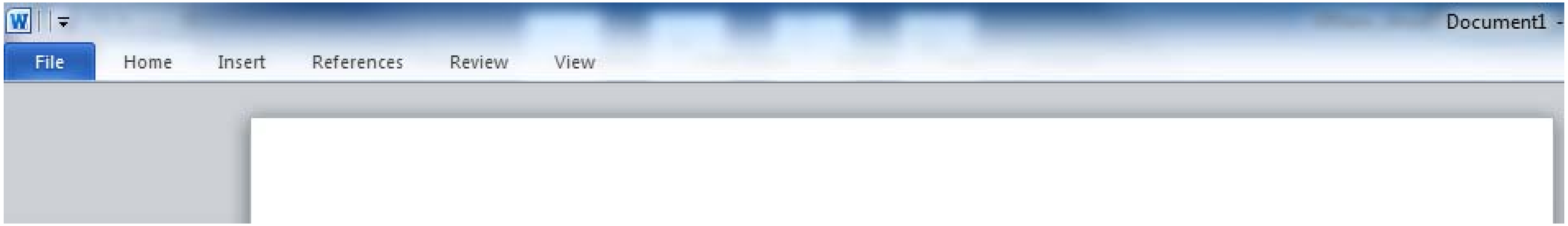
Style:

- ☑ Clichés, Colloquialisms, and Jargon
- ☑ Contractions
- ☑ Fragment - stylistic suggestions
- ☑ Gender-specific words
- ☑ Hyphenated and compound words
- ☑ Misused words - stylistic suggestions
- ☑ Numbers
- ☑ Passive sentences
- ☑ Possessives and plurals - stylistic suggestions
- ☑ Punctuation - stylistic suggestions
- ☑ Relative clauses - stylistic suggestions
- ☑ Sentence length (more than sixty words)
- ☑ Sentence structure

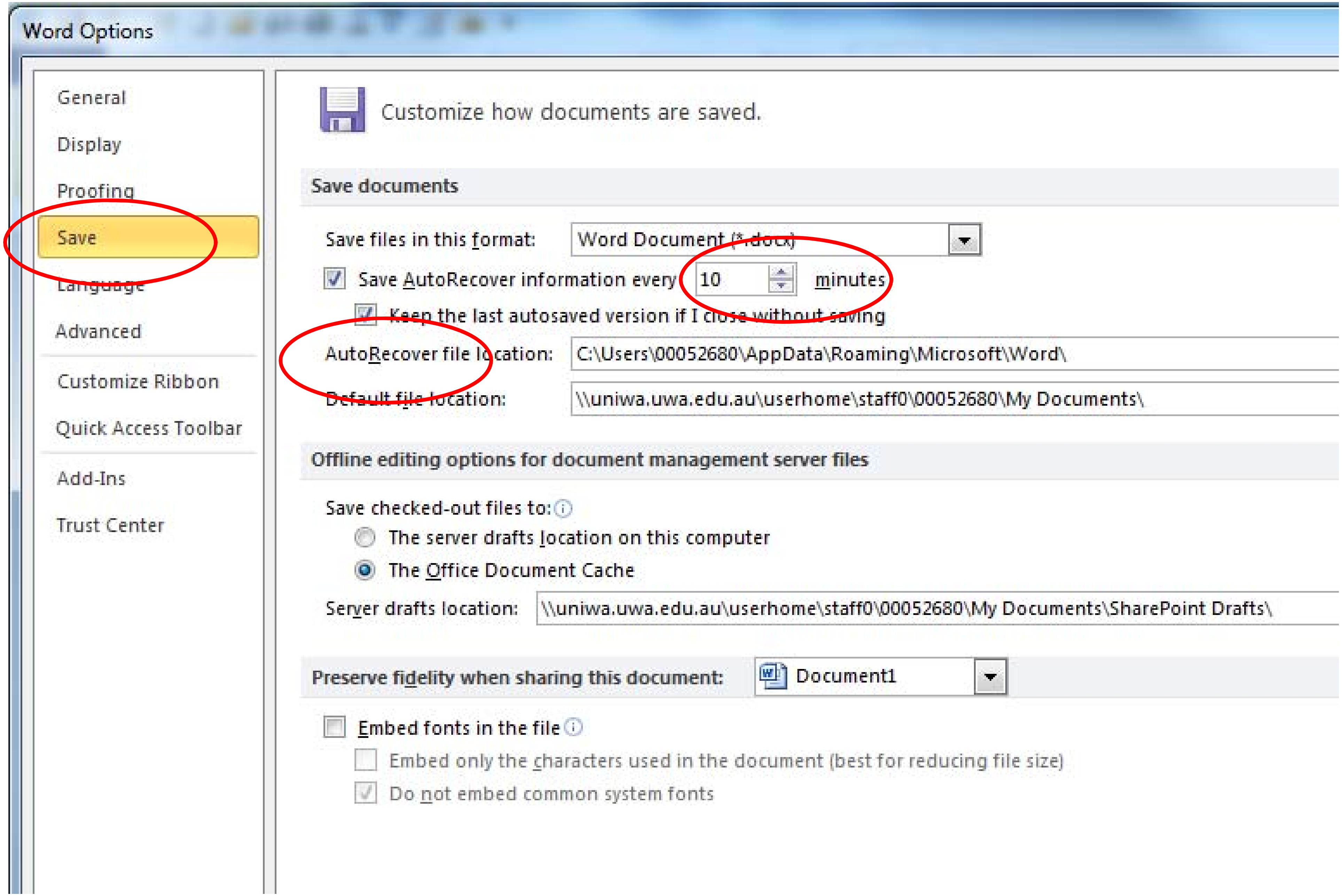
Want to declutter your screen? Customise or hide the ribbon.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Ribbon and keyboard shortcuts.
Choose commands from:
Popular Commands
Accept and Move to Next
Align Left
Breaks
Bullets
Center
Change List Level
Copy
Cut
Define New Number Format...
Delete
Draw Table
Draw Vertical Text Box
E-mail
Find
Font
Font...
Font Color
Font Size
Format Painter
Grow Font
Hyperlink...
Insert Footnote
Line and Paragraph Spacing
Macros
New
New Comment
Next
Numbering
One Page
Open
Open Recent File...
Page Setup...
Page Width
Paragraph...
Paste
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
Main Tabs
Home
Clipboard
Font
Paragraph
Styles
Editing
Insert
Pages
Tables
Illustrations
Links
Header & Footer
Text
Symbols
Flash
Barcode
Page Layout
Themes
Page Setup
Page Background
Paragraph
Arrange
References
Table of Contents
Footnotes
Citations & Bibliography
Captions
Index
Table of Authorities
Mailings
Create
Start Mail Merge
Write & Insert Fields
Preview Results
File
Home
Insert
References
Review
View
Calibri (Body)
11
Aa
AaBbCcDc
¶ Normal
AaBbCcI
¶ No Spac
Font
Paragraph


ThesisChapterTemplate_270715 - Microsoft Word
File
Home
Insert
Page Layout
References
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbCc Heading 1
AaBbCc Heading 2
AaB Title
AaBbCc. Subtitle
AaBbCcDc Subtle Em...
AaBbCcDc Emphasis
AaBbCcDc Intense E...
AaBbCcDc Strong
AaBbCcDc Quote
AaBbCcDc Intense Q...
AABBCCDC Subtle Ref...
AABBCCDC Intense R...
AABBCCDC Book Title
Styles
Change Styles
Find
Replace
Select
Editing


Document1 -
File
Home
Insert
References
Review
View

Don’t lose any text - autosave.
Lost your document before saving? Autorecover.


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

Customize how documents are saved.

Save documents

Save files in this format: Word Document (*.docx)

☑ Save AutoRecover information every 10 minutes

☑ Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\00052680\AppData\Roaming\Microsoft\Word\

Default file location: \\uniwa.uwa.edu.au\userhome\staff0\00052680\My Documents\

Offline editing options for document management server files

Save checked-out files to:

○ The server drafts location on this computer

● The Office Document Cache

Server drafts location: \\uniwa.uwa.edu.au\userhome\staff0\00052680\My Documents\SharePoint Drafts\

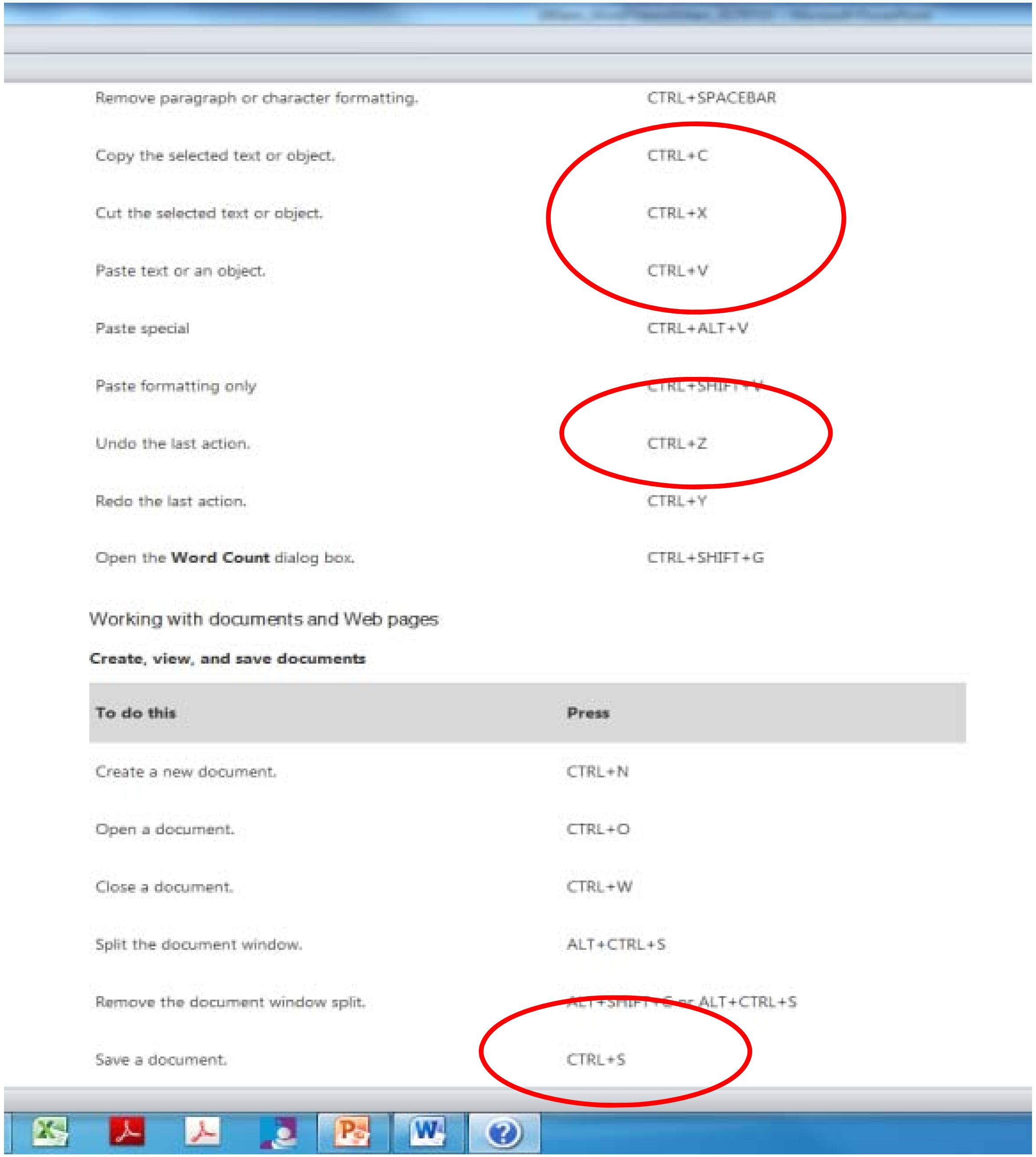
Preserve fidelity when sharing this document: Document1

☐ Embed fonts in the file

☐ Embed only the characters used in the document (best for reducing file size)

☑ Do not embed common system fonts

Want to speed up? Know the keyboard shortcuts / create your own.



Remove paragraph or character formatting.	CTRL+SPACEBAR
Copy the selected text or object.	CTRL+C
Cut the selected text or object.	CTRL+X
Paste text or an object.	CTRL+V
Paste special	CTRL+ALT+V
Paste formatting only	CTRL+SHIFT+V
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Open the **Word Count** dialog box.	CTRL+SHIFT+G

Working with documents and Web pages

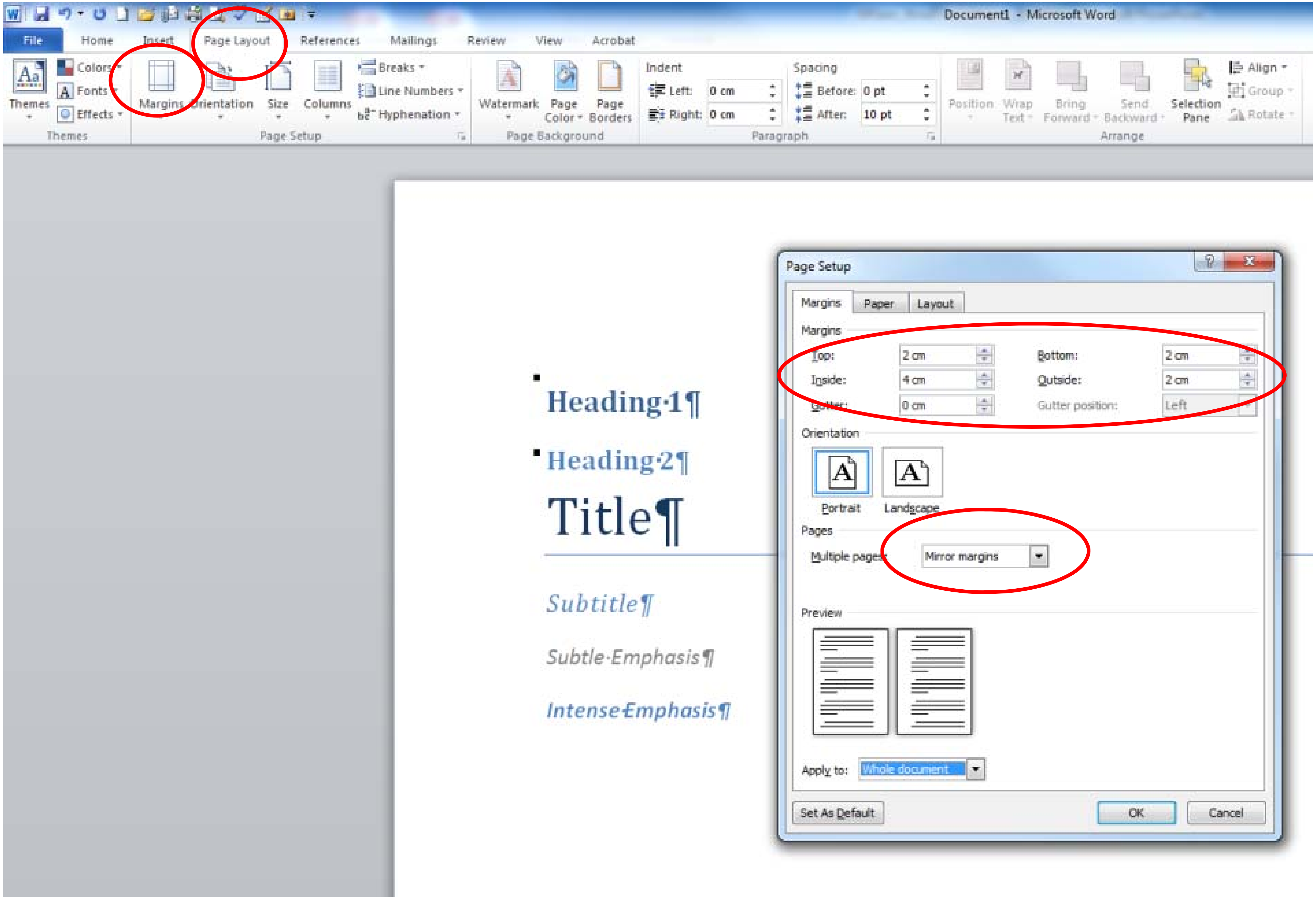
Create, view, and save documents

To do this	Press
Create a new document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+SHIFT+C or ALT+CTRL+S
Save a document.	CTRL+S

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.



Page Setup

Margins

Top: 2 cm
Bottom: 2 cm
Inside: 4 cm
Outside: 2 cm
Gutter: 0 cm
Gutter position: Left

Orientation: Portrait

Pages

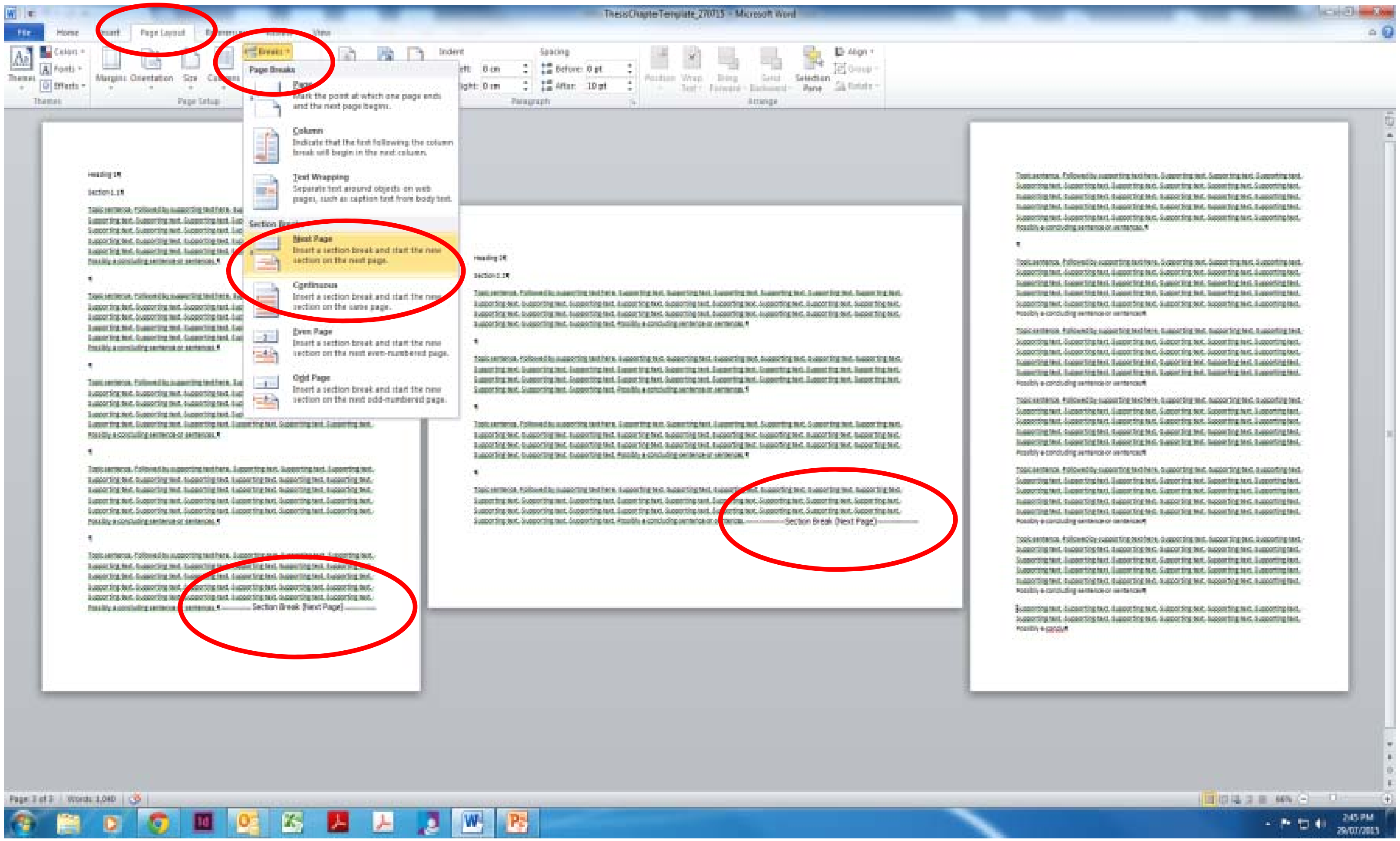
Multiple pages: Mirror margins

Apply to: Whole document

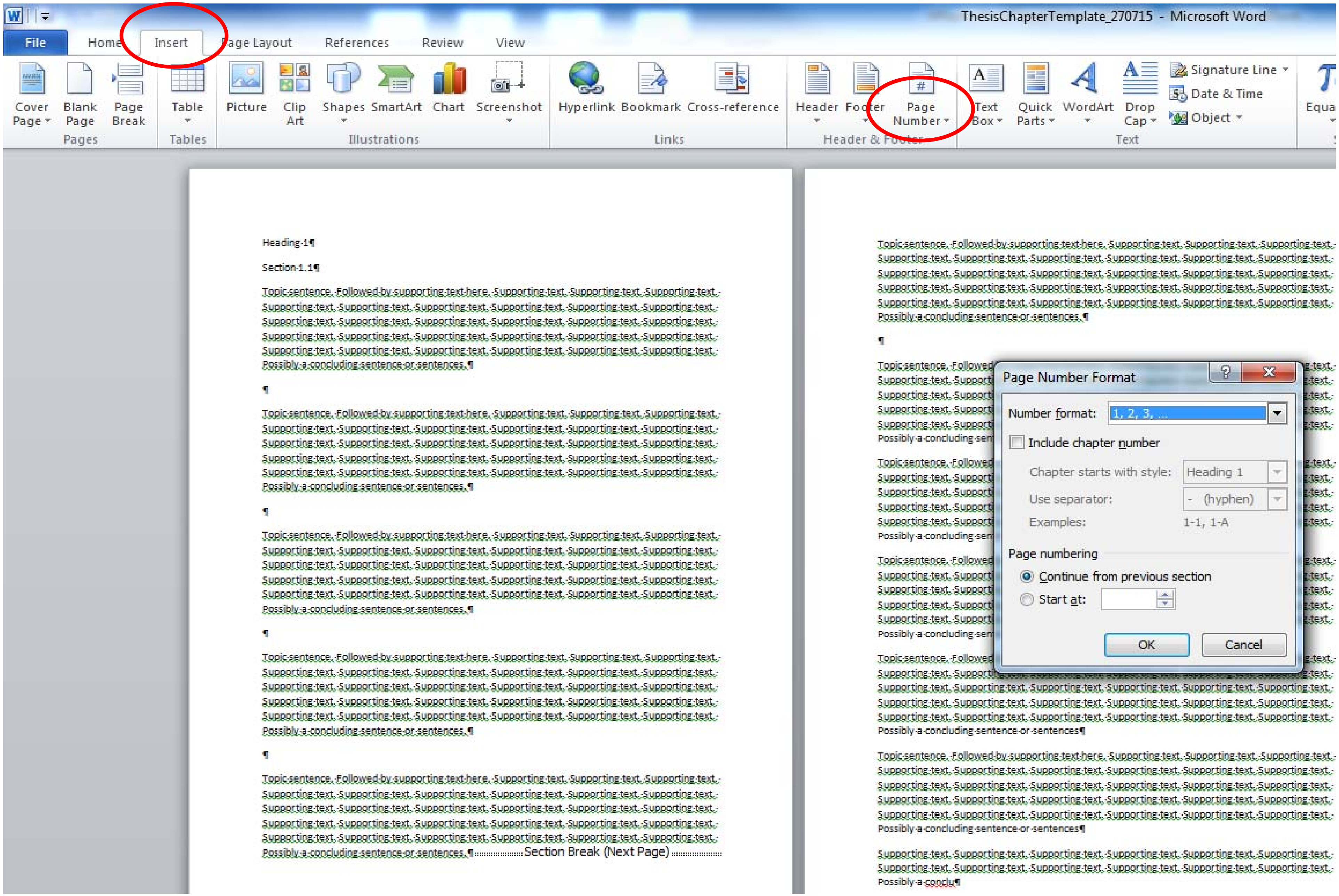
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Acrobat
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Watermark
Page Color
Page Borders
Page Background
Indent
Left: 0 cm
Right: 0 cm
Spacing
Before: 0 pt
After: 10 pt
Paragraph
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Heading 1¶
Heading 2¶
Title¶
Subtitle¶
Subtle Emphasis¶
Intense Emphasis¶
Margins
Paper
Layout
Portrait
Landscape
Preview
Set As Default
OK
Cancel

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


ThesisChapterTemplate_270715 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Breaks
Page Breaks
Page
Mark the point at which one page ends and the next page begins.
Column
Indicate that the text following the column break will begin in the next column.
Text Wrapping
Separate text around objects on web pages, such as caption text from body text.
Section Breaks
Next Page
Insert a section break and start the new section on the next page.
Continuous
Insert a section break and start the new section on the same page.
Even Page
Insert a section break and start the new section on the next even-numbered page.
Odd Page
Insert a section break and start the new section on the next odd-numbered page.
Section Break (Next Page)
Section Break (Next Page)
Page: 3 of 3
Words: 1,040

Number your pages – able to choose format & start number for each section.


ThesisChapterTemplate_270715 - Microsoft Word
File
Home
Insert
Page Layout
References
Review
View
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equa

Heading 1¶

Section 1.1¶

Topic sentence. Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.¶

¶

Topic sentence. Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.¶

¶

Topic sentence. Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.¶

¶

Topic sentence. Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.¶

¶

Topic sentence. Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.¶ Section Break (Next Page)

Page Number Format

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

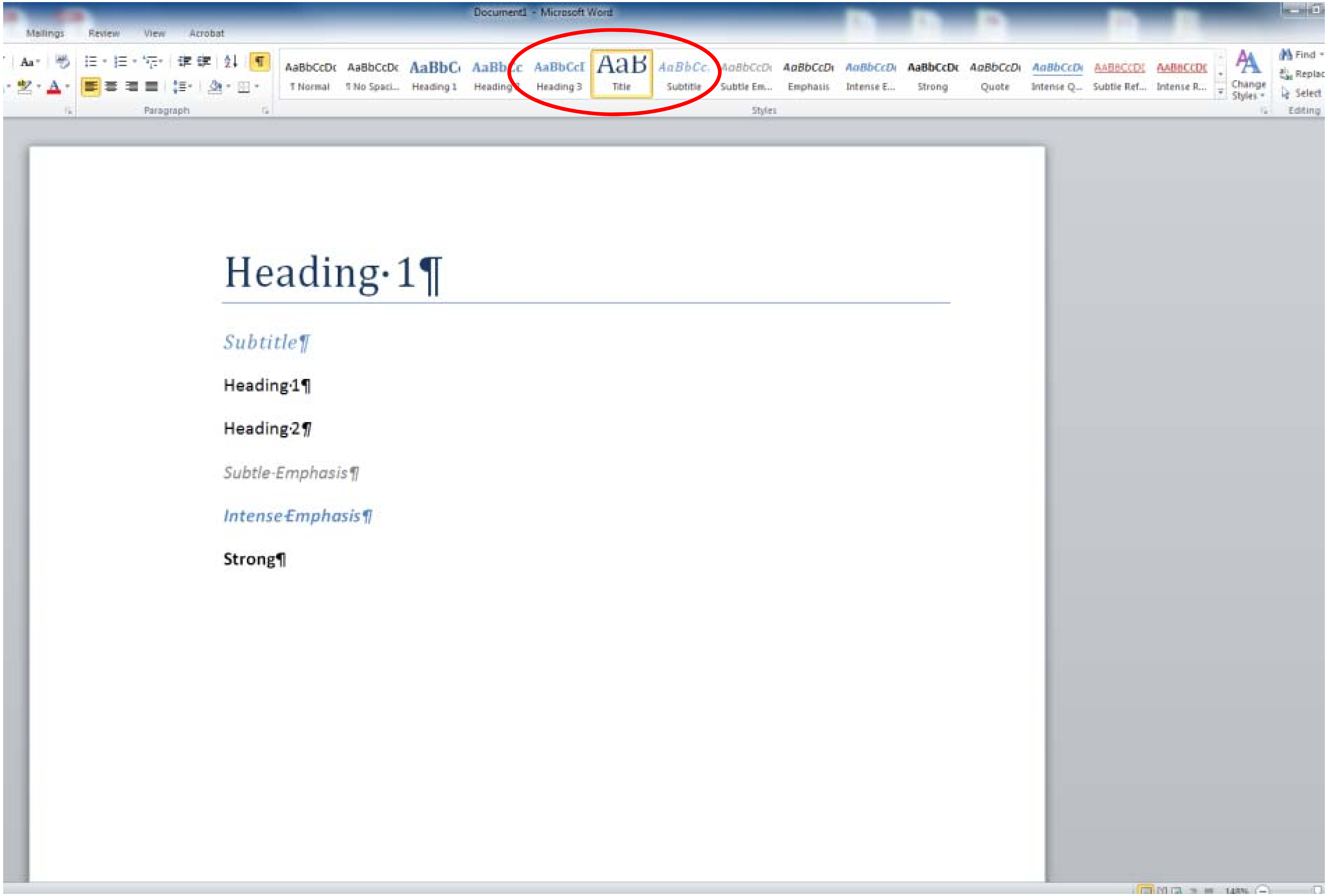
Page numbering

● Continue from previous section

○ Start at:

OK Cancel

Spend some time to learn about styles – important for creating TOC & master documents.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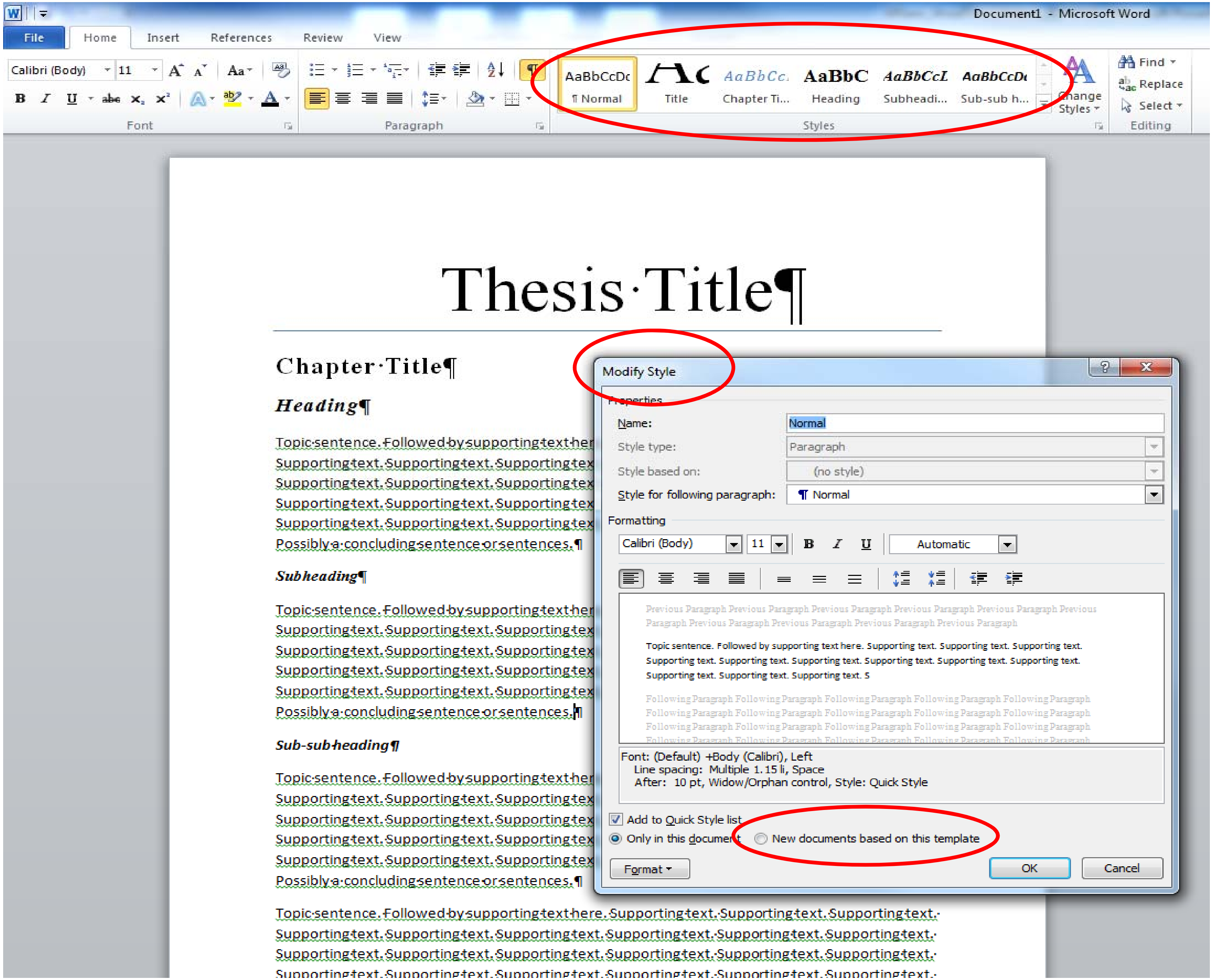

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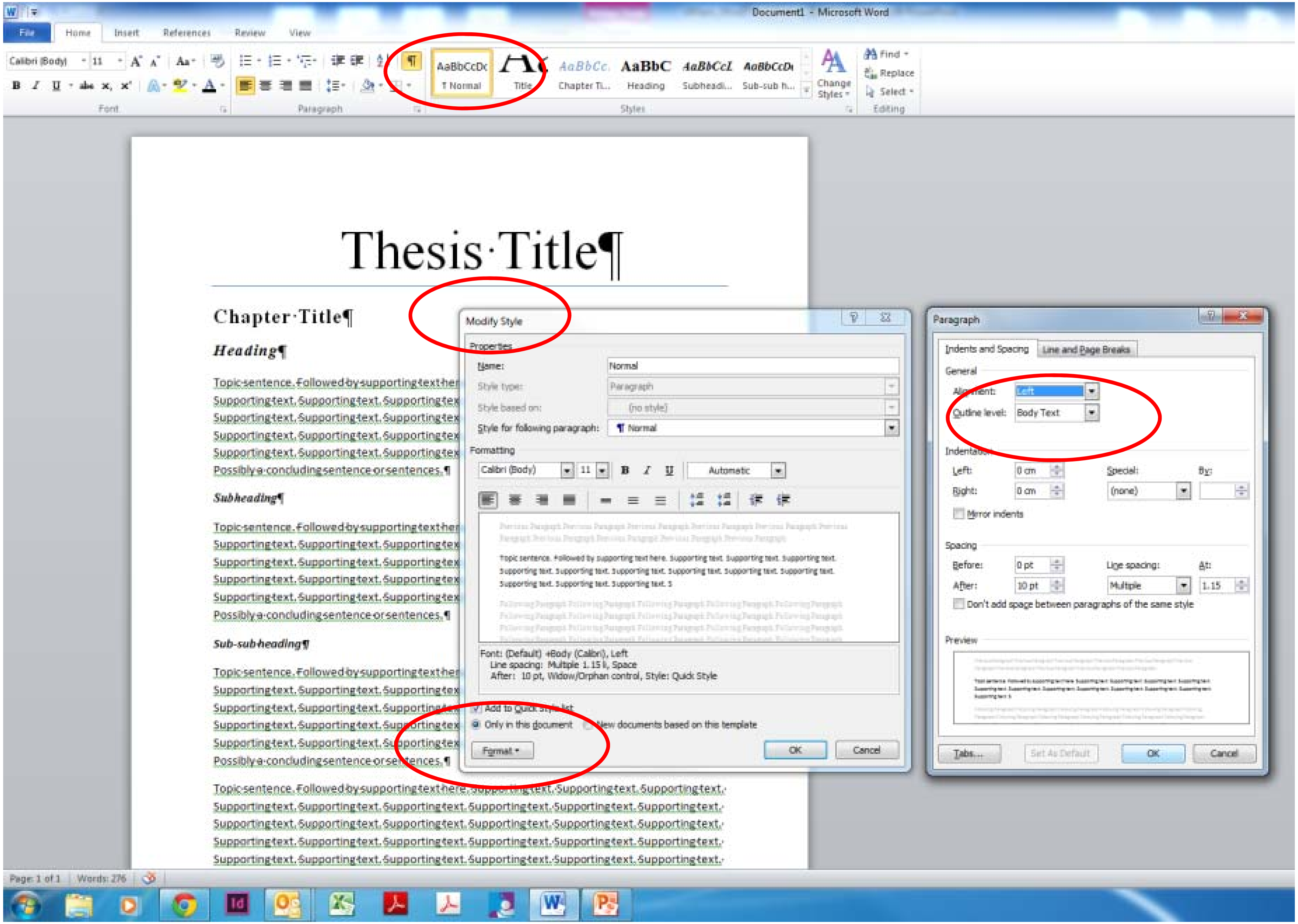
Another component of styles is level. Allocate a level to each style.



Thesis·Title¶

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Format ▾ OK Cancel

Paragraph

Indents and Spacing | Line and Page Breaks

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Outline level: Body Text

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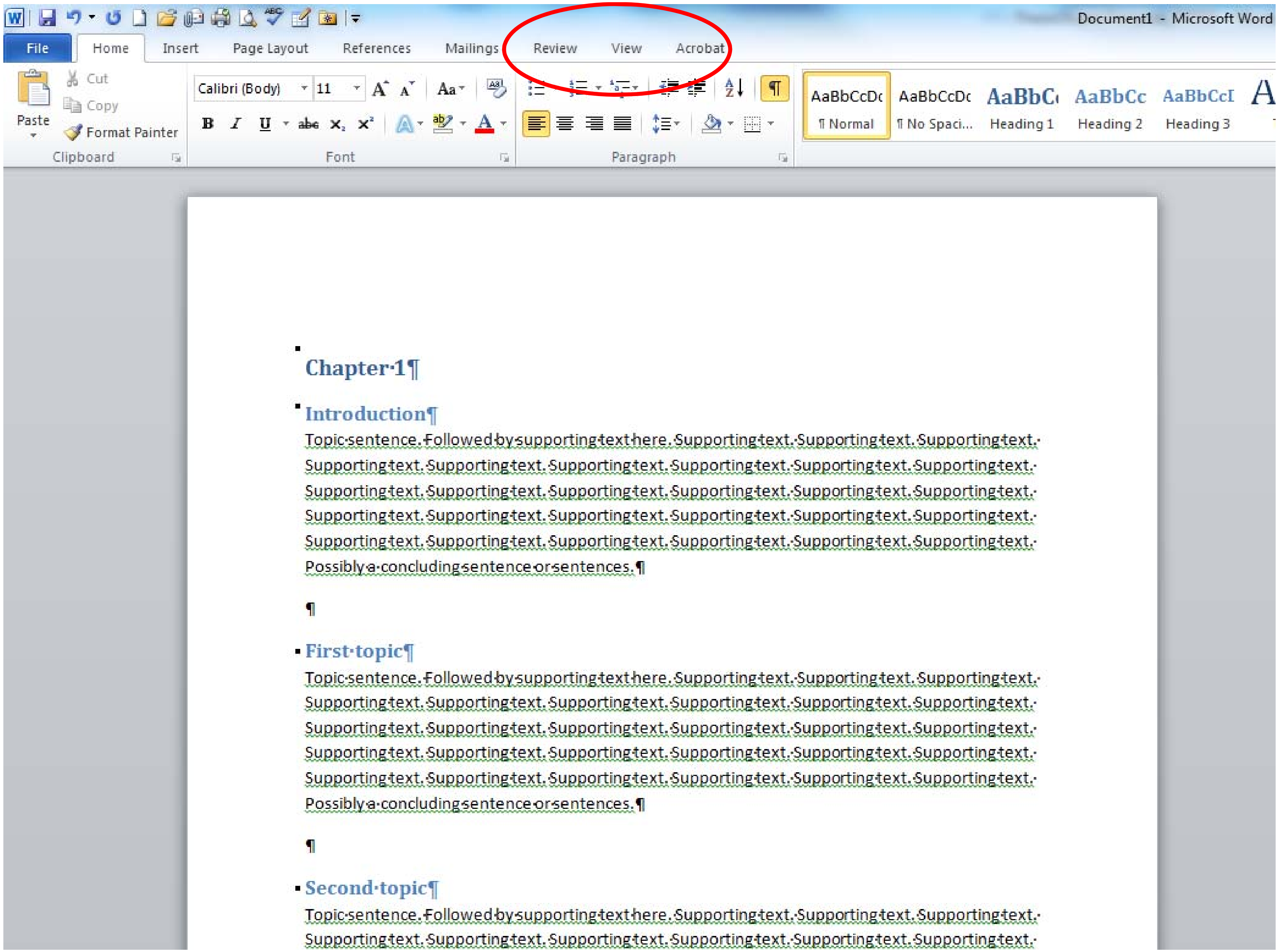
Preview

Tabs... Set As Default OK Cancel

Outline view will help with changing styles, creating master documents & editing flow.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Chapter 1¶

Introduction¶

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First topic¶

Topic sentence. Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.¶

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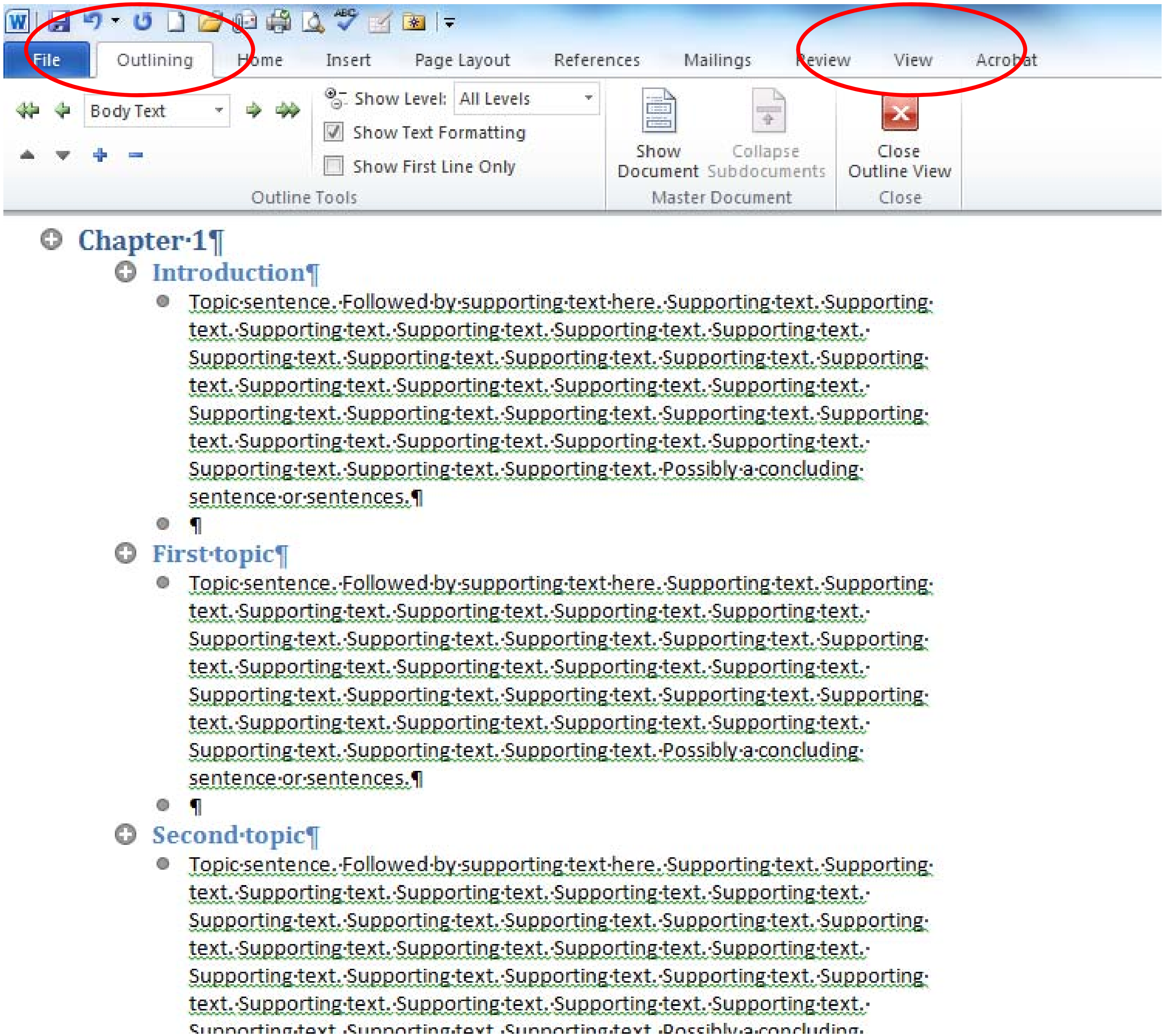

Show Level: All Levels

☑ Show Text Formatting

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Chapter·1¶

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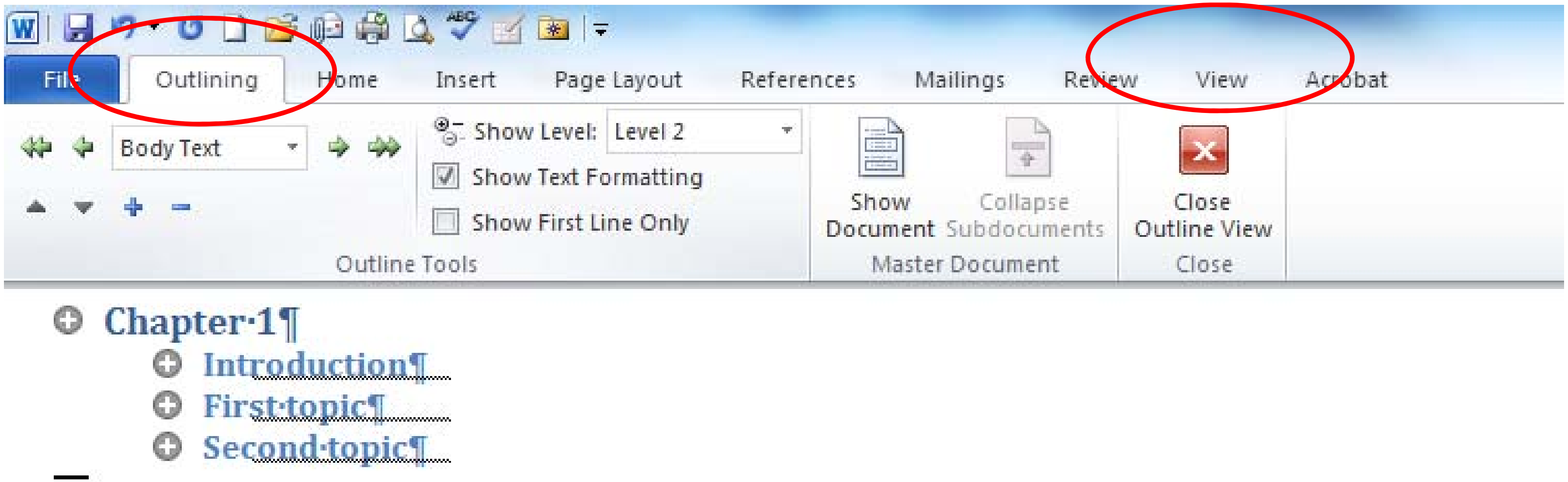
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Body Text

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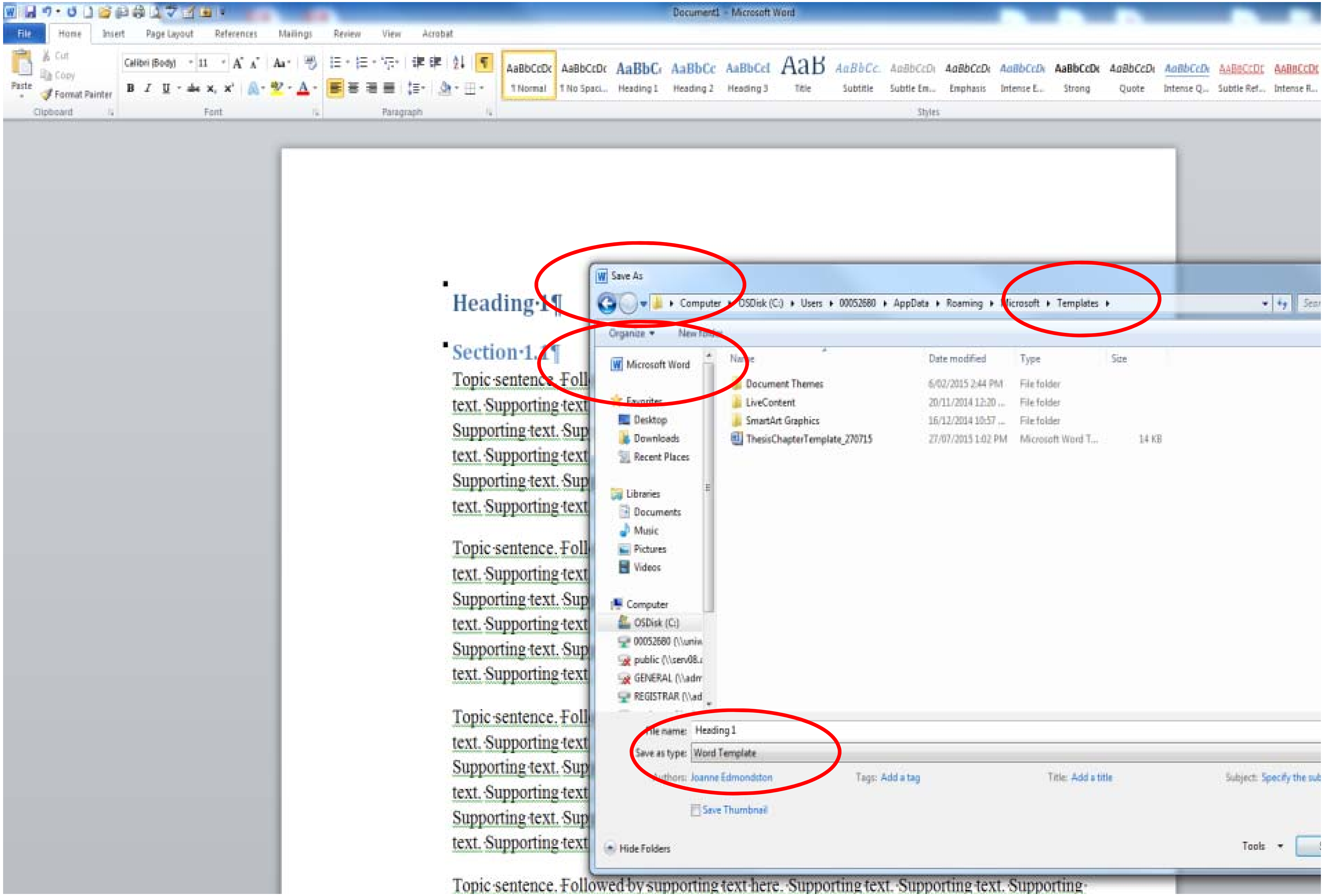
Chapter 1

- Introduction
- First topic
- Second topic

Save your customised formatted version as a template.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Heading 1¶

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Authors: Joanne Edmondston

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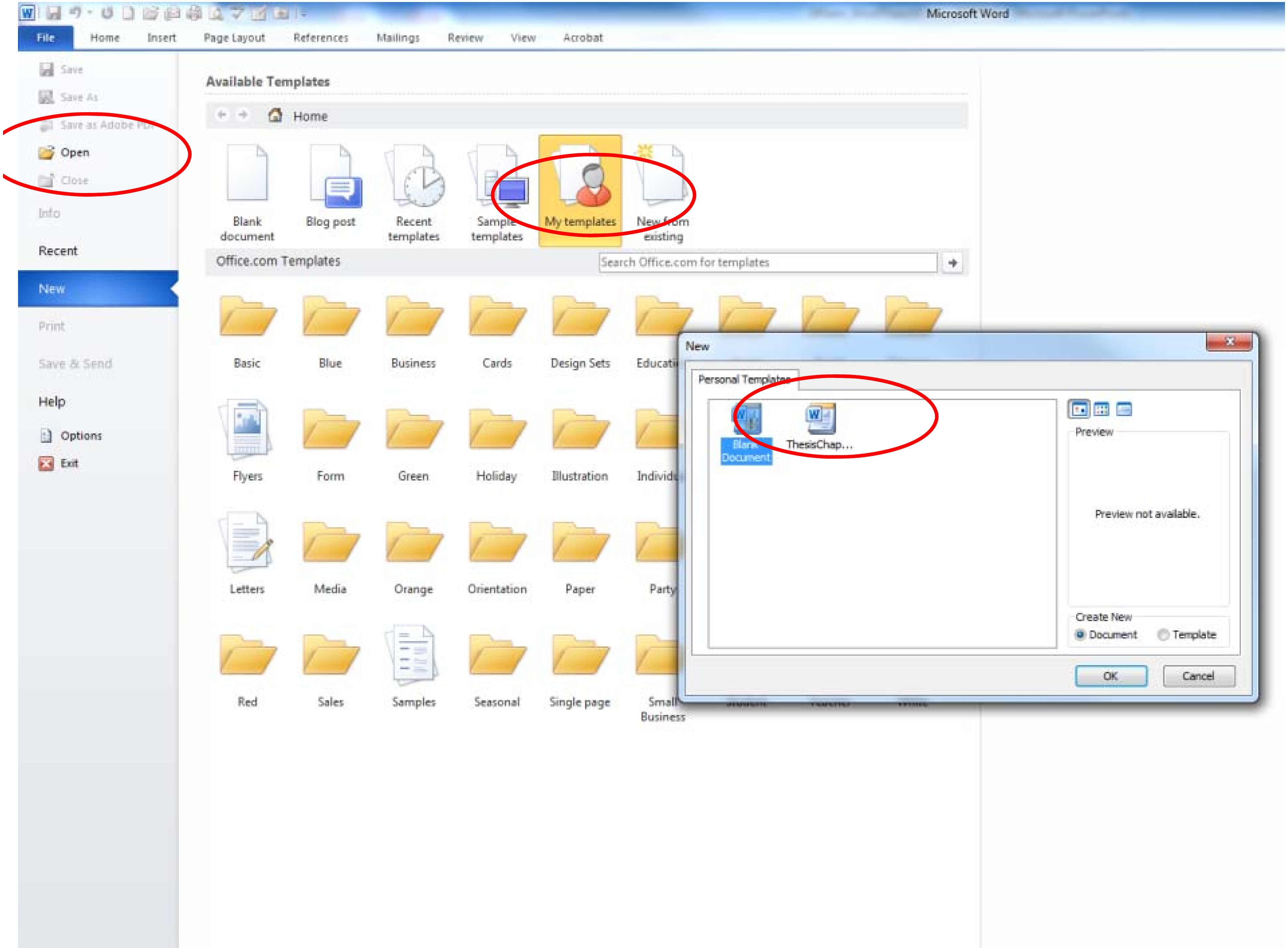
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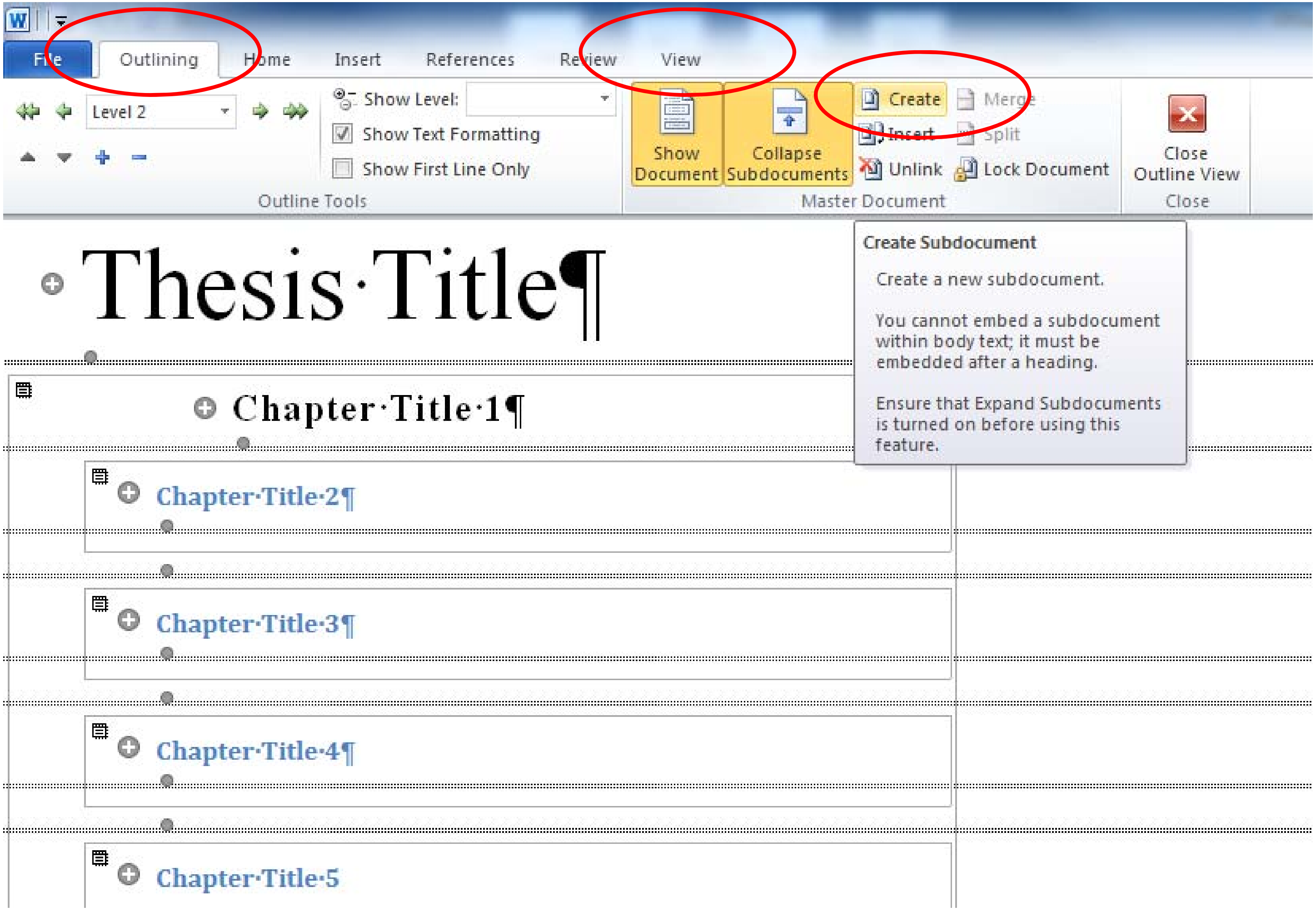
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Create Subdocument

Create a new subdocument.

You cannot embed a subdocument within body text; it must be embedded after a heading.

Ensure that Expand Subdocuments is turned on before using this feature.

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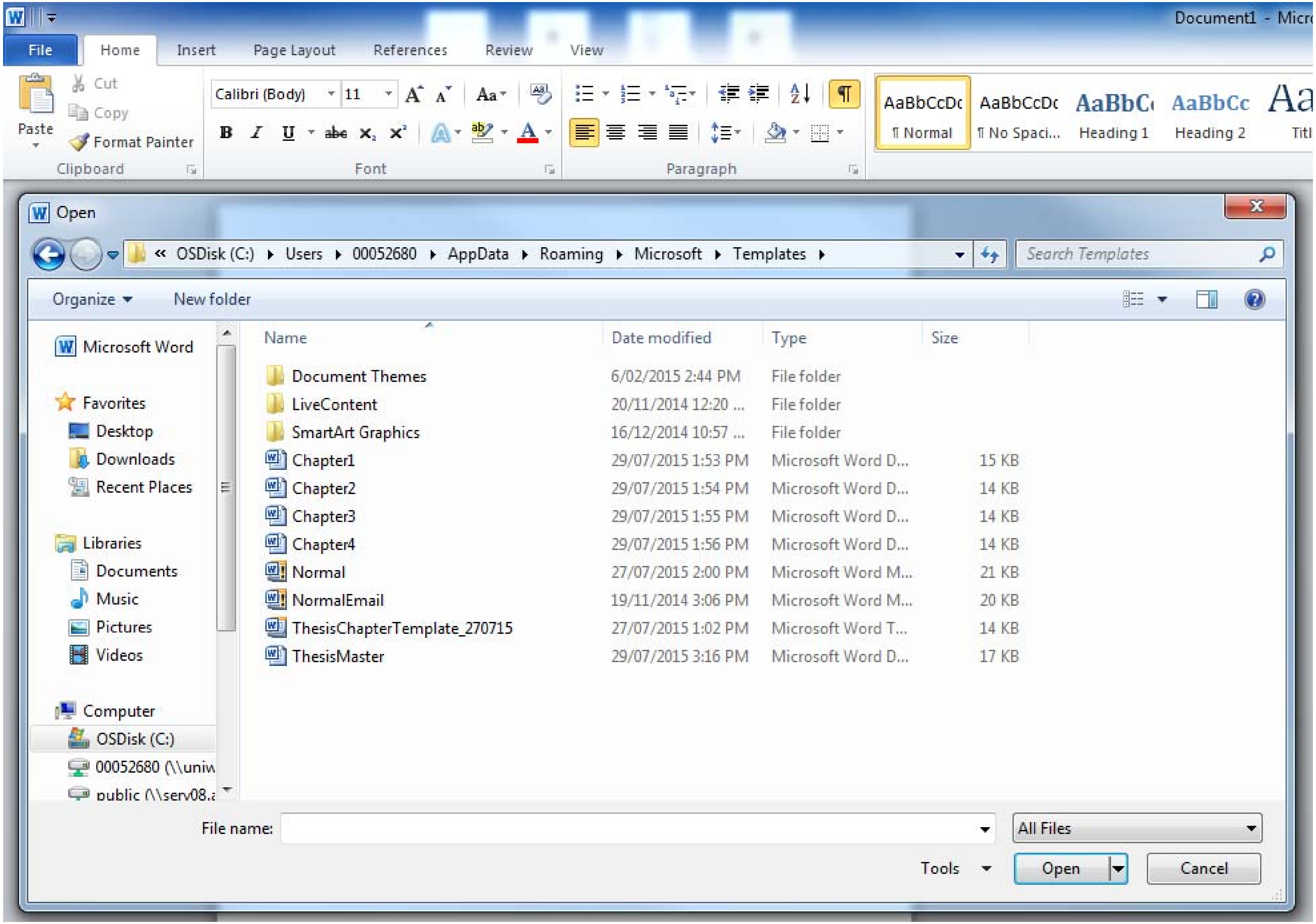
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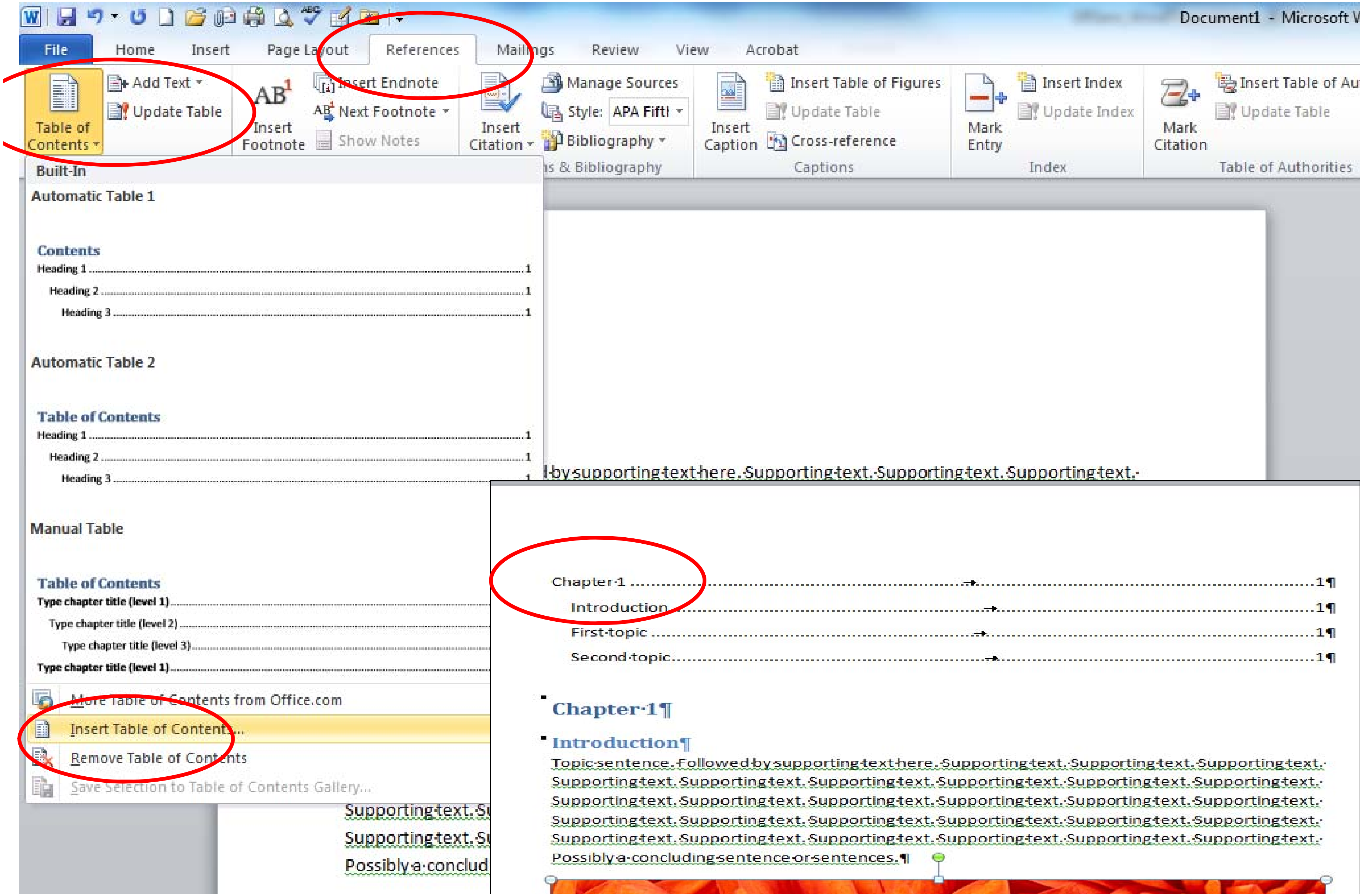
All Files

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.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Chapter 1 1

Introduction 1

First topic 1

Second topic 1

Chapter 1

Introduction

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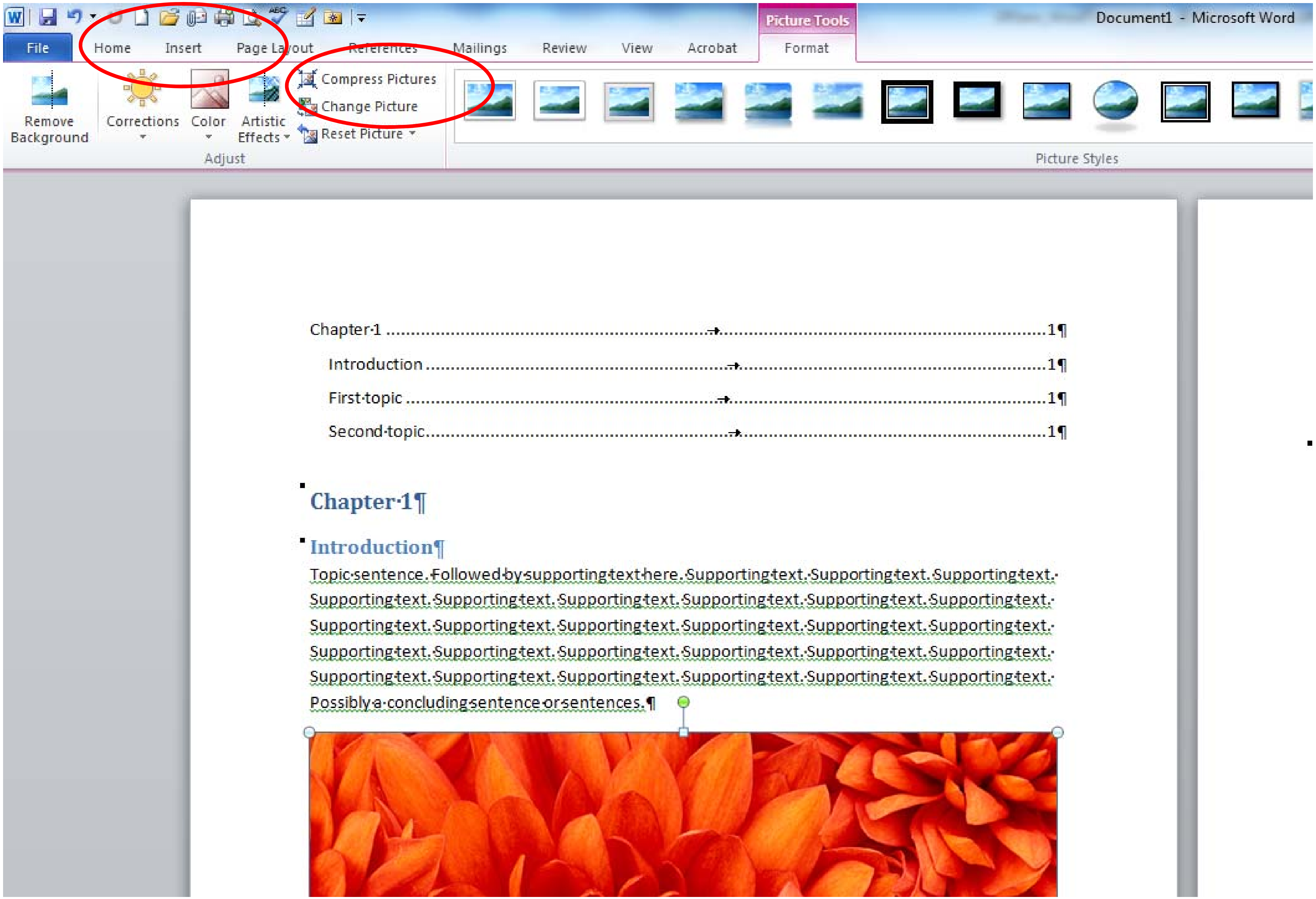
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Chapter 1 1

Introduction 1

First topic 1

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Introduction

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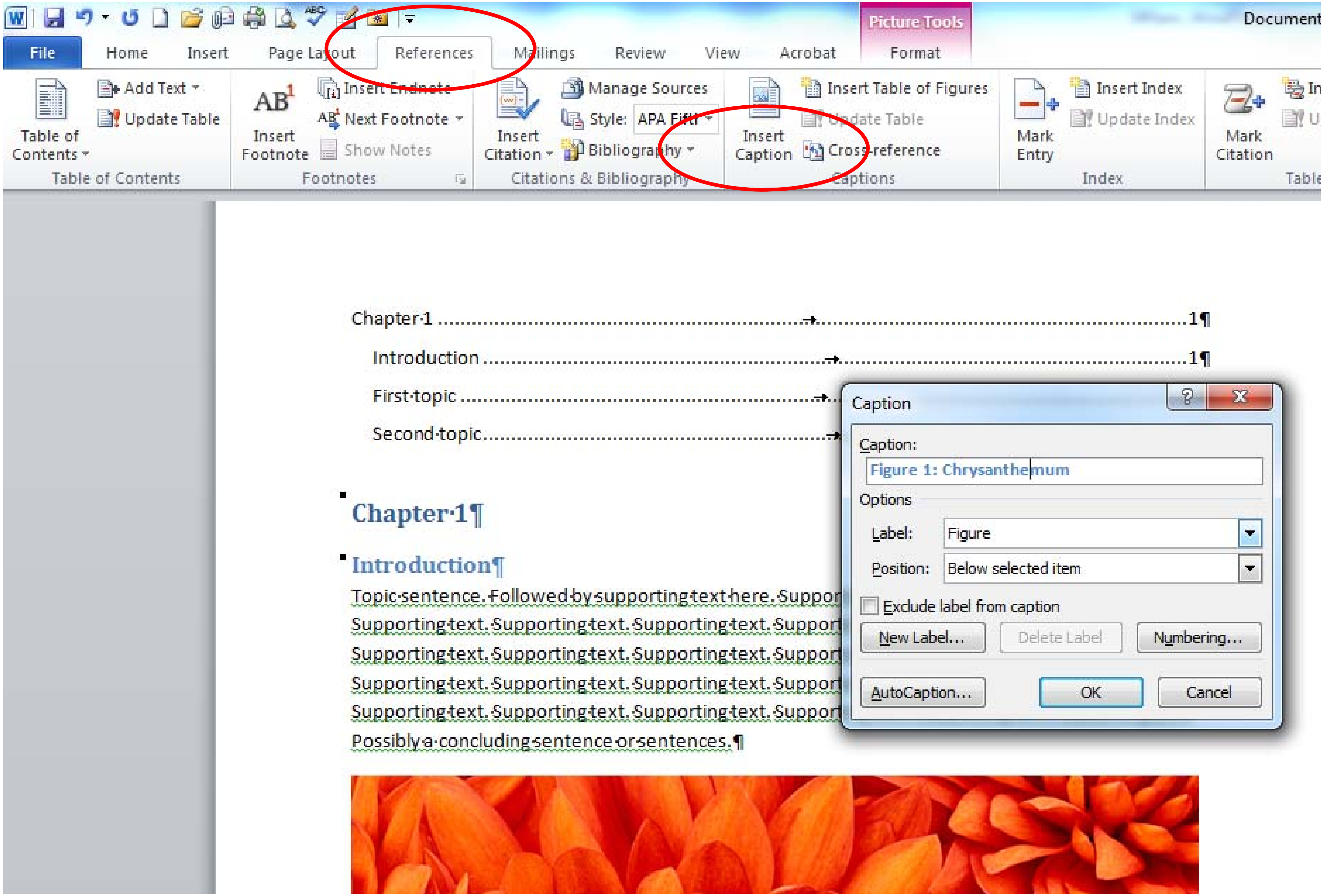
Create a caption when labelling figures and tables.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Introduction 1

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Caption: Figure 1: Chrysanthemum

Label: Figure

Position: Below selected item

☐ Exclude label from caption

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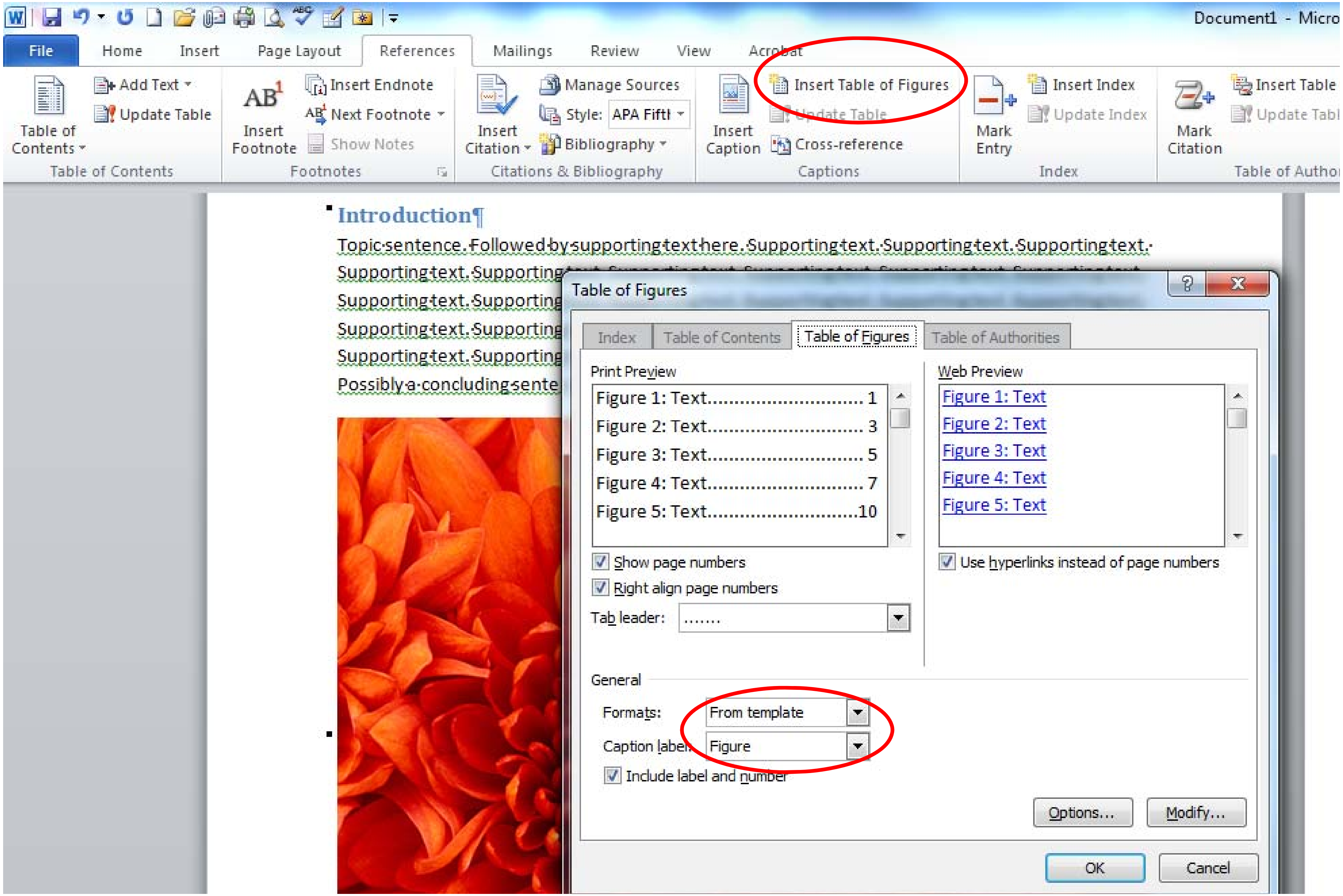
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Web Preview

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☑ Show page numbers
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General

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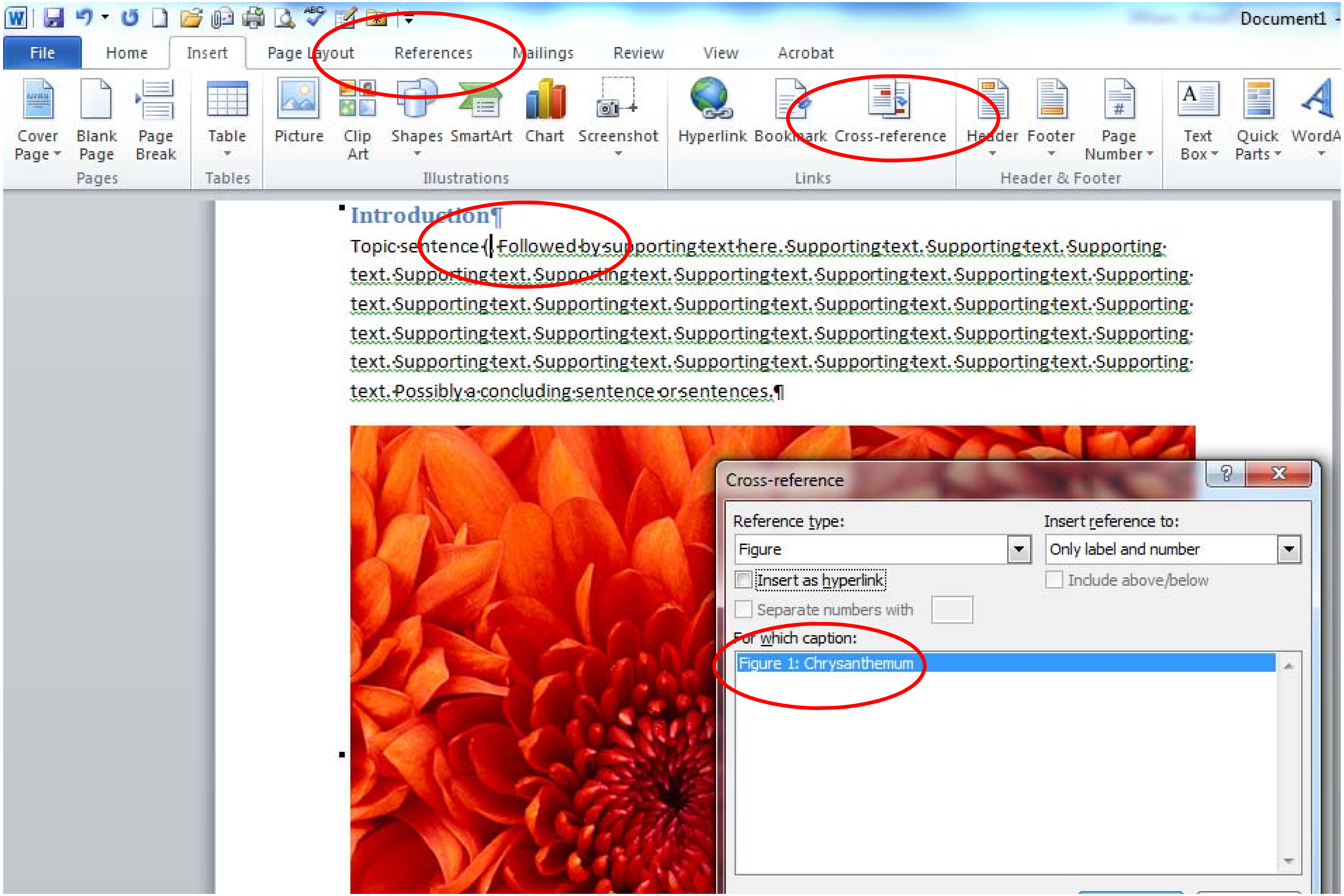
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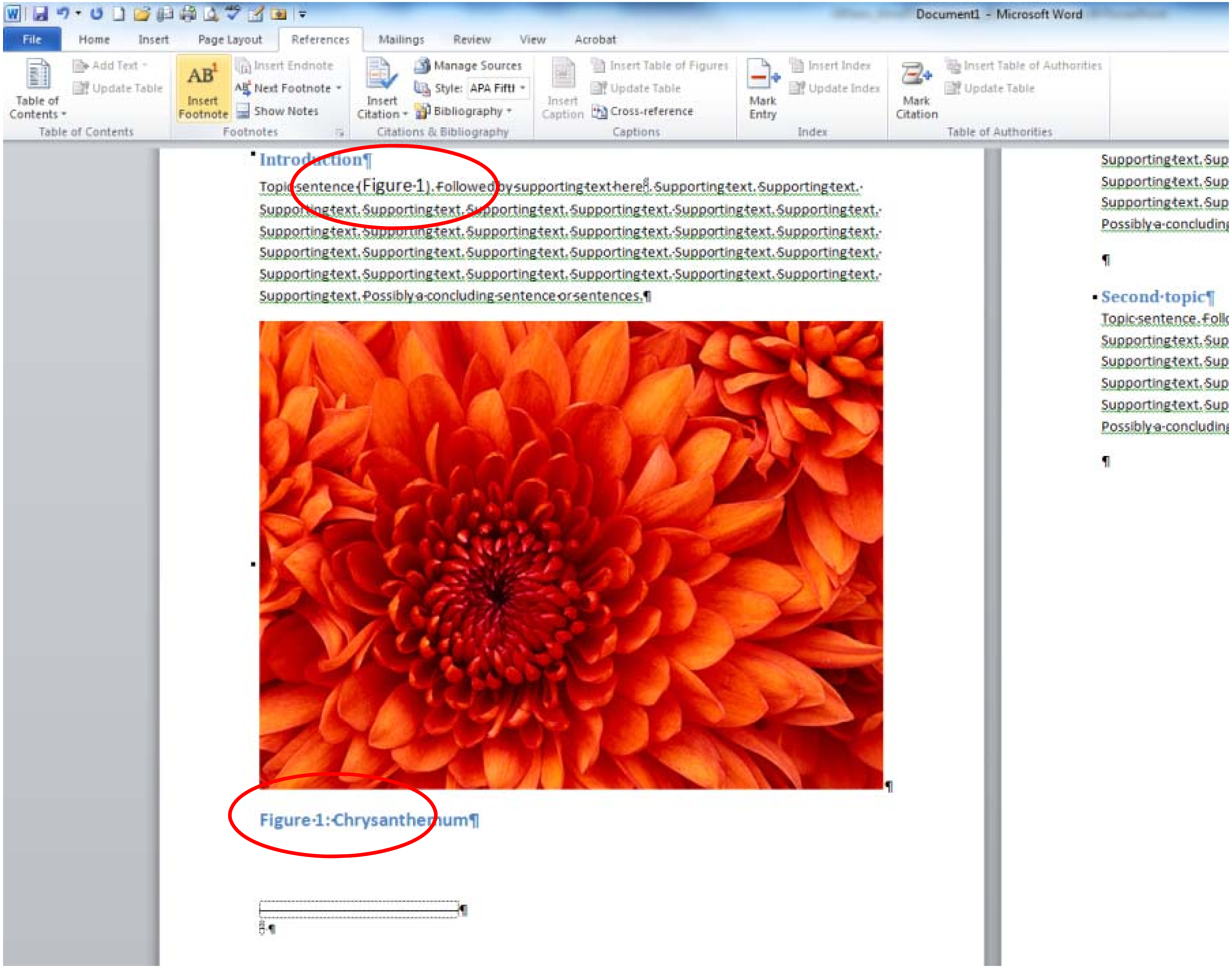
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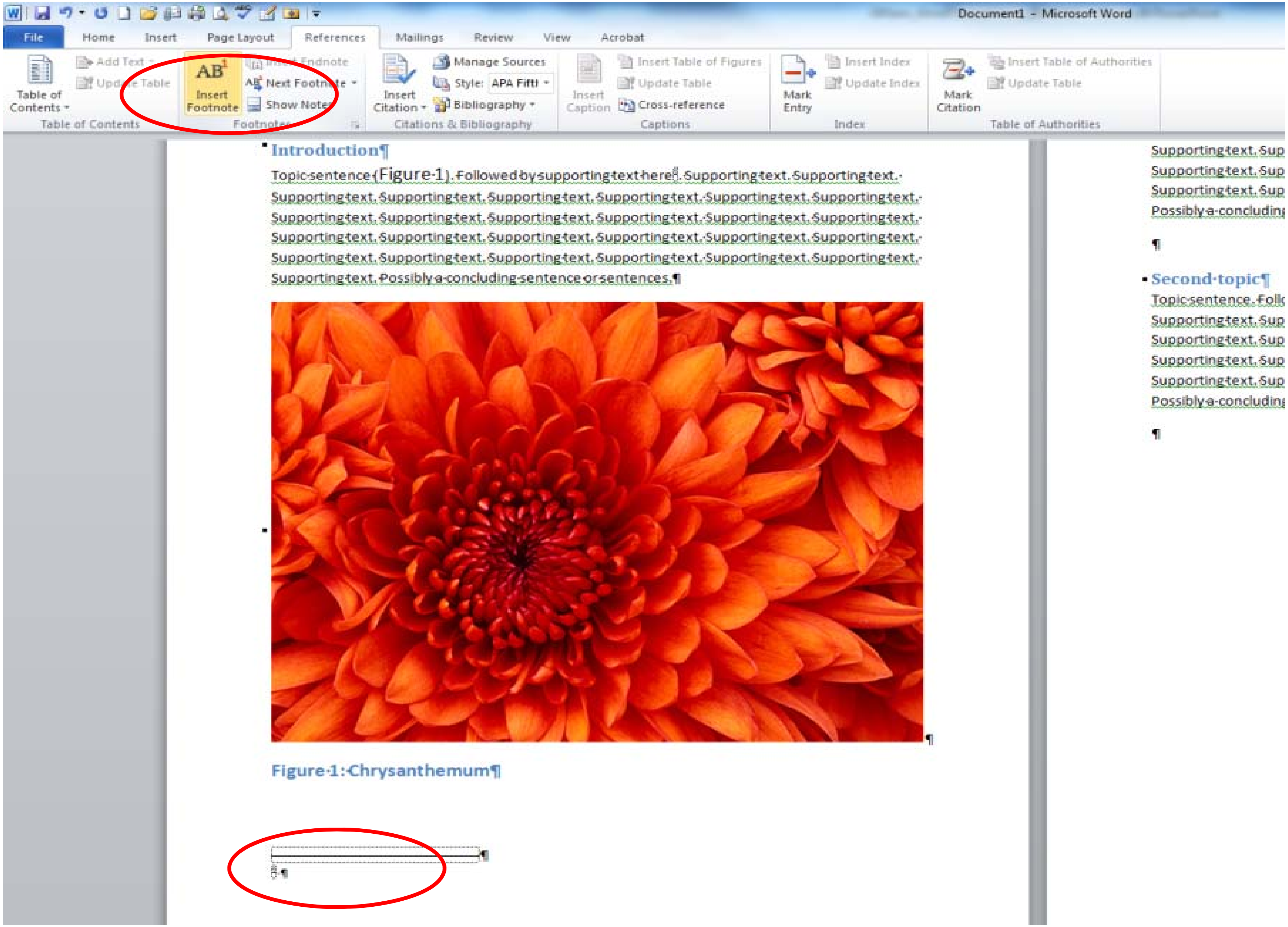

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Editing and sharing a Document

- Zoom out to preview structure
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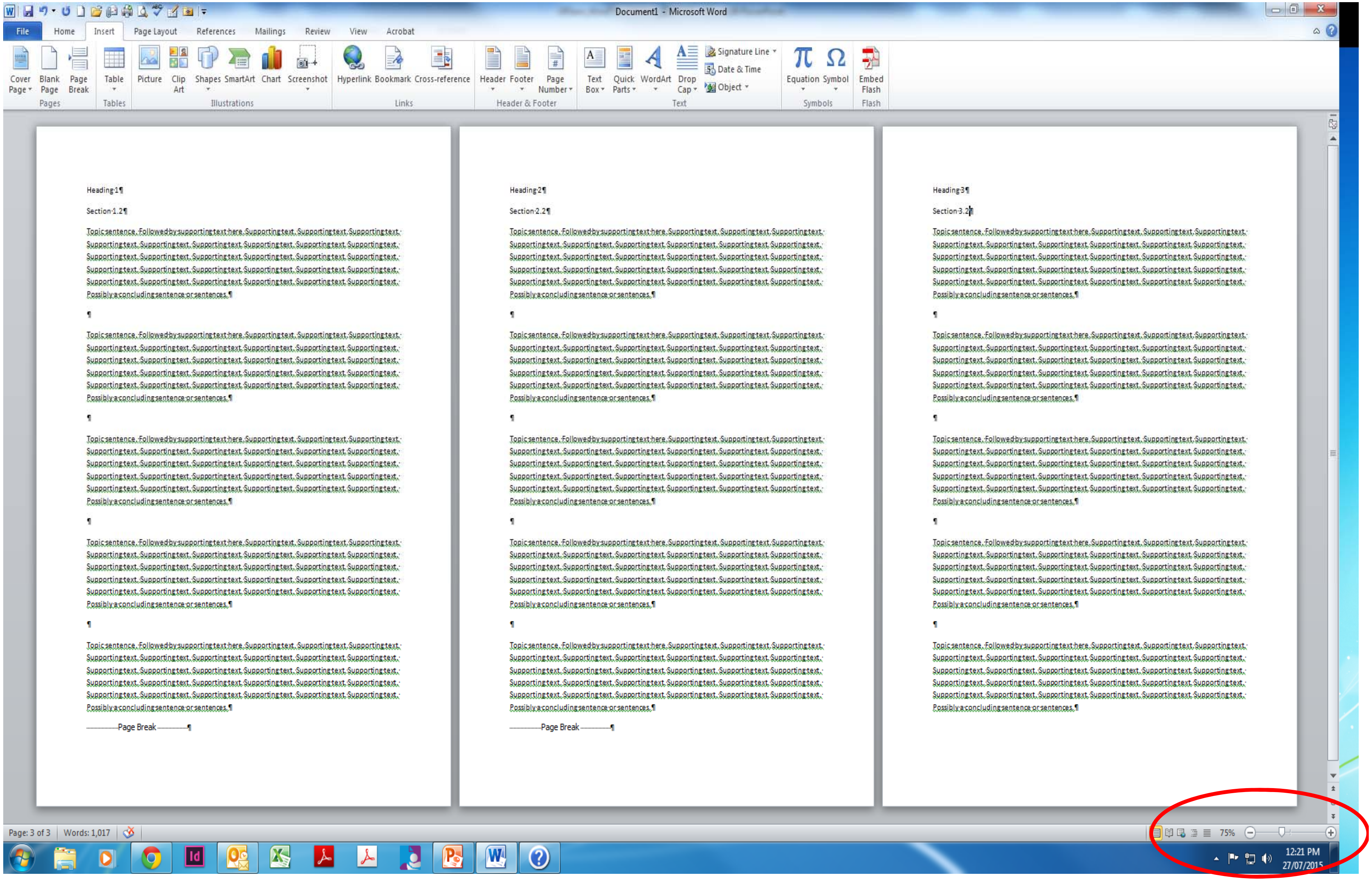
- Add comments
- Compare documents

Zoom out to check your distribution of text, figures & tables.



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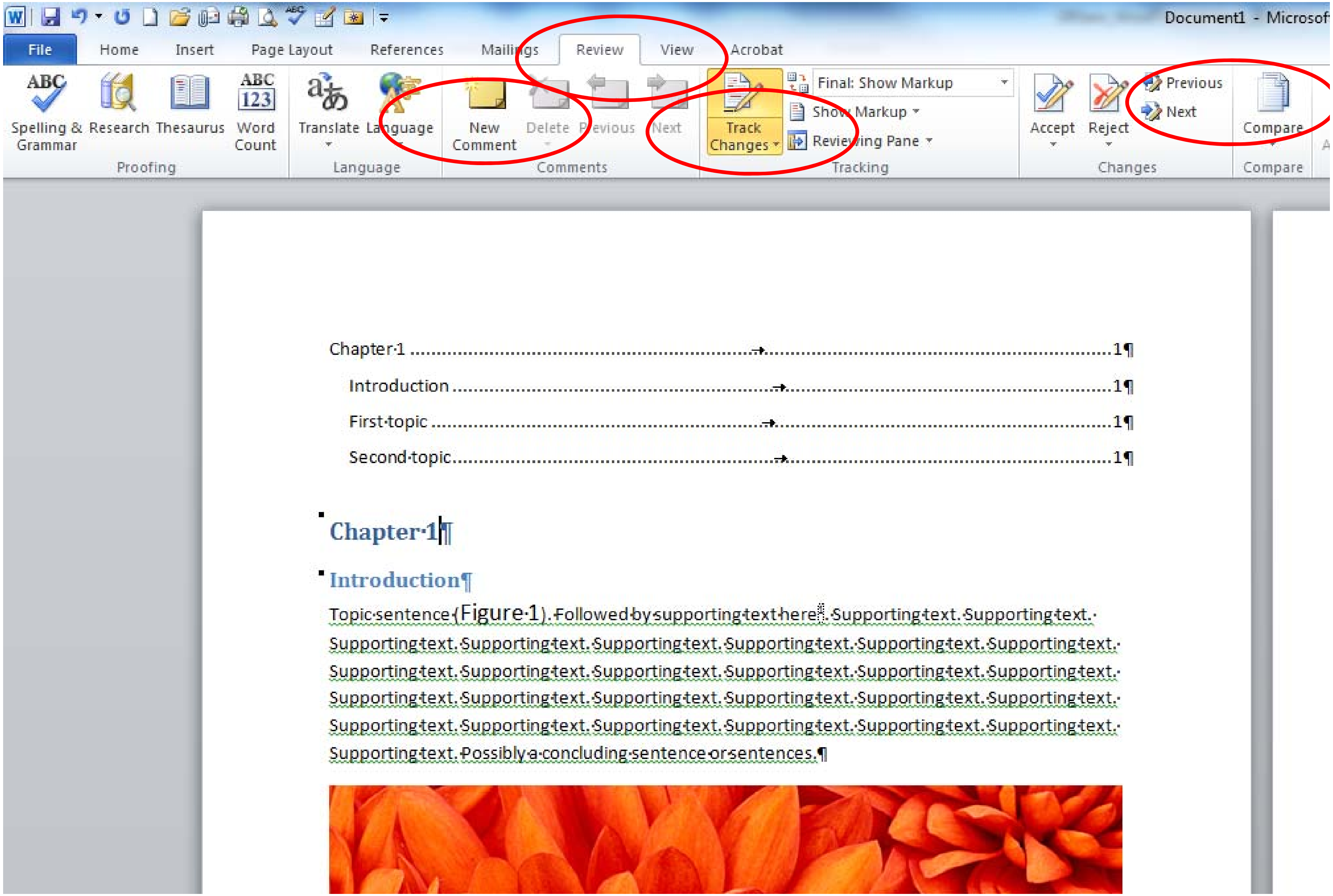
Become familiar with comments, track changes and compare documents.



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Introduction 1
First topic 1
Second topic 1

Chapter 1

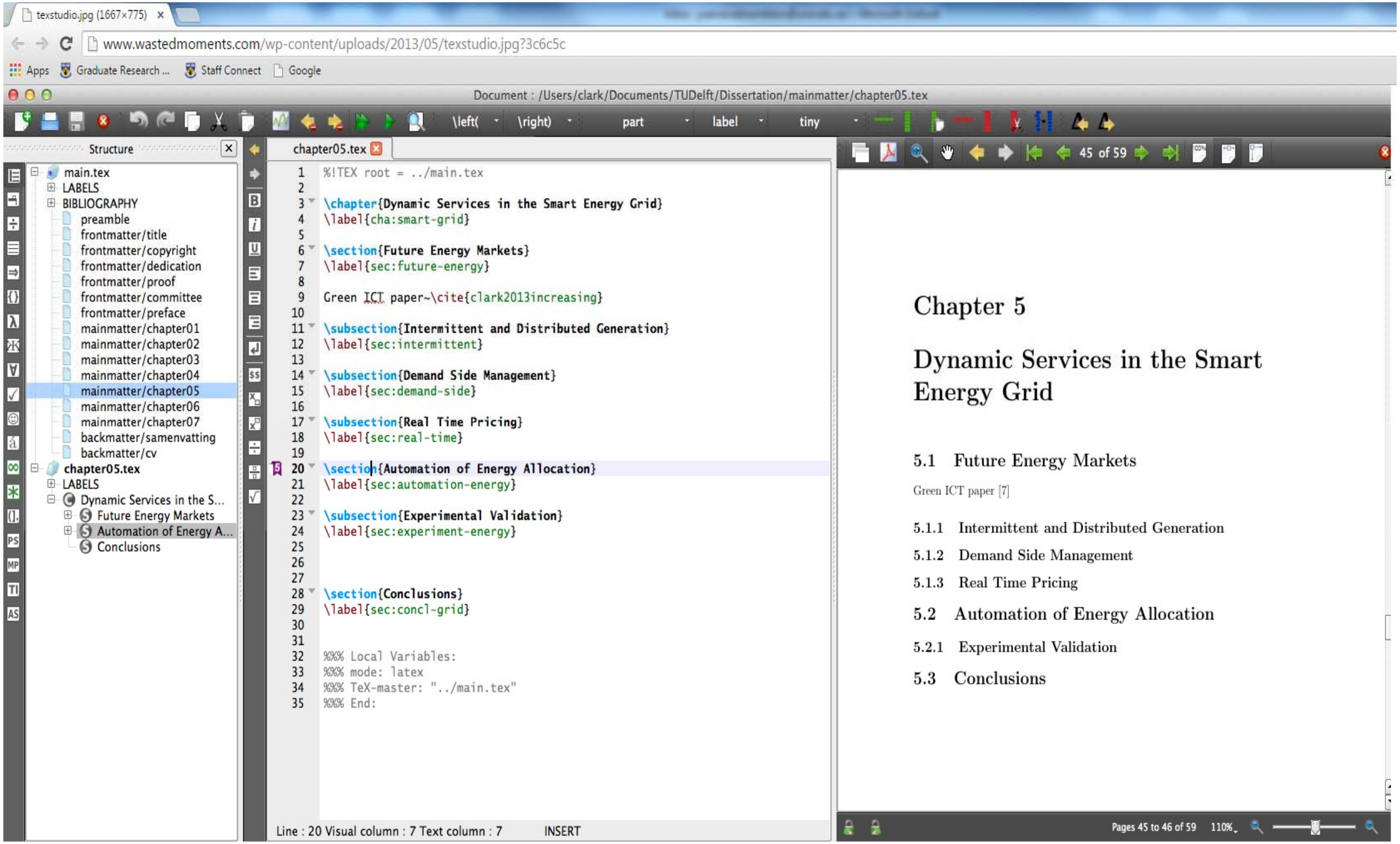
Introduction

Topic sentence (Figure 1). Followed by supporting text here. Supporting text. Possibly a concluding sentence or sentences.

Alternate text editors

- LaTeX

- Scrivener
- Freeware: Vim / Geany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  - frontmatter/copyright
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  - frontmatter/proof
  - frontmatter/committee
  - frontmatter/preface
  - mainmatter/chapter01
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  - mainmatter/chapter04
  - mainmatter/chapter05
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    - Conclusions

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%!TEX root = ../main.tex

\chapter{Dynamic Services in the Smart Energy Grid}
\label{cha:smart-grid}

\section{Future Energy Markets}
\label{sec:future-energy}

Green ICT paper~\cite{clark2013increasing}

\subsection{Intermittent and Distributed Generation}
\label{sec:intermittent}

\subsection{Demand Side Management}
\label{sec:demand-side}

\subsection{Real Time Pricing}
\label{sec:real-time}

\section{Automation of Energy Allocation}
\label{sec:automation-energy}

\subsection{Experimental Validation}
\label{sec:experiment-energy}



\section{Conclusions}
\label{sec:concl-grid}


%%% Local Variables:
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%%% TeX-master: "../main.tex"
%%% End:
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Chapter 5

Dynamic Services in the Smart Energy Grid

5.1 Future Energy Markets

Green ICT paper [7]

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.
- Jacques Raubenheimer. 2013. Doing your dissertation with Microsoft® Word: A comprehensive guide to using Microsoft® Word for academic writing Updated for Microsoft® Word 2007 & Microsoft Word® 2010. Available from Amazon at http://www.amazon.com/Doing-your-dissertation-Microsoft%C2%AE-Word/dp/0868868140
- 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.subversivecopyeditor.com/blog/ and Ms Word Know How - a Place for Coolest Word Tips and Tricks…… https://wordknowhow.wordpress.com/