

Formatting a Dissertation or Thesis in Microsoft Word

Course length: 1 Hour

Course type: Instructor led, hands-on learning

Course Details

This class is designed to assist faculty, staff and students with Microsoft Word formatting strategies for dissertation and thesis writing based upon the University of Dayton's Graduate School guidelines.

Topics include:

- Typing the Document - How to Begin
- Modifying and Using Styles
- Chapter Headings and Soft Carriage Returns
- Inserting Page Breaks
- Understanding the use of Section Breaks
- Applying Multiple Page Number Formats
- Applying Multiple Margin Settings
- Creating an Automated Table of Contents