



**PRODUCING YOUR THESIS OR PROJECT REPORT:
WORKING SMART (AND NOT HARD) – A POP QUIZ**

How many of these MSWord skills do you have?

_____ out of 26

7 General Skills – still working too hard:

- Creating new documents
- Working with text
- Spell checking
- Formatting margins, font, paragraphs, custom tabs, indents
- Inserting footnotes or endnotes
- Creating and editing basic tables
- Tuning MSWord to suit your own needs and speed – auto-functions

9 Intermediate Skills – beyond working hard:

- Bibliographic referencing Tools generate references in the style of your choice: "Endnote" Reference Manager, RefWorks.
- Automatic spelling/typo correction and customizing project dictionaries
- Grammar checking and readability levels.
- Working with a template
- Styles and Templates to increase control of formatting
- Inserting captions, graphics, drawings and tables.
- Controlling table and graphic placement: "in line with text" and "keep with next"
- Outlining using heading styles
- Using Heading styles to generate tables of contents, and captions to generate lists of tables and figures

5 Advanced Problem-Solving Skills – responding to particular needs:

- Formatting sections, headers and footers
- Debugging page numbering and changing page numbering, from section to section
- "Landscape"-oriented pages with "portrait"-oriented page numbers
- Applying a template to a previous document
- Converting documents from other templates

2 Collaborative Writing/Electronic Document Review Skills:

- Using Revision tracking for collaborative writing and editing
- Facilitating electronic reading and reviewing with Comments ("Annotations") to work electronically with supervisors.

3 Wizardry-level Skills:

- Cross-referencing
- Auto-text
- Creating and working with Master documents and sub-documents

**How many are you going to need for a thesis or project?
Most of the top three sections: 19-21.**