

## **CE 890 Graduate Seminar**

**SPEAKER:** Martin Courtois, Hale Library iTac

**TOPIC:** “Using Word to Write Your Electronic Thesis, Dissertation, or Report (ETDR)”

**DATE:** November 17, 2010

**TIME:** 4:00 p.m. (refreshments at 3:45 p.m.)

**PLACE:** 1052 Rathbone Hall

### **ABSTRACT**

This one-hour session will review use of the ETDR template and advanced features in Word that will make writing and formatting your ETDR much easier. The session will cover these topics:

- Downloading and using the ETDR template
- Using "Styles" to create a structured document
- Techniques for copying text into the template
- Working with images in Word
- Inserting tables and figures
- Adding captions to tables and figures
- Automatically generating a table of contents and lists of tables/figures
- Creating a PDF from your Word document