



## Invitation

The Research Student Centre Invite you to

### Using Word Processing to Help Write your Thesis

Wednesday, 26<sup>th</sup> November 2008, Z743/Z749, Gardens Point Campus

9.30am – 4.00pm

RSVP by Monday 24<sup>th</sup> November 2008

Registration is essential. There are limited spaces available. Go to <http://www.rsctraining.qut.edu.au/default.aspx> read the instructions and login to register. If you have already registered and wish to withdraw then please go to the above site, login and withdraw. If you wish to change the day you attend then please make sure you withdraw from the existing registration first.

**Note: Please bring your own USB stick to download material and take home with you.**

#### Who should attend?

This workshop is designed to help PhD candidates, Professional Doctorate candidates and Masters by research students who are struggling with using Word Processing software effectively and want to know how to efficiently organise their writing to compose a publishable thesis document.

#### Objectives:

- Create and manage styles
- Create and manage master documents
- Create and manage numbered headings
- Create and insert captions into your documents

#### Presenter:

- Kerry Kruger, Research Students Centre

#### Testimonials from previous workshops run by Trevor Jordan:

- This was useful. Very patient presenter who answered questions fully.
- Learnt heaps, very useful.
- Great resources

#### Graduate attributes:

The graduate capabilities that relate to this workshop and which you may wish to think about for your own [e-learning portfolio](#) are:

- advanced information processing skills and knowledge of advanced information technologies and other research technologies

#### Resources:

Resources such as handouts, Power Point slides, or other relevant online resources relating to this workshop can be found at [this address](#).

#### Program:

9.30am	Welcome and introduction:	12.30pm	Lunch
10.00am	Styles and templates	1.15pm	Managing large documents
10.30am	Morning tea	2.30pm	Afternoon tea
11.00am	Styles and templates cont.	2.45pm	Managing large documents cont.

This timetable is tentative. It will vary according to the wishes of the participants. Morning tea will be served.

Register: <http://www.rsctraining.qut.edu.au> In order to register you need to 'click here to login'. Note, that you can also **sort** the list on any column by clicking on the column headings. You may need to do this if you can't immediately find the event you wish to register for.

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