

Microsoft Word
For
Theses

by

(Full name of the author)

A thesis
presented to the University of Waterloo
in fulfillment of the
thesis requirement for the degree of
(name of degree)
in
(discipline)

Waterloo, Ontario, Canada, Year

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Author's Declaration

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Abstract

Enter abstract here.

Acknowledgements

Enter acknowledgements here.

Dedication (if included)

Enter dedication here (if included-if no dedication page is included, the Table of Contents should start at page v). If there is no dedication, delete this page; when updating the table of contents, this page will no longer appear in the table of contents (if this page has been deleted).

Table of Contents

Author's Declaration.....	ii
Abstract.....	iii
Acknowledgements.....	iv
Dedication (if included).....	v
Table of Contents.....	vi
List of Figures.....	vii
List of Tables.....	viii
Chapter 1 First Chapter.....	1
1.1 Heading Styles.....	1
1.2 Numbering of Headings.....	2
1.3 Document Paragraphs.....	2
1.3.1 First Paragraph Following a Heading.....	2
1.3.2 Other Paragraphs.....	2
Appendix A Sample Appendix.....	3
Appendix B Sample Multimedia Appendix.....	4

List of Figures

Insert List of Figures here.

List of Tables

Insert List of Tables here.

Chapter 1

First Chapter

To use this template:

1. Replace all text in parentheses in the front part of the document with your own information.
2. Select the text “First Chapter” and replace it with the title of your first chapter.
3. Delete the remainder of the body text and replace it with your text.
4. To begin a new chapter, from the “Thesis_Tools” menu item, select “Start_New_Chapter”
5. To begin a new chapter sectioned (one numbered 1.1, or 1.2 or 3.1, etc.) select “Start_New_Section” from the “Thesis_Tools” menu.
6. To begin a new subsection (one numbered 1.1.1 or 3.2.3 etc.) select “Start_New_Subsection” from the “Thesis_Tools” menu.
7. If you have more than 3 levels of headings, you must select the appropriate heading style (heading 4, heading 5, etc) from the Style drop down menu. (Note that Chapters are Heading 1 styles, Sections are heading 2 styles and subsections are heading 3 styles).
8. When you are ready to create appendices, select the title of Appendix A and replace it with your title. To begin new appendices, select “Start_New_Appendix” from the “Thesis_Tools” menu.
9. To create a Block Quotation, select “InsertBlockQuotation” from the “Thesis_Tools” menu.
10. When you are ready to generate a Table of Contents, click inside the current Table of Contents area and do a Insert, Index and Tables. The new Table of Contents will replace the existing one.
11. To generate a List of Figures or List of Tables, select the text under the appropriate heading, and do an Insert, Index and Tables.

There are a number of styles used in this thesis template. Some have been mentioned above, and these and others are described below.

1.1 Heading Styles

Six levels of headings have been defined, Heading 1 through Heading 6. For the purpose of this document, Heading 1s are called Chapters, Heading 2s are called Sections and Heading 3 subsections. If you need more, you can define more. Word actually permits up to 9 heading levels.

The headings have been defined in the Arial font, and all are aligned on the left, other than Chapters. Varying font sizes and styles have been defined. The alignment (centered vs. left aligned) and the font sizes and weights can all be changed by doing a **Format, Style**, selecting the desired style, and making any necessary modifications.

Heading 1 paragraphs always begin on a new page.

1.2 Numbering of Headings

This template numbers the headings in a legal numbering format. You may choose not to number headings, or to choose a different numbering style, perhaps **A, B, C—1, 2, 3 –a), b), c)** etc. The numbering style can be changed via **Format, Bullets and Numbering**.

1.3 Document Paragraphs

1.3.1 First Paragraph Following a Heading

All headings will be followed automatically by a paragraph with a style called **Body Text**. **Body Text** paragraphs do not have an indent on the first line.

1.3.2 Other Paragraphs

All other paragraphs of the document have an indented first line. These paragraphs have a style called **Body Text First Indent**.

Body Text First Indent paragraphs have a first line that is indented. **Body Text** paragraphs will be followed automatically by **Body Text First Indent** paragraph.

Appendix A

Sample Appendix

This is a sample Appendix. Insert additional appendices with the “Start New Appendix” command.

Appendix B

Sample Multimedia Appendix

This appendix is a sound file of Beethoven's Symphony No. 9 (Scherzo).

The file name of this sound file is “Beethoven's Symphony No. 9 (Scherzo).wma”.

If you accessed this thesis from a source other than the University of Waterloo, you may not have access to this file. You may access it by searching for this thesis at <http://uwspace.uwaterloo.ca> .

Bibliography

Vogt, C. 1999. Creating Long Documents using Microsoft Word. Published on the Web at the University of Waterloo.