Dissertation Design Mastery: Programme Outline

The programme is broken down into seven modules:

Module 1:	**M**astering the Basics
Module 2:	**A**rranging Formats
Module 3:	**S**tyling Success
Module 4:	**T**ables Made Easy
Module 5:	**E**ffortless Referencing
Module 6:	**R**eady with Diagrams
Module 7:	**Y**our Formatting Power-Ups

An overview of the topics in each module follows:

Module 1: Mastering the Basics

9 lessons including:

- Initial view settings
- Cursor position, selecting and editing
- Copying formatting
- Paragraph selecting, aligning and moving
- Page break and paragraph controls
- Headers and footers and white space
- Status bar recommended settings
- Understanding the options
- Quick overview of tables

Module 2: Arranging Formats

17 lessons including:

- Editing text and cursor awareness
- Quick formatting, find and replace, spelling & grammar
- Bullets, numbering and line breaks
- Line spacing, margins, orientation and vertical alignment
- Cutting, copying and pasting text
- Moving paragraphs and avoiding formatting mistakes

- Paragraph indents
- Line spacing and space before/after paragraphs
- Tabs
- Tabs with leader dots
- Basic tables and more tables

Module 3: Styling Success

10 lessons including:

- Introduction to styles
- Applying basic styles to existing text
- Alternatives to Normal style for standard text
- General text styling
- Modifying styles
- Footnotes and shortcut keys for styles
- Managing the style gallery
- Captions for tables and figures
- Cross referencing
- Cover page setup

Module 4: Tables Made Easy

11 lessons including:

- Table borders and merging cells
- Merging, distributing, aligning and orienting text
- Tabs and alignment within tables
- Converting text to tables, sorting and adding table headings
- Nesting tables
- Understanding table properties
- Tables versus text boxes
- Tables to structure text
- How many rows do I need?
- Controlling tables

Module 5: Effortless Referencing

6 lessons including:

- Table of contents
- Formatting the table of contents
- Tables of figures and Tables of tables
- Citations, references and bibliography
- Page numbering options
- Footnotes and endnotes

Module 6: Ready with Diagrams

5 lessons including:

- Pictures – in line with text
- Pictures – text wrapping and alignment options
- Aligning multiple pictures
- Incorporating Excel into your document
- Incorporating pictures from other apps

Module 7: Your Formatting Power-Ups

5 lessons including:

- Understanding section breaks
- Changing orientation
- Columns and continuous section breaks
- Section break pitfalls
- Bookmarks and cross-referencing

The cost of the programme is £48.75 including VAT. This gives you access to the materials for 365 days from the date you sign up. Bonus material may be provided according to the feedback received.

To sign up to the programme, click here.