



University
of Glasgow

IT Training

**INSPIRING
PEOPLE**



Our Word: Creating a Dissertation or Thesis

Delivered over two half-days, you will learn to:

- Create and use templates, styles and AutoText.
- Create and edit footnotes, page headers and footers.
- Insert and manipulate graphics.
- Use captions on tables and figures.
- Combine all chapters into one document.
- Create a table of contents/figures.
- Create a suitable version of a thesis for electronic deposit.

Full list available at
www.gla.ac.uk/services/it/training/

Endnote

During the half-day course, you will learn to:

- Create an EndNote Library
- Add references manually
- Import references from online databases and Reference Manager Databases.
- Manage your references - checking for duplicates and creating groups.
- Cite your references - using Cite While You Write in Word and changing citation Styles.

Full list available at
www.gla.ac.uk/services/it/training/

Other courses:

- Basic IT skills
- Word processing
- Spreadsheets, databases & statistics
- Presentations
- Office 365
- Tools for learning & research
- Image editing
- Web skills
- Programming
- Project management
- Subject-specific courses

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