

**Mastering the Masters Programme**

**College of Agriculture, Engineering and Science**

22 October, 2014

Dear Masters and PhD Students,

The Mastering the Masters Programme will be offering the MS Word and MS Excel series of workshops during the following Saturdays in October and November:

**Setting up your electronic thesis document: efficient and effective use of MS Word**

**25 October 2014** – MS Word Advanced I; Biology LAN, F Block - Westville from 09h30 to 13h00

**1 November 2014** – MS Word Advanced II; Biology LAN, F Block - Westville from 09h30 to 13h00

**Data Entry and Analysis**

**8 November 2014** – MS Excel I; Agric. LAN, Rabie Saunders Building - PMB from 09h00 to 12h30

**15 November 2014** – MS Excel II; Agric. LAN, Rabie Saunders Building - PMB from 09h00 to 12h30

**22 November 2014** – MS Excel I; Biology LAN, F Block – Westville from 09h30 to 13h00

**29 November 2014** – MS Excel II; Biology LAN, F Block – Westville from 09h30 to 13h00

Workshops detail:

**Setting up your electronic thesis document: efficient and effective use of MS Word**

**MS Word Advanced I**: Getting the most out of MS Word to produce a quality document:

* Knowing the layout and customizing the Word Window to suit your needs.
* How to use Help
* Working with Text: Shortcuts to move around the document
* Saving and using passwords and read only files.
* Printing: Page setup, Print Preview and Print.
* Cut, copy, paste. Format painter
* Formatting: bold, italics, underline styles, special effects, alignments, indentation, line spacing, paragraph spacing, using Tabs (left, centre, decimal, right)
* Inserting page numbers, page breaks, date and time, headers and footers, page and paragraph borders and shading, bullets and numbering (including outline numbering)

**MS Word Advanced II**: Getting the most out of MS Word when working on a long document:

* Using styles and creating a styles template; title, headings, sections, sub-sections, modifying a style
* Creating a Table of Contents
* Editing the table of contents
* Creating List of Figures, List of Tables
* Section breaks – including changes in page orientation, line numbering, different page numbering for the table of contents page or cover page and the rest of the document.
* Adding a title page
* Adding graphics, auto-shapes, charts and adding captions that stay with the objects.
* Inserting multi-level numbered lists, footnotes
* Tables and the formatting of tables
* Setting UK English language as the default option
* Spell check and autocorrect including Thesaurus and auto text.
* Using the review option - i.e. tracking changes.
* Printing - the page set-up option to adjust the width of the margins for the thesis

**Data Entry and Analysis**

**MS Excel I:** Efficient and Effective use of MS Excel:

* Modifying basic preferences in the application
* Formatting
* Organizing the Workbooks
* Freezing and unfreezing rows and columns
* Using Zoom
* Entering and editing data
* Using AutoFill
* Finding data
* Replacing data
* Editing worksheets
* Doing Calculations
* Calculating results without entering a formula
* Displaying the formulae and not the result
* Linking cells
* Recap: Functions and Formulae

**MS Excel II:** Efficient and Effective use of MS Excel – More Advanced Features

* Absolute and Relative referencing
* Conditional formatting
* More functions: Round, Roundup, Rounddown, Large, Small, Counta, Countblank, Countif, Power, Sumif, Nesting of the if function, Vlookup, Int, Trunc
* Charts: Naming the axis, changing the x and y axis, using paste special
* Moving or copying a worksheet to another file
* Protecting (Locking) a worksheet or part of a worksheet
* Using dates and times, calculating with dates and times.
* Text functions: LEN (number of characters in a string), CONCATENATE (combining multiple columns into one), UPPER and LOWER (changing the case), LEFT and RIGHT (extracting no of characters to left or right, e.g. Using an ID number and extracting the date of birth from it)

Please confirm your attendance with Bernie Smith;  [smithb@ukzn.ac.za](mailto:%20smithb@ukzn.ac.za). Please specify which workshop you will be attending and on which Campus. We need to know numbers for logistical and catering reasons so we urge you to please confirm as soon as possible. We also urge you to be at the venues at least 10 minutes before starting time as we intend to start on time.

Sincerely,

Fortune Shonhiwa

Coordinator - Mastering the Masters Programme

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