



Perpustakaan Sultan Abdul Samad
Universiti Putra Malaysia

Workshop on **MS WORD TEMPLATE, DOTX FOR THESIS FORMATTING**

Date: 13th October 2018
(Saturday: 8.30am - 4.00pm)
Venue: Malawati Room, UPM Library

WORKSHOP CONTENTS

1. To understand how to use MS Word template.
2. To know how to use MS Word template in big document.
3. To produce the thesis based on the requirement in thesis guideline given by Postgraduate Graduate School.

FASILITATOR

Mr. Mohd Ridzuan Mohd Ali
Lecturer (UiTM)

NOTE

For more details about workshop and online registration,
Kindly visit upm library courses website at:
<http://courseslib.upm.edu.my/courseslib/>

**Limited to
30 participants
only**

PAYMENT AND REGISTRATION

FOR THOSE INTERESTED, KINDLY MAKE
PAYMENT AND REGISTER AS FOLLOWS:

1. Please make the payment before login to register
2. Scan the financial documents such as bank transaction slip/ receipt from UPM Bursar
3. Then, login to Online Registration Form
4. Upload your scanned copy of the financial documents
5. Enter your particulars to register

FOR RESEARCH GRANT, KINDLY FOLLOW THIS
PROCESS:

1. Download form of "ARAHAN PENGELUARAN INBOIS PELARASAN ANTARA PTJ" from UPM Library Courses Website
2. Fill up the section of "PTJ YANG MENERIMA PERKHIDMATAN" and "Vot Peruntukkan"
3. Scan the form. Then, login to Online Registration Form
4. Upload your scanned copy of the form
5. Enter your particulars to register

FOR FURTHER INFORMATION, PLEASE CONTACT:

About registration and payment:
Miss Nurdiana Mohd kamal (email: nurdiyanakamal@upm.edu.my / Telephone: 03-89467021)

About program:
Mr. Mohd Dasuki Sahak (email: dasuki@upm.edu.my / Telephone: 03-89467948)