



# RESEARCH SUPPORT WORKSHOP: ZDOT

Zero Draft of Thesis (ZDOT)

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RESEARCH SUPPORT  
TEAM



# CONCEPT OF ZDOT

- \* OFOT – One File One Thesis
- \* Technique to develop Heading, especially for proposal writing – then into a thesis.
- \* ZDOT start with the preparation of Heading without any substance or writing substance.

Dr. Othman Taib, 2014

# Example of OFOT

The image shows a screenshot of the Microsoft Word application interface. The title bar at the top reads "Document1 - Word". The ribbon is set to the "View" tab, which includes options for "One Page", "Multiple Pages", "Page Width", "Zoom", "New Window", "Arrange All", "Split", "View Side by Side", "Synchronous Scrolling", "Reset Window Position", "Switch Windows", "Macros", and "Properties".

On the left side, the "Navigation" pane is visible, showing a search bar and a "Headings" section. The "Headings" section lists the following structure:

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
    - 1.3.1
- Chapter 2 literature review
- Chapter 3 methodology
- Chapter 4 result and discussion
- Chapter 5 conclusion

Three callout boxes are present:

- Box 1 points to the "View Side by Side" button in the View tab.
- Box 2 points to the main document content area.
- Box 3 points to the "Headings" section in the Navigation pane.

The main document content area displays the following text:

**CHAPTER 1 INTRODUCTION**

- 1.1 Background Of The Study
- 1.2 Problem Statement
- 1.3 Significant of The Study
  - 1.3.1

**CHAPTER 2 LITERATURE REVIEW**

**CHAPTER 3 METHODOLOGY**

**CHAPTER 4 RESULT AND DISCUSSION**

**CHAPTER 5 CONCLUSION**

# Example of ZDOT for proposal

Introduction - Word

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Clipboard Font Paragraph Styles

Navigation

Search document

Headings Pages Results

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
    - 1.3.1
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion
  - 4.1 The Environment
    - 4.1.1 Scientific Background
  - 4.2 Related factors
- Chapter 5 conclusion
  - 5.1 Summary

**CHAPTER 1 INTRODUCTION**

- 1.1 Background Of The Study
- 1.2 Problem Statement
- 1.3 Significant of The Study
  - 1.3.1

**CHAPTER 2 LITERATURE REVIEW**

- 2.1 Introduction to Literature Review
- 2.2 Sustainability and the Scientific Environment

**CHAPTER 3 METHODOLOGY**

- 3.1 Background of the Study
- 3.2 Sampling Area

**CHAPTER 4 RESULT AND DISCUSSION**

- 4.1 The Environment
  - 4.1.1 Scientific Background
- 4.2 Related factors

**CHAPTER 5 CONCLUSION**

- 5.1 Summary

# ZDOT VS DOTX

This screenshot shows a Microsoft Word document titled "Introduction - Word". The ribbon includes Home, Insert, Design, Layout, References, Mailings, Review, View, and Grammarly. The document content is as follows:

- CHAPTER 1 INTRODUCTION**
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
    - 1.3.1
- CHAPTER 2 LITERATURE REVIEW**
  - 2.1 Introduction to Literature Review
  - 2.2 Sustainability and the Scientific Environment

The left-hand Navigation pane shows a hierarchical tree structure of the document's sections.

This screenshot shows a Microsoft Word document titled "Document4 - Microsoft Word (Product Activation Failed)". The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, View, EndNote X7, Design, and Layout. The document content is as follows:

- TITLE
- TITLE
- TITLE
- TITLE
- TITLE
- TITLE

The left-hand Navigation pane shows a list of sections, including:

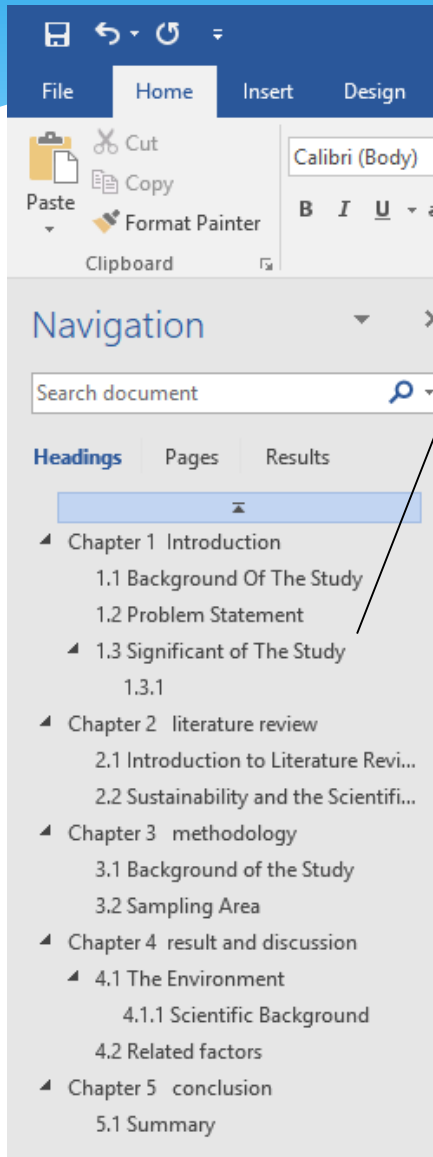
- ACKNOWLEDGE...
- ABSTRAK
- ABSTRACT
- TABLE OF CONTE...
- LIST OF TABLES
- LIST OF FIGURES
- LIST OF SYMBOLS
- LIST OF ABBREVL...
- CHAPTER 1 INTRODUCTI...
  - 1.1 UMP Thesis Template
  - 1.2 Developer Tab
    - 1.2.1 Navigation Pane
    - 1.2.2 Styles Function
  - 1.3 Summary
- CHAPTER 2 STYLES
  - 2.1 Heading 1
  - 2.2 Heading 2
    - 2.2.1 Heading 3
  - 2.3 Other important st...
  - 2.4 Equations
  - 2.5 Quotes
  - 2.6 Table
- CHAPTER 3 METHODOLO...
- CHAPTER 4 RESULTS AN...
- CHAPTER 5 CONCLUSION
  - 5.1 Introduction

The status bar at the bottom indicates "Page: 1 of 33" and "Words: 2,179". The system tray shows the time as 10:01 AM.

# Component in Styles

The screenshot shows the Microsoft Word ribbon interface. The title bar at the top reads "Introduction - Word" and "Sign in". The ribbon tabs include "File", "Home", "Insert", "Design", "Layout", "References", "Mailings", "Review", "View", and "Grammarly". The "Home" tab is active, and the "Styles" section is expanded. The "Styles" gallery shows a list of styles: "Normal", "No Spac...", "Heading 1", "Heading 2", "Heading 3", "Heading 4", "Heading 5", "Title", "Subtitle", "Subtle Em...", "Emphasis", "Intense E...", "Strong", and "Quote". The "Normal" style is selected and highlighted. The ribbon also shows the "Clipboard" section with "Cut", "Copy", and "Format Painter" options, and the "Font" section with "Calibri (Body)", "11", "A", "Aa", "B", "I", "U", "abc", "x", "x²", "A", "a", "A", "a" options. The "Paragraph" section shows "Normal" and "No Spac..." options. The "Styles" section shows "Normal", "No Spac...", "Heading 1", "Heading 2", "Heading 3", "Heading 4", "Heading 5", "Title", "Subtitle", "Subtle Em...", "Emphasis", "Intense E...", "Strong", and "Quote" options.

# Heading in ZDOT



The position of Heading 1,2,3... in the Navigation



**CHAPTER 1 INTRODUCTION**  
1.1 Background Of The Study  
1.2 Problem Statement  
1.3 Significant of The Study  
1.3.1

**CHAPTER 2 LITERATURE REVIEW**  
2.1 Introduction to Literature Review  
2.2 Sustainability and the Scientific Environment

**CHAPTER 3 METHODOLOGY**  
3.1 Background of the Study  
3.2 Sampling Area

**CHAPTER 4 RESULT AND DISCUSSION**  
4.1 The Environment  
4.1.1 Scientific Background  
4.2 Related factors

**CHAPTER 5 CONCLUSION**  
5.1 Summary

Notice that title is similar to the position in Navigation



# Build Headings



# Build Headings

The screenshot shows the Microsoft Word interface with the 'List Library' task pane open. The task pane is divided into 'Current List' and 'List Library' sections. The 'List Library' section contains various list styles, including 'None', 'Article List', 'Section List', and 'Chapter List'. A callout box labeled '1' points to the 'List Library' task pane. A callout box labeled '2' points to the 'List Library' task pane. A callout box labeled '3' points to the 'Define New Multilevel List...' option. A callout box labeled '4' points to the 'Define new Multilevel list' dialog box.

4

The 'Define new Multilevel list' dialog box is shown. It has a 'Click level to modify:' section with a list of levels. The first level, 'Chapter 1 Heading 1', is selected. Below this, the 'Number format' section is expanded, showing 'Enter formatting for number:' with the text 'Chapter 1' and a 'Font...' button. The 'Number style for this level:' is set to '1, 2, 3, ...'. The 'Position' section shows 'Number alignment:' set to 'Left' and 'Text indent at:' set to '0.76 cm'. There are 'More >>', 'OK', and 'Cancel' buttons at the bottom.

Define new Multilevel list

Click level to modify:

1 Chapter 1 Heading 1  
2  
3  
4 1.1 Heading 2  
5 1.1.1 Heading 3  
6 1.1.1.1 Heading 4  
7 1.1.1.1.1 Heading 5  
8 1.1.1.1.1.1 Heading 6  
9 1.1.1.1.1.1.1 Heading 7  
1.1.1.1.1.1.1.1 Heading 8  
1.1.1.1.1.1.1.1.1 Heading 9

Number format

Enter formatting for number:  
Chapter 1 Font...

Number style for this level: 1, 2, 3, ... Include level number from:

Position

Number alignment: Left Aligned at: 0 cm  
Text indent at: 0.76 cm Set for All Levels...

More >> OK Cancel

Define new Multilevel list

Click level to modify:

1 BAB 1 Heading 1  
2  
3  
4 1.1 Heading 2  
5 1.1.1 Heading 3  
6 1.1.1.1 Heading 4  
7 1.1.1.1.1 Heading 5  
8 1.1.1.1.1.1 Heading 6  
9 1.1.1.1.1.1.1 Heading 7  
1.1.1.1.1.1.1.1 Heading 8  
1.1.1.1.1.1.1.1.1 Heading 9

Number format

Enter formatting for number:  
BAB 1 Font...

Number style for this level: 1, 2, 3, ... Include level number from:

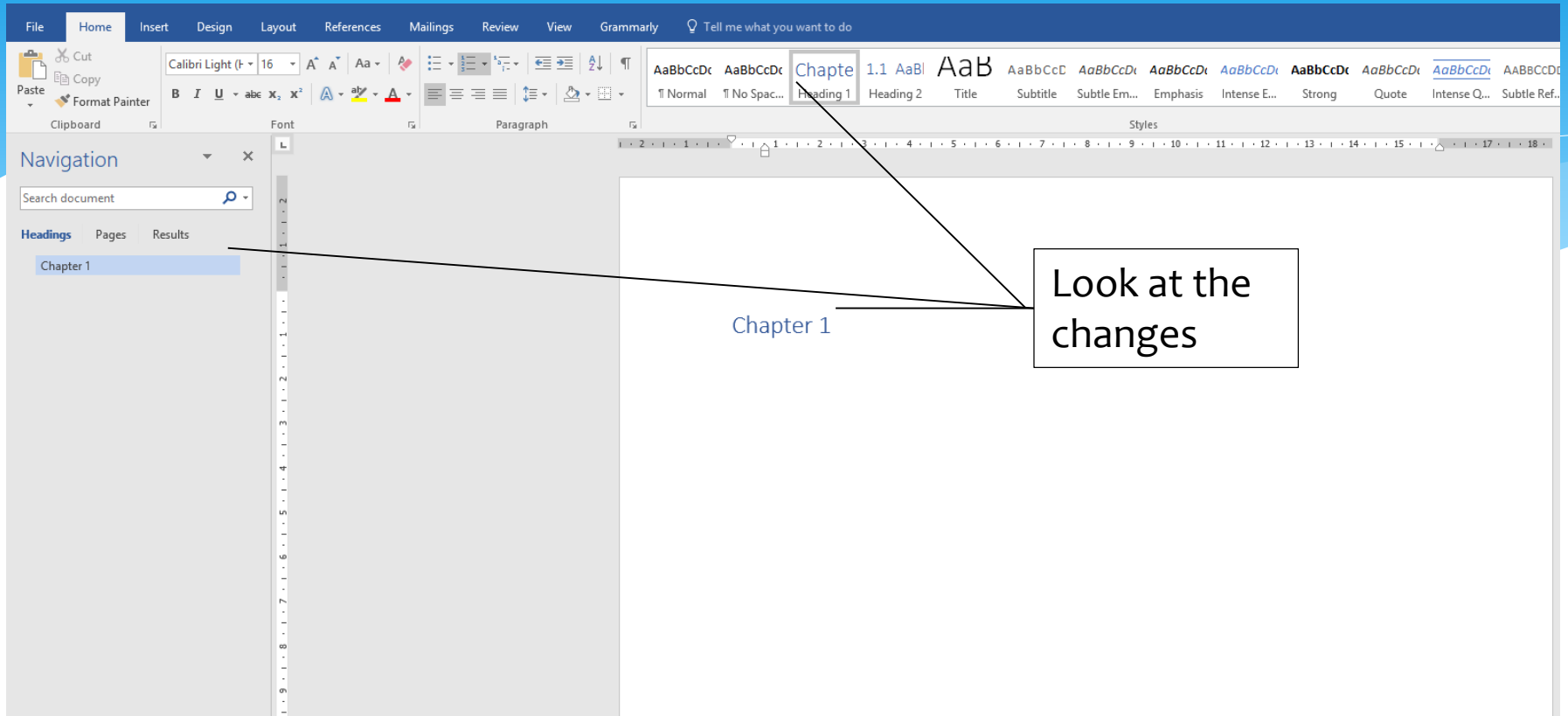
Position

Number alignment: Left Aligned at: 0 cm  
Text indent at: 0.76 cm Set for All Levels...

More >> OK Cancel

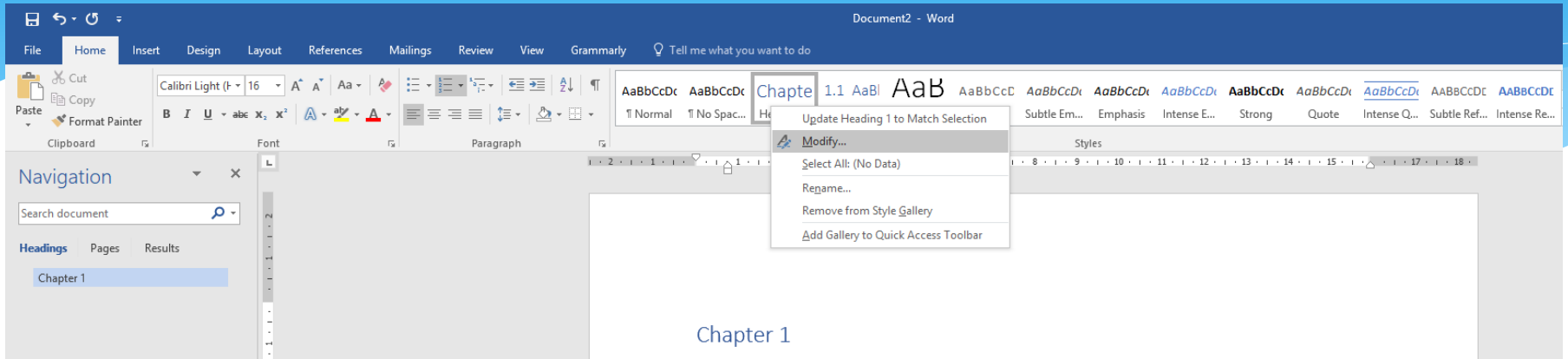
You can delete “Chapter” and replace it with “Bab”

“Chapter” and replace it with “BAB”



Chapter 1 as Heading 1 is created

# Modify Style (i)



@

# Modify Style (ii)

The screenshot displays the Microsoft Word interface with the 'Styles' task pane open on the right. The document content in the center shows a hierarchical list of chapters and sub-headings:

- Chapter 1
  - 1.1 Sub Heading
  - 1.2 Sub Heading
  - 1.3 Sub Heading
    - 1.3.1
- Chapter 2
- Chapter 3
- Chapter 4

The 'Styles' task pane on the right shows the following options:

- Clear All
- Normal
- No Spacing
- Heading 1
- Heading 2
- Heading 3** (highlighted)
- Update Heading 3 to Match Selection
- Modify...** (highlighted)
- Select All: (No Data)
- Remove All: (No Data)
- Delete Heading 3...
- Remove from Style Gallery
- Strong
- Quote
- Intense Quote
- Subtle Reference
- Intense Reference
- Book Title
- List Paragraph

Three numbered boxes are placed over the interface:

- Box 1: Points to 'Heading 3' in the Styles list.
- Box 2: Points to the 'Modify...' button.
- Box 3: Points to the 'Update Heading 3 to Match Selection' option.

The status bar at the bottom left indicates 'Page 1 of 1' and '16 words'. The system tray at the bottom right shows the date and time as '12:16 PM 18/12/2017'.

# Pop-up menu to format font, paragraph ext

**Modify Style**

**Properties**

Name:

Style type:

Style based on:

Style for following paragraph:

**Formatting**

Arial Narrow 16 **B** *I* U Automatic

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

**CHAPTER 1    SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT SAMPLE TEXT**

Font: (Default) Arial Narrow, 16 pt, Bold, All caps, Indent:  
Left: 0 cm  
Hanging: 0.76 cm, Space  
Before: 12 pt

Add to the Styles gallery     Automatically update

Only in this document     New documents based on this template

**Format**    **OK**    **Cancel**

Choose suitable format for your writing

Tick "Automatically update"

# Build Heading 2,3, ext

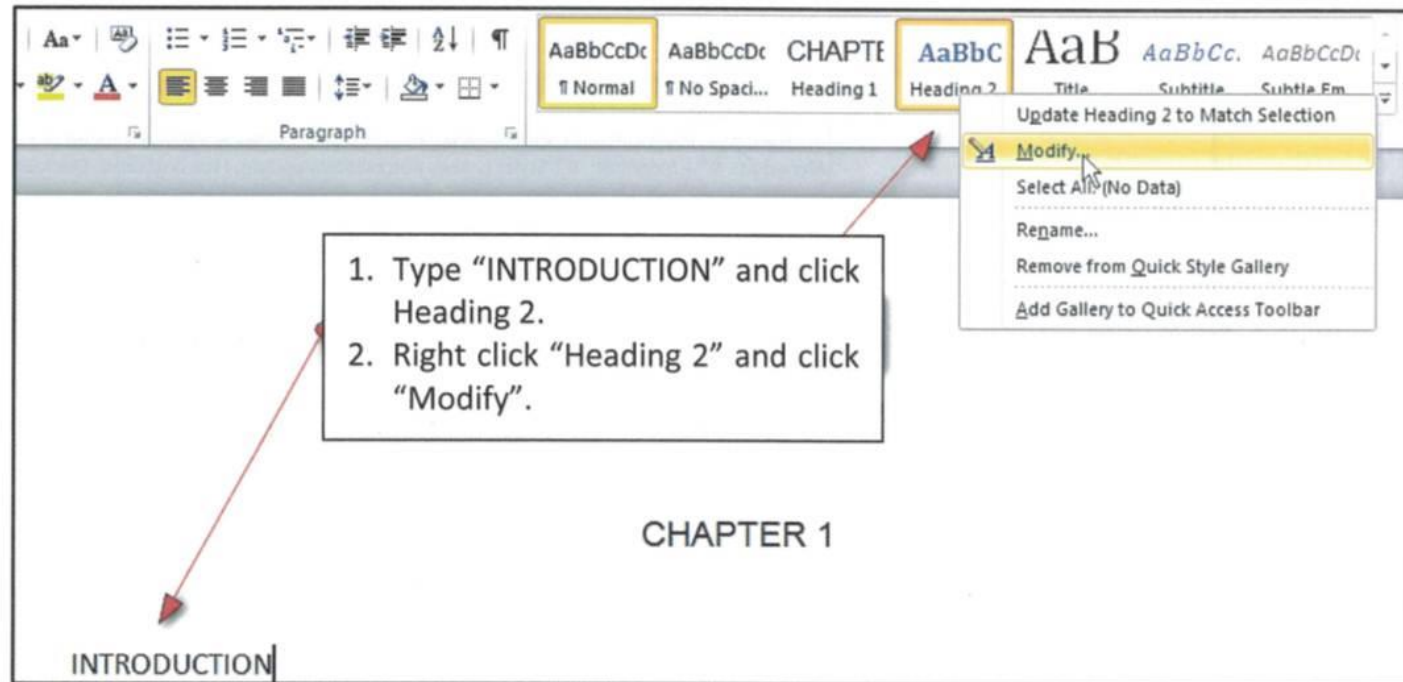


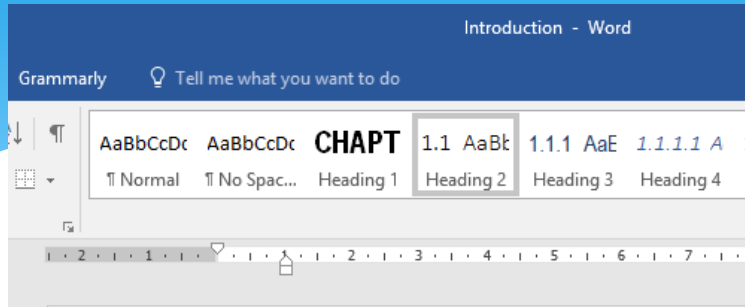
Figure 0.15 - Modify and format "Heading 2"



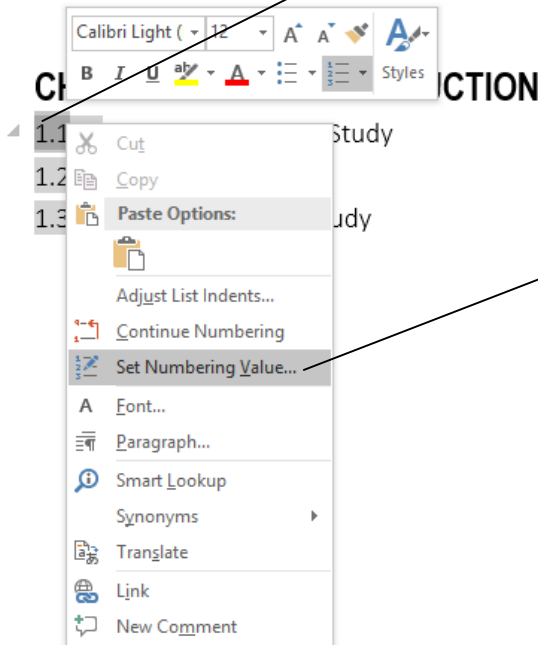
# Customize Numbering Value



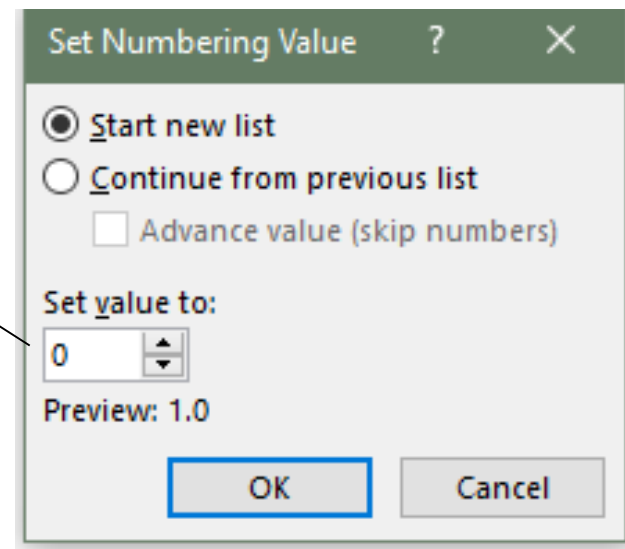
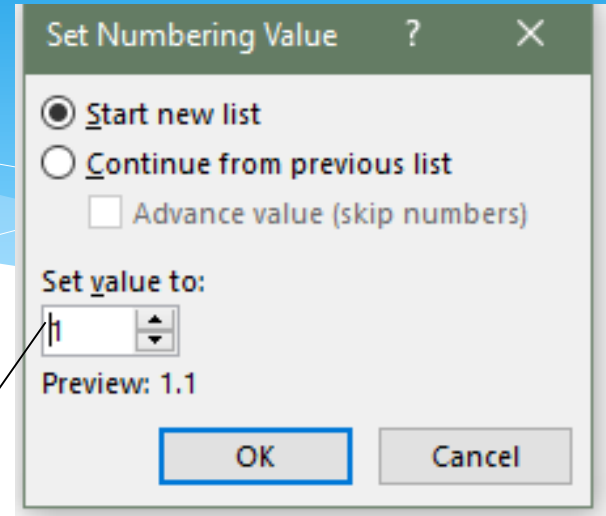
# Edit Numbering Value



1. Highlight the number and Right Click



2 3





Seperate Chapter

# Section Breaks

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. The 'Section Breaks' menu is open, showing options: Page, Column, Text Wrapping, Next Page, Continuous, Even Page, and Odd Page. The 'Next Page' option is highlighted. A callout box labeled '1' points to the cursor position at the start of the 'CHAPTER 1 INTRODUCTION' heading. Another callout box labeled '2' points to the 'Section Breaks' menu, and a third callout box labeled '3' points to the 'Next Page' option. The document content on the right shows a table of contents with five chapters and their sub-sections.

1. Put Cursor at title to separate

2

3

**CHAPTER 1 INTRODUCTION**  
1.1 Background Of The Study  
1.2 Problem Statement  
1.3 Significant of The Study  
1.3.1

**CHAPTER 2 LITERATURE REVIEW**  
2.1 Introduction to Literature Review  
2.2 Sustainability and the Scientific Environment

**CHAPTER 3 METHODOLOGY**  
3.1 Background of the Study  
3.2 Sampling Area

**CHAPTER 4 RESULT AND DISCUSSION**  
4.1 The Environment  
4.1.1 Scientific Background  
4.2 Related factors

**CHAPTER 5 CONCLUSION**  
5.1 Summary

Introduction - Word

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Read Mode Print Layout Web Layout Draft Learning Tools Immersive Vertical Side to Side Page Movement Ruler Gridlines Navigation Pane Show Zoom 100% One Page Multiple Pages Page Width New Window Arrange All Remove Split View Side by Side Synchronous Scrolling Reset Window Position Window Switch Windows Macros Properties SharePoint

Navigation

Search document

Headings Pages Results

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion
  - 4.1 The Environment
    - 4.1.1 Scientific Background
  - 4.2 Related factors
- Chapter 5 conclusion
  - 5.1 Summary

**CHAPTER 1 INTRODUCTION**

- 1.1 Background Of The Study
- 1.2 Problem Statement
- 1.3 Significant of The Study

**CHAPTER 2 LITERATURE REVIEW**

- 2.1 Introduction to Literature Review
- 2.2 Sustainability and the Scientific Environment

**CHAPTER 3 METHODOLOGY**

- 3.1 Background of the Study
- 3.2 Sampling Area

**CHAPTER 4 RESULT AND DISCUSSION**

- 4.1 The Environment
  - 4.1.1 Scientific Background

Chapter 2 is move to new page



Caption for Table and Figure

# Insert table

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Table' dropdown menu is open, displaying a grid of table options. A 4x3 table is highlighted in orange, and a box labeled '1' points to it. Another box labeled '2' points to the 'Quick Tables' option in the dropdown. The main document content shows a table with 2 columns and 3 rows.

**CHAPTER 2 LITERATURE REVIEW**

2.1 Introduction to Literature Review

2.2 Sustainability and the Scientific Environment


# Insert Caption

## Click [Reference] – [Insert Caption]

1. Put Cursor

2

3

4. Give name for Table after numbering

Navigation

Search document

Headings Pages Results

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion

Introduction - Word

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Table of Contents Update Table Add Text Insert Endnote Next Footnote Show Notes Insert Citation Refresh Open Mendeley Export as Style: Mendeley Cite-O-Matic Smart Lookup Insert Citation Bibliography Manage Sources Style: APA Insert Table of Figures Update Table Insert Index Update Index Insert Table of Authorities Update Table Mark Entry Update Table Mark Citation

CHAPTER 2 LITERATURE REVIEW

2.1 Introduction to Literature Review

2.2 Sustainability and the Scientific Environment

Figure 1

Options

Label: Figure

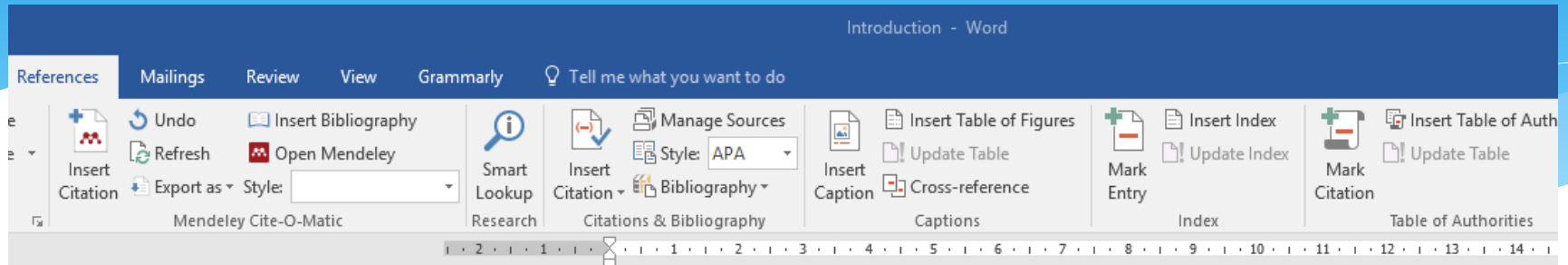
Position: Equation Figure Table

Exclude from numbering

New Label

AutoCaption... OK Cancel

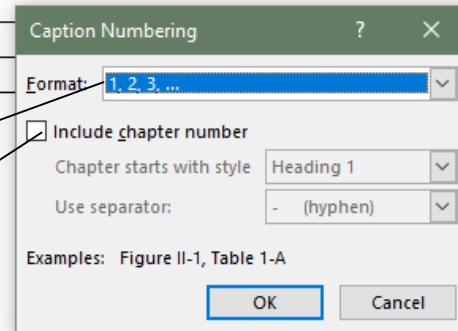
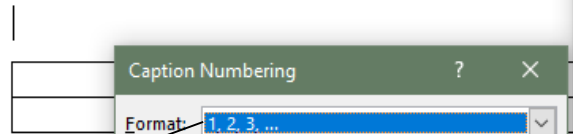
# Caption Numbering



## CHAPTER 2 LITERATURE REVIEW

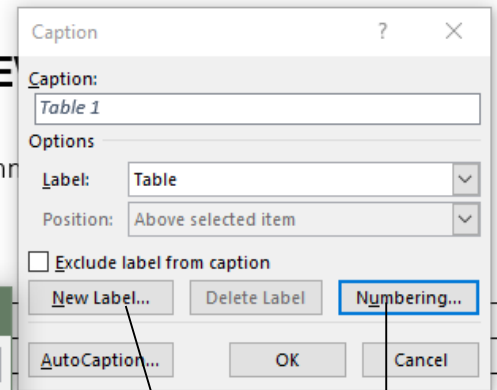
2.1 Introduction to Literature Review

2.2 Sustainability and the Scientific Environment



2

3. Tick if needed



4. Change if needed

1



# Modify format [Style]

The screenshot displays the Microsoft Word interface with the 'Home' tab selected. The ribbon shows various formatting options. On the left, the 'Navigation' pane is open, showing a table of contents with '2.2 Sustainability and the Scientific Environment' highlighted. A box labeled '1' points to the 'Home' tab. In the center, a style gallery is open, and a context menu is displayed over the 'AaBbCcDdEe' style. A box labeled '2' points to the 'Modify...' option in the context menu. Below the style gallery, the text 'CHAPTER 2 LITERATURE' is visible, with a box labeled '3' pointing to the text. Below the text, a table caption 'Table 1: Different Definition' is shown above a table with two rows and five columns.

Introduction - Word

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Clipboard

Navigation

Search document

Headings Pages Results

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion
  - 4.1 The Environment
    - 4.1.1 Scientific Background
  - 4.2 Related factors
- Chapter 5 conclusion
  - 5.1 Summary

2

3

CHAPTER 2 LITERATURE

2.1 Introduction to Literature Review

2.2 Sustainability and the Scientific Environment

Table 1: Different Definition


# Insert Figure, Caption and Modify (Same process with insert table)

The image shows a Microsoft Word document titled "Introduction - Word" with the "References" ribbon selected. The ribbon includes options for "Table of Contents", "Footnotes", "Mendeley Cite-O-Matic", "Smart Lookup", "Citations & Bibliography", "Captions", and "Index". The "Captions" group contains "Insert Caption", "Update Table", and "Cross-reference".

The Navigation pane on the left shows a document structure with the following headings:

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion
  - 4.1 The Environment
    - 4.1.1 Scientific Background
  - 4.2 Related factors
- Chapter 5 conclusion
  - 5.1 Summary

The "Caption" dialog box is open, showing the following details:

- Caption:** Figure 1
- Options:**
  - Label:** Figure
  - Position:** Figure
  - Exclude from numbering
  - New Label
- Buttons:** AutoCaption..., OK, Cancel

The background of the slide features a collage of scientific icons, including a globe, chemical structures, and laboratory glassware.

Introduction - Word

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Arial Narrow 12 A A Aa A

**CHAPT** 1.1 AaBk 1.1.1 AaE 1.1.1.1 A 1.1.1.1.1 AaB AaBcCd

Normal No Spac... Heading 1 Heading 2 Heading 3 Heading 4 Heading 5 Title Subtitle

Clipboard Font Paragraph Styles

Navigation

Search document

Headings Pages Results

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion
  - 4.1 The Environment
    - 4.1.1 Scientific Background
  - 4.2 Related factors
- Chapter 5 conclusion
  - 5.1 Summary

CHAPTER 4 RESULT AND DISCUSSION

4.1 The Environment

4.1.1 Scientific Background




Figure 4-1: Overview

4.2 Related factors

The Caption Produced also numbered by Chapter



# Function of Split



**Split Window**  
See two sections of your document at the same time.  
This makes it easier to look at one section while editing another.

**CHA**  
4.1

**AND DISCUSSION**

4.1.1 Scientific Background

1

2



Figure 4-1: Overview

4.2 Related factors

Introduction - Word

Review View Grammarly Tell me what you want to do

Zoom 100%

One Page  
Multiple Pages  
Page Width

New Window  
Arrange All  
Remove Split

View Side by Side  
Synchronous Scrolling  
Reset Window Position

Switch Windows

Macros  
Properties

Macros  
SharePoint

Zoom

Window

## CHAPTER 4 RESULT AND DISCUSSION

### 4.1 The Environment

#### 4.1.1 Scientific Background



Figure 4-1: Overview

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

Two part of text area using “Split” Function



Add Others Title/ Preliminary Title

Introduction - Word

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Clipboard Font Paragraph Styles

Calibri Light (12) A A Aa CHAPT 1.1 AaBk 1.1.1 AaE 1.1.1.1 A 1.1.1.1.1 AaB AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD

Normal No Spac... Heading 1 Heading 2 Heading 3 Heading 4 Heading 5 Title Subtitle Subtle Em... Emphasis Intense

Navigation

Search document

Headings Pages Results

- Table of Content
- Abstract
- Acknowledgement
- List of Table
- List of Figure

- Chapter 2 Introduction
  - 2.1 Background Of The Study
  - 2.2 Problem Statement
  - 2.3 Significant of The Study
- Chapter 3 literature review
  - 3.1 Introduction to Literature Revi...
  - 3.2 Sustainability and the Scientifi...
- Chapter 4 methodology
  - 4.1 Background of the Study

Table of Content  
Abstract  
Acknowledgement  
List of Table  
List of Figure

i. Use Heading 2  
ii. Delete numbering that appear





# Page Numbering

# Add Page Number

Introduction - Word

File Home **Insert** Design Layout References Mailings Review View Grammarly Tell me what you want to do

Cover Page Page Break Pages Table Tables Pictures Online Pictures Shapes Illustrations SmartArt Chart My Add-ins Wikipedia Store Add-ins Online Video Media Link Bookmark Cross-reference Comments Header Footer Page Number Text Box Quick WordArt Drop Cap Text Signature Line Date & Time Object Equation Symbol Symbols

Navigation

Search document

Headings Pages Results

- Chapter 1 Introduction
  - 1.1 Background Of The Study
  - 1.2 Problem Statement
  - 1.3 Significant of The Study
- Chapter 2 literature review
  - 2.1 Introduction to Literature Revi...
  - 2.2 Sustainability and the Scientifi...
- Chapter 3 methodology
  - 3.1 Background of the Study
  - 3.2 Sampling Area
- Chapter 4 result and discussion
  - 4.1 The Environment
    - 4.1.1 Scientific Background
    - 4.2 Related factors
- Chapter 5 conclusion
  - 5.1 Summary

CHAPTER 1 INTRODUCTION

- 1.1 Background Of The Study
- 1.2 Problem Statement
- 1.3 Significant of The Study

Top of Page

- Bottom of Page
- Page Margins
- Current Position
- Format Page Numbers...
- Remove Page Numbers

Plain Number 1

Plain Number 2

Plain Number 3

Page X

Accent Bar 1

Accent Bar 2

Accent Bar 3

More Page Numbers from Office.com

Save Selection as Page Number (Bottom)

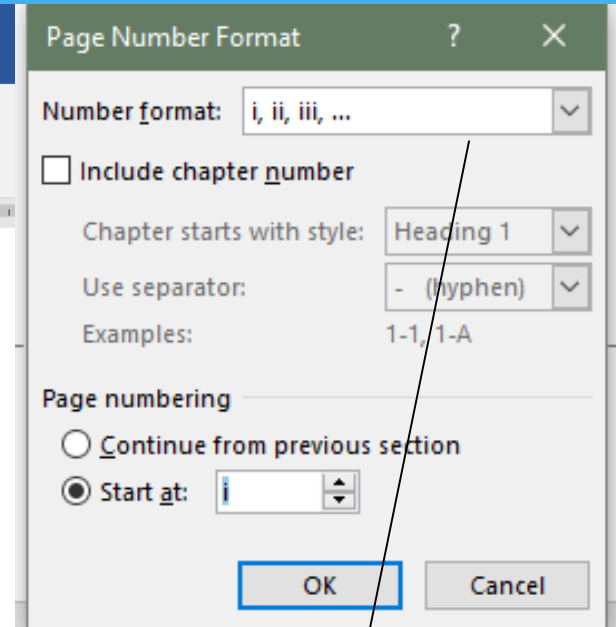
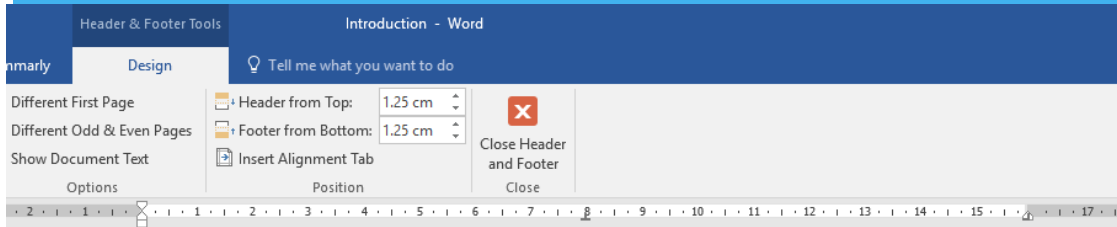
1

2

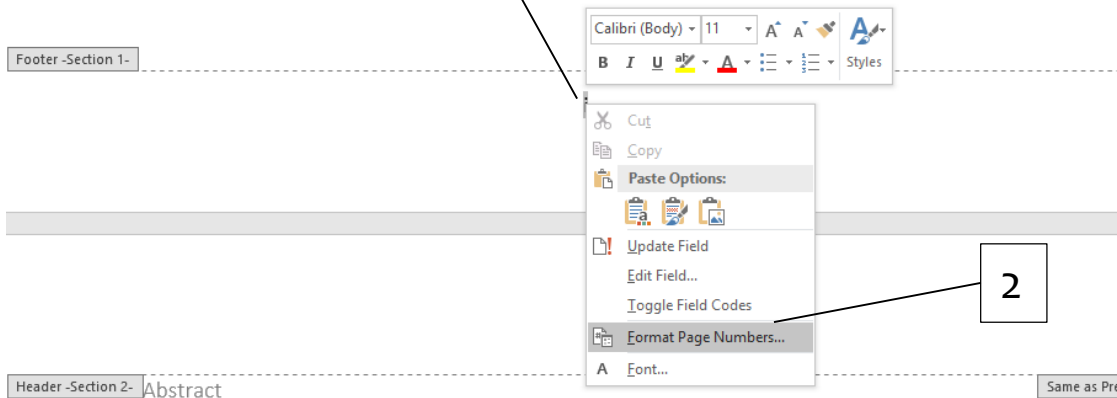
3

4

# Format/ Edit Page Number



1. Highlight the number and Right Click



- 3
- i. Select i,ii, iii for Preliminary page
  - ii. Separate Preliminary Title using “Next Page”
  - iii. Select format 1, 2,3 for Chapter 1



**Add Table of Content**

# Create Auto Table of Contents

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4. Choose the format

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**Table of Contents**

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Heading 3 ..... 5

Show page numbers  
 Right align page numbers

Tab leader: .....

**General**

Formats: From template  
Show levels: 3

**Web Preview**

Heading 1  
Heading 2  
Heading 3

Use hyperlinks instead of page numbers

Options... Modify...  
OK Cancel

**CHAPTER 4 RESULT AND DISCUSSION**

4.1 The Environment  
4.1.1 Scientific Background

File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do

Table of Contents Update Table Insert Footnote Next Footnote Show Notes Insert Endnote Insert Citation Insert Bibliography Refresh Open Mendely Export as Style: Insert Citation Smart Lookup Insert Citation Style: APA Insert Table of Figures Update Table Insert Table of Authorities Update Table

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# Insert List of Table/ Figure

The screenshot displays the Microsoft Word interface with the 'References' tab active. The 'Table of Figures' dialog box is open, showing the 'Table of Figures' tab. The dialog box has two panes: 'Print Preview' and 'Web Preview'. The 'Print Preview' pane shows a list of figures with their page numbers: Figure 1: Text.....1, Figure 2: Text.....3, Figure 3: Text.....5, and Figure 4: Text.....7. The 'Web Preview' pane shows the same list with hyperlinks: Figure 1: Text, Figure 2: Text, Figure 3: Text, and Figure 4: Text. The 'Show page numbers' and 'Right align page numbers' checkboxes are checked. The 'Caption label' dropdown is set to 'Figure', and the 'Include label' checkbox is checked. The 'Caption label' dropdown is open, showing options: (none), Equation, Figure, and Table. The 'Table of Figures' tab is selected in the dialog box. The document content shows a table of contents with the following sections: CHAPTER 1 INTRODUCTION (1.1 Background Of The Study, 1.2 Problem Statement, 1.3 Significant of The Study), CHAPTER 2 LITERATURE REVIEW (2.1 Introduction to Literature Review, 2.2 Sustainability and the Scientific Environment), CHAPTER 3 METHODOLOGY (3.1 Background of the Study, 3.2 Sampling Area), and CHAPTER 4 RESULT AND DISCUSSION (4.1 The Environment, 4.1.1 Scientific Background). Three numbered boxes (1, 2, 3) are overlaid on the document. Box 1 points to the 'Table of Figures' dialog box. Box 2 points to the 'Table of Figures' dialog box. Box 3 points to the 'Caption label' dropdown menu.

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Show page numbers

Right align page numbers

Tab leader: .....

Web Preview

Figure 1: Text

Figure 2: Text

Figure 3: Text

Figure 4: Text

Use hyperlinks instead of page numbers

General

Formats: From template

Caption label: Figure

Include label

(none)

Equation

Figure

Table

Options... Modify...

OK Cancel

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1.1 Background Of The Study

1.2 Problem Statement

1.3 Significant of The Study

CHAPTER 2 LITERATURE REVIEW

2.1 Introduction to Literature Review

2.2 Sustainability and the Scientific Environment

CHAPTER 3 METHODOLOGY

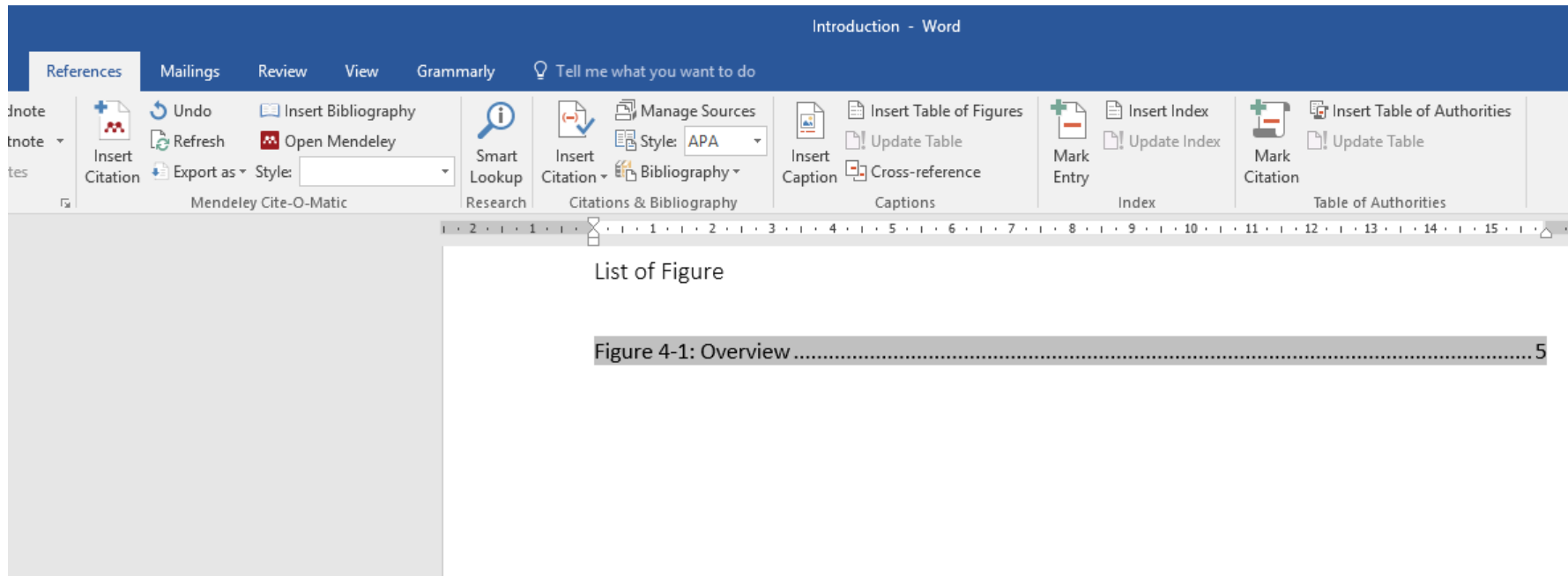
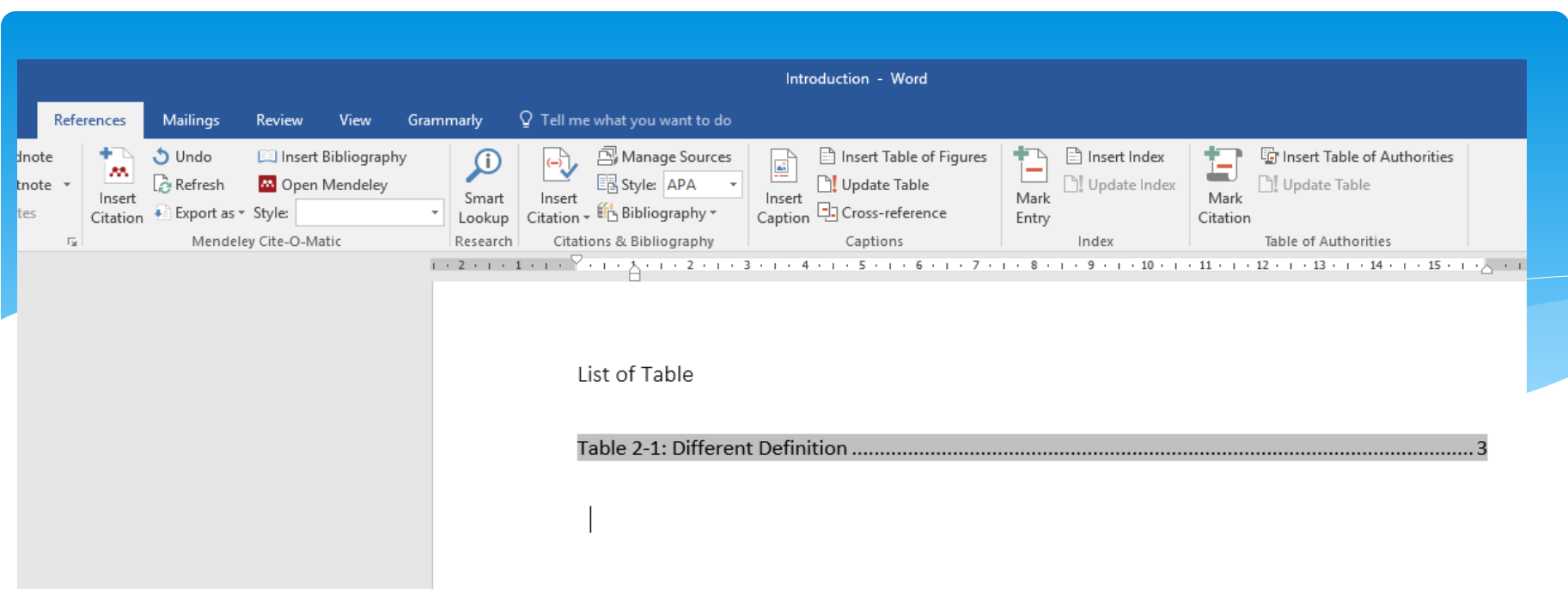
3.1 Background of the Study

3.2 Sampling Area

CHAPTER 4 RESULT AND DISCUSSION

4.1 The Environment

4.1.1 Scientific Background





# Any Questions... Just Ask!



Rosnorzaini

Sofiah

Asyikin

Norhazura

Aina

THANK YOU