





Managing Thesis Effectively Using MS Word Gaya UKM Template



Dr. Haroon Rashid PhD, SMIEEE, MIET, ITAC
Founder & Director, Xpertopedia Academy
Managing Director, SHEC Group



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About Me

□ Education

- Ph.D. in Electrical, Electronic and Systems Engineering
Universiti Kebangsaan Malaysia, Malaysia
- M.Sc. in Microelectronics Engineering
Universiti Kebangsaan Malaysia, Malaysia
- B.Eng. (Honours) in Electrical and Electronic Engineering
University of Sunderland, United Kingdom
- B.Sc. in Mathematics
The University of Punjab, Pakistan

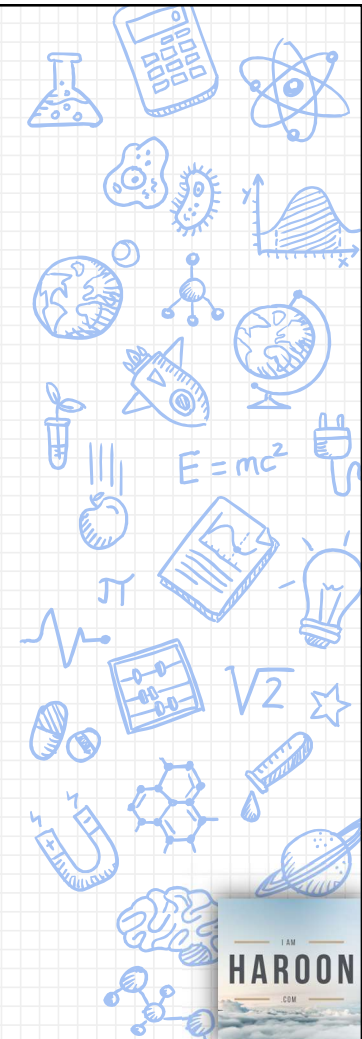
□ Work Experience

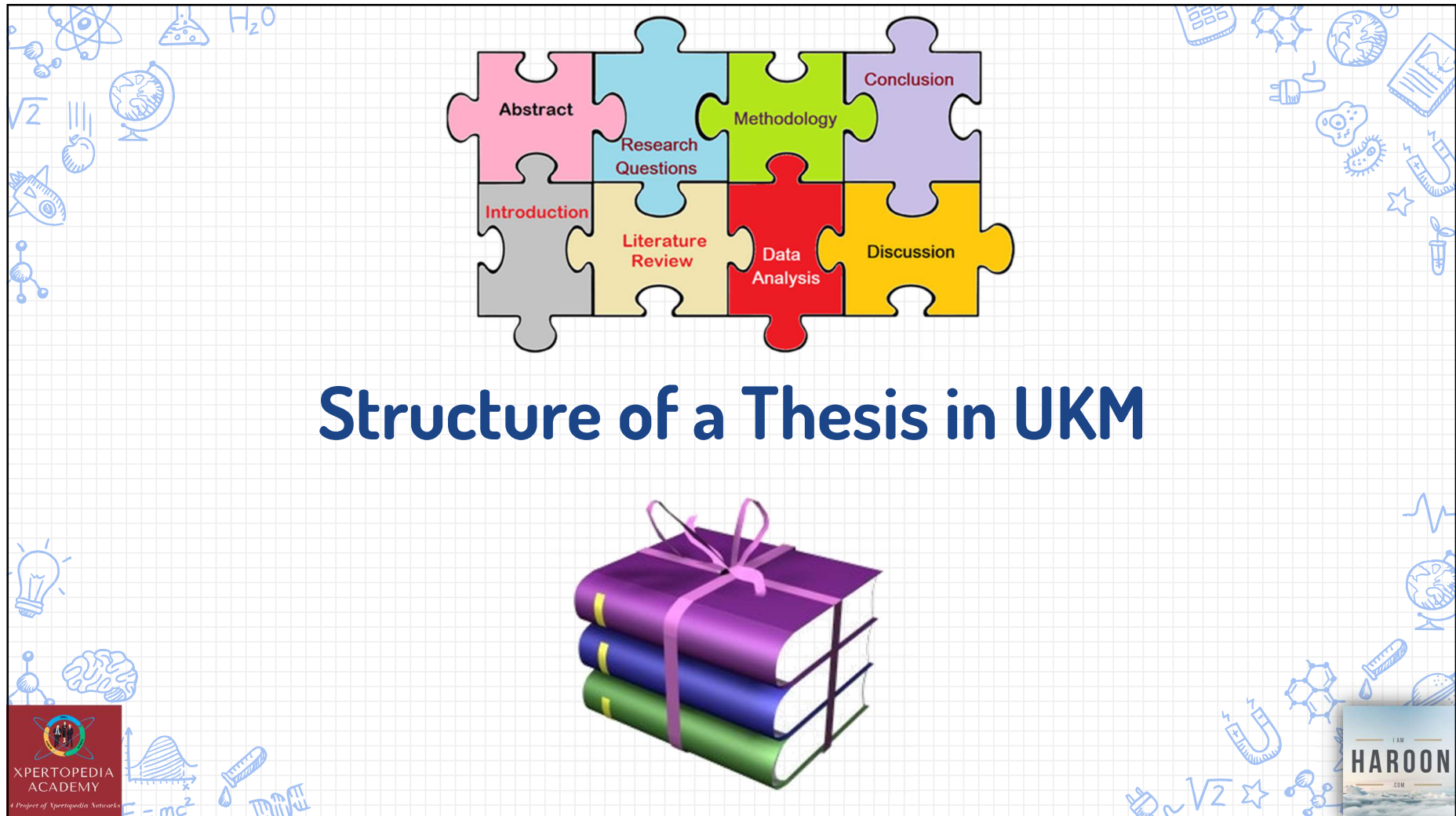
- Assistant Professor – **Superior University, Pakistan**
- Research Fellow – **Universiti Kebangsaan Malaysia, Malaysia**
- Research Fellow – **University of Malaya, Malaysia**
- Lecturer – **SEGi University, Malaysia**
- Senior Sub Engineer – **Pak Elektron Limited, Pakistan**



Outline

- ☐ Introduction
- ☐ Structure of a Thesis in UKM
- ☐ How to download Gaya UKM Template?
- ☐ Getting familiarize with predefined Styles
- ☐ Writing Thesis from Scratch
 - ☐ Embedding Gaya UKM Template
 - ☐ Inserting Figures, Shapes and Tables
 - ☐ Inserting Captions of Figures and Tables
 - ☐ Inserting Equations & Labelling
 - ☐ Inserting Landscape Pages & Long Tables
 - ☐ Page Setting and Assigning Page Numbers
 - ☐ MAGIC Click





☐ TITLE PAGE

☐ DECLARATION

☐ ACKNOWLEDGEMENTS

☐ ABSTRAK

☐ ABSTRACT

☐ TABLE OF CONTENTS

☐ LIST OF TABLES

☐ LIST OF ILLUSTRATIONS

☐ LIST OF SYMBOLS/ ABBREVIATIONS/ GLOSSARY/ TERMINOLOGY

☐ LIST OF CASES

☐ LIST OF STATUTES

☐ TEXT (Chapter 1, 2, 3, 4, 5...)

☐ REFERENCES

☐ APPENDICES

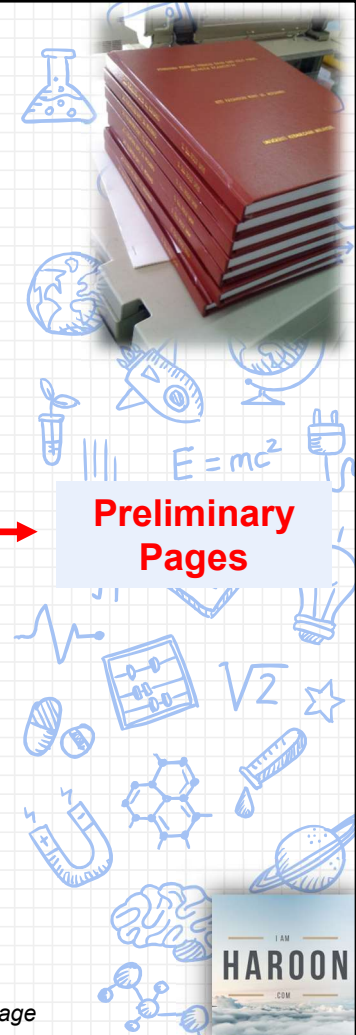
Faculty of Law

Bahasa Melayu

Preliminary Pages

Faculty of Law

* Thesis written in English Language



Library

Preliminary Pages

HAROUN

COM

asa Melayu

- ☐ HALAMAN JUDUL
- ☐ PENGAKUAN
- ☐ PENGHARGAAN
- ☐ ABSTRAK
- ☐ ABSTRACT (*Terjemahan Abstrak*)
- ☐ KANDUNGAN
- ☐ SENARAI JADUAL
- ☐ SENARAI ILUSTRASI
- ☐ SENARAI SIMBOL/SINGKATAN/TATANAMA/ISTILAH
- ☐ SENARAI KES
- ☐ SENARAI STATUT
- ☐ TEKS (Bab 1, 2, 3, 4, 5...)
- ☐ RUJUKAN
- ☐ LAMPIRAN

Preliminary Pages



**Fakulti
Undang-Undang**

* Thesis written in Bahasa Melayu



How to download Gaya UKM Template?






<https://www.ukm.my/pusatsiswazah/templat-gayaukm/>

Centre for Academic Management Cluster 2 *Universiti Kebangsaan Malaysia*

Templat Gaya UKM

Thesis Templates and Guidelines are available in the following versions based on the softwares used. You may choose which ever one which you are most comfortable with depending on your level of expertise in using the respective softwares. The choices of softwares includes :

- 1) Word
- 2) Mendeley
- 3) LaTeX

**Guidelines**


Panduan Penulisan Tesis Gaya UKM / UKM Thesis Writing Guideline

Melayu

English

eBook Melayu

eBook English

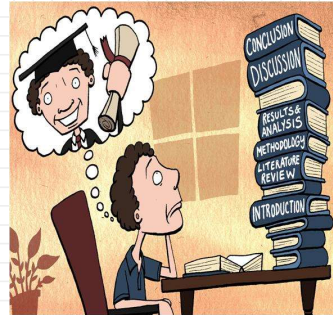
**Templates**

Templat Gaya UKM / Template Gaya UKM

Microsoft Word

Bahasa Melayu

English

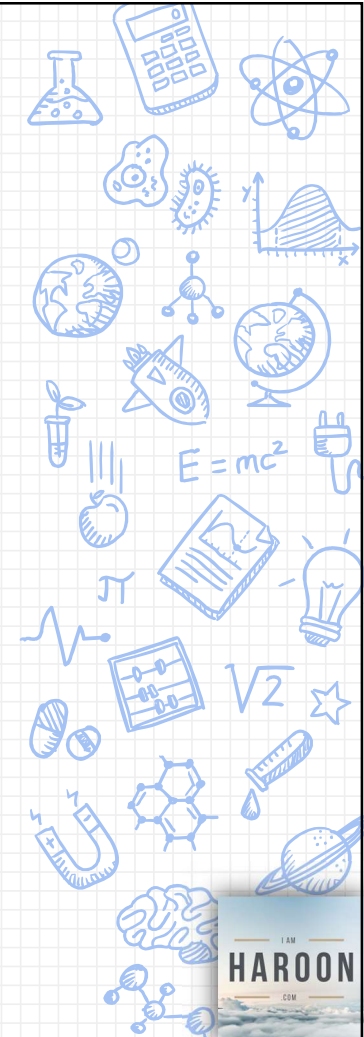


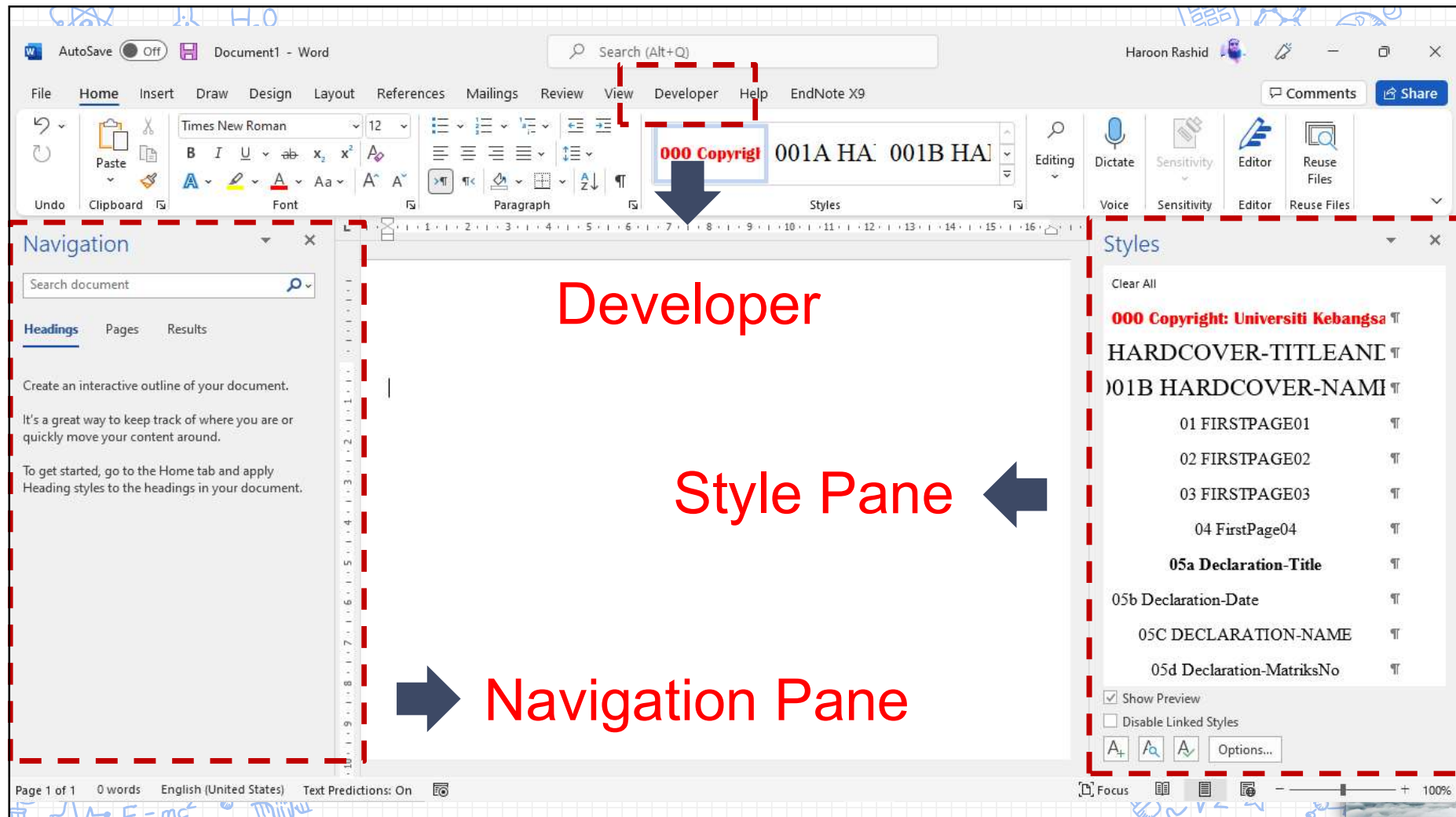
Writing Thesis from Scratch

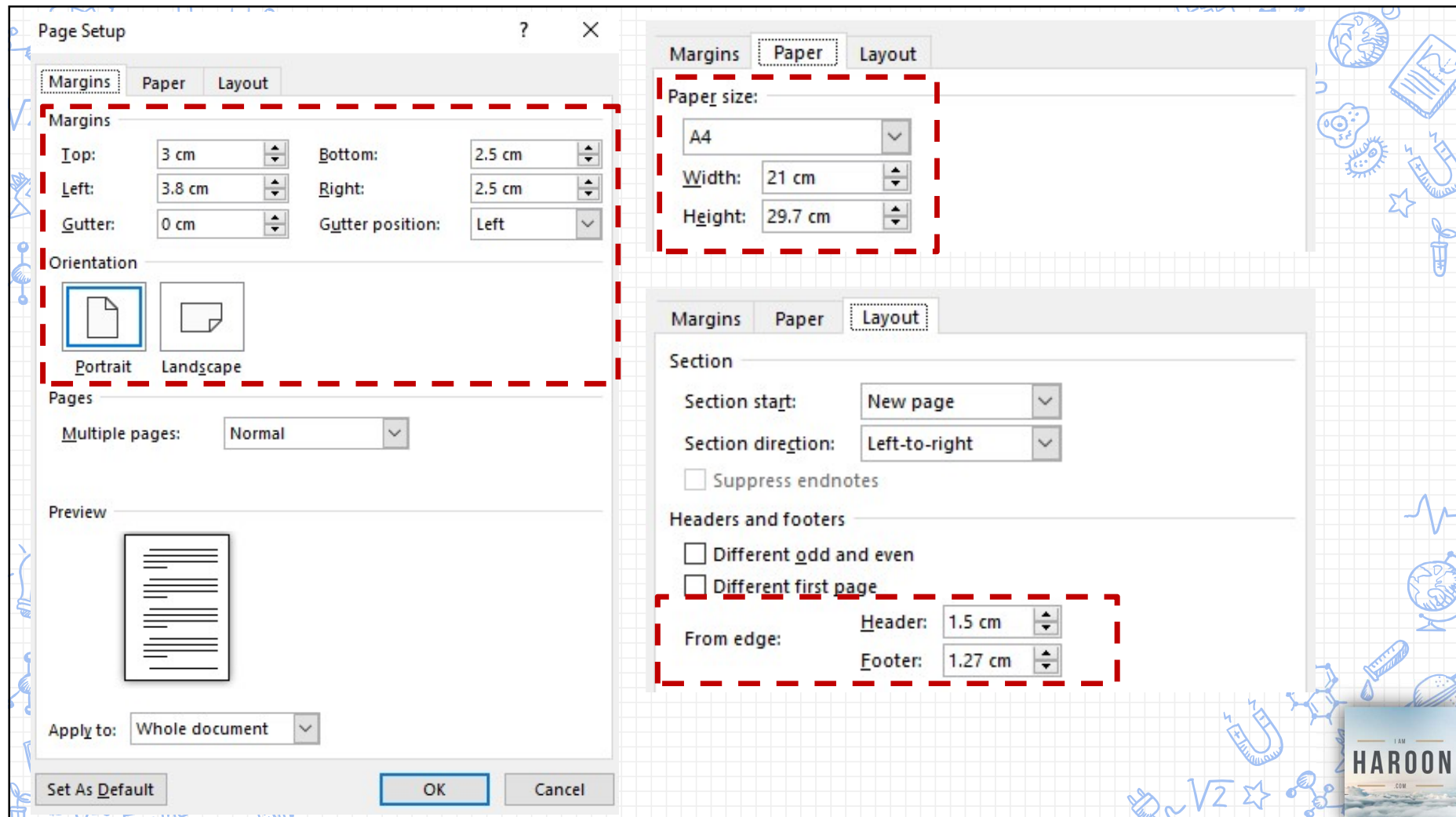


Writing Thesis from Scratch

- ❑ Embedding Gaya UKM Template
- ❑ Page Setup
- ❑ Inserting Figures, Shapes and Tables
- ❑ Inserting Captions of Figures and Tables
- ❑ Inserting Equations & Labelling
- ❑ Inserting Landscape Pages & Long Tables
- ❑ Assigning Page Numbers
- ❑ MAGIC Click







Getting familiarize with predefined Styles



The image shows a document's style sheet with the following entries:

- 000 Copyright: Universiti Kebangsaan Malay
- 1A HARDCOVER-TITLEANDUK
- 001B HARDCOVER-NAME
- 01 FIRSTPAGE01
- 02 FIRSTPAGE02
- 03 FIRSTPAGE03
- 04 FirstPage04
- 05a Declaration-Title
- 05b Declaration-Date
- 05c DECLARATION-NAME
- 05d Declaration-MatriksNo
- 06a Acknowledgement-Title
- 06b Acknowledgement-Normal01
- 06c Acknowledgement-Normal02

Red annotations group these entries into four categories:

- Title Pages:** Includes 01 FIRSTPAGE01, 02 FIRSTPAGE02, 03 FIRSTPAGE03, and 04 FirstPage04.
- Hard Cover:** Includes 1A HARDCOVER-TITLEANDUK and 001B HARDCOVER-NAME.
- Declaration Page:** Includes 05a Declaration-Title, 05b Declaration-Date, 05c DECLARATION-NAME, and 05d Declaration-MatriksNo.
- Acknowledgement:** Includes 06a Acknowledgement-Title, 06b Acknowledgement-Normal01, and 06c Acknowledgement-Normal02.

The bottom right corner of the image shows a small thumbnail of a book cover with the name "HARON" and the year "15M".

The image shows a screenshot of the Microsoft Word Styles pane. The pane lists various styles, including headings and paragraphs. Annotations in red text and arrows highlight specific features:

- Main Headings:** A red bracket groups the top three styles: "07 Heading 0a - Abstrak/Abstract", "09 Heading 0", and "CHAPTER I 09A LEVEL01".
- Headings (Chapters):** A red arrow points from the text "Headings (Chapters)" to the "CHAPTER I 09A LEVEL01" style.
- Paragraphs Text:** A red arrow points from the text "Paragraphs Text" to the "10 Listing" style.
- Arabic Text:** A red arrow points from the text "Arabic Text" to the "12a Arabic-Sentence", "12b Arabic-Meaning", and "12c Arabic-Translation" styles.

The Styles pane also includes a "Show Preview" checkbox, a "Disable Linked Styles" checkbox, and a font size selector (A₊, A₀, A₋) with an "Options..." button.

Equations

Tables

References

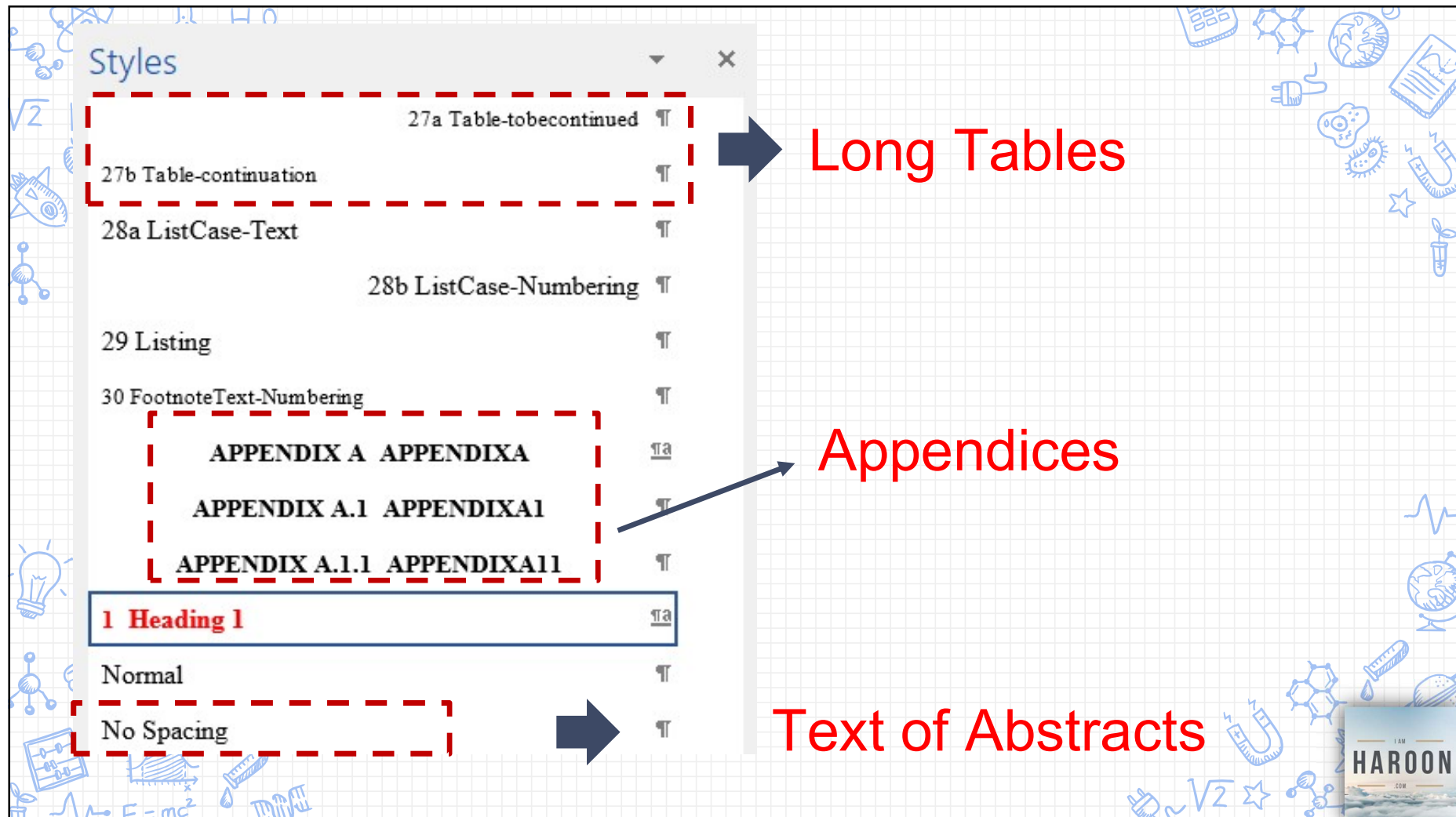
Quotations

Styles

- 17 Table-Title-Center
- 18 Table-Title-Left
- 19 Table-Title-Right
- 20 Table-Contents-Center
- 21 Table-Contents-Left
 - 21a Table-Contents-LeftBullet
- 22 Table-Contents-Right
- 23 Table-Contents-Justify
- 24A REFERENCE-TITLE
- 24b Reference-Text
- 25 CAPTION-APPENDIX
- 26a Quotation-Author
- 26b Quotation-Text
- 26c Quotation-ForeignText
- 26d Quotation-Source

☒ Show Preview
☐ Disable Linked Styles
A₊ A₋ A ✓ Options...

HARON

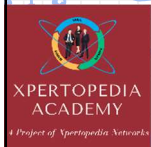


The image shows a screenshot of the Microsoft Word Styles task pane. The pane is titled 'Styles' and contains a list of styles. Three groups of styles are highlighted with red dashed boxes and arrows pointing to text labels:

- Long Tables:** A red dashed box highlights the styles '27a Table-to-be-continued', '27b Table-continuation', and '28a ListCase-Text'. An arrow points from this box to the text 'Long Tables'.
- Appendices:** A red dashed box highlights the styles 'APPENDIX A APPENDIX A', 'APPENDIX A.1 APPENDIX A.1', and 'APPENDIX A.1.1 APPENDIX A.1.1'. An arrow points from this box to the text 'Appendices'.
- Text of Abstracts:** A red dashed box highlights the styles '1 Heading 1' and 'No Spacing'. An arrow points from this box to the text 'Text of Abstracts'.

Other visible styles in the list include '28b ListCase-Numbering', '29 Listing', '30 FootnoteText-Numbering', and 'Normal'.

Let's start writing...

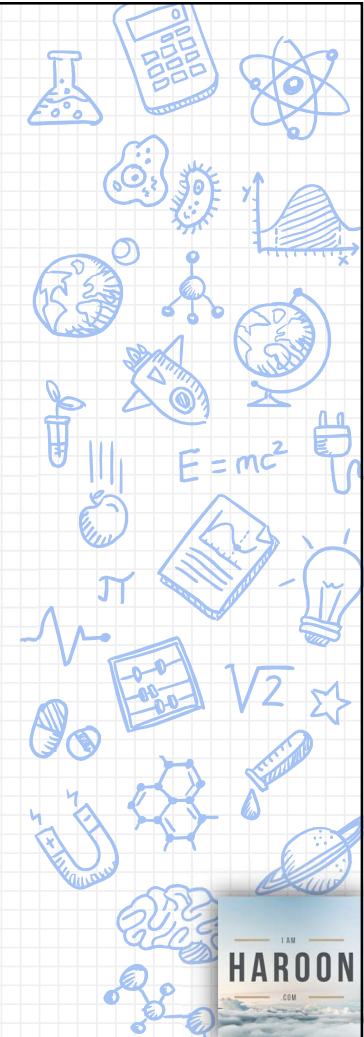


Thank you for your participation!

Managing Thesis Effectively Using MS Word Gaya UKM Template

By:

Dr. Haroon Rashid





Dr. Haroon Rashid

PhD, SMIEEE, MIET, ITAC

B.Sc. Mathematics (PU, PK), B.Eng. (Honours) E&E (UOS, UK)
M.Sc. Microelectronics Eng. (UKM, MY), Ph.D. EE&SE (UKM, MY)

	00 60 17 632 3452		iamharoonofficial
	iamharoonofficial		iamharoon
	iamharoon@ieee.org		drharoon86
	www.iamharoon.com		iamharoonofficial

