

Tools for writing an effective thesis:

From design layout to advanced text formatting

Lecturer: Massimo Ballerini

Language

English

Course description and objectives

The course aims to provide students with the tools and practical tips needed to effectively format their thesis, that is “to organize and style the written content to ensure a polished, professional, and consistent appearance”.

After an overview of Bocconi’s general guidelines for the layout of Master of Science program theses, the focus will shift to the advanced features of Microsoft Word, which are particularly useful for creating well-structured documents, with a specific emphasis on thesis writing. In particular, students will learn how to effectively use formatting styles, integrate data from different applications, and insert graphic objects, tables, equations, footnotes, tables of contents, indexes, and cross-references.

In the final part of the course, time will be allocated for addressing specific requests from participants, while the last session (Lesson 8) will be dedicated to the final test.

Audience

The course is open to students of the Master of Science Programs at Bocconi University and is part of the Enhancing Experience activities. Upon successful completion of the course (attendance of at least 75% of the scheduled hours and passing the final exam), students will get 2 credits and an Open Badge, sharable across the web (LinkedIn) or personal CV.

It is specifically targeted at students who are about to start the drafting of their thesis, but it can also be useful to those who want to learn how to create academic papers and professional documents effectively and quickly.

Prerequisites

It is required to know:

- how to create a document with Word

- how to insert text, images and tables
- how to apply and edit basic text formatting

Duration

16 hours

Teaching mode

This course will be only taught in person. Online mode will not be provided.

Calendar

Lecture	Date	Time	Room
1	Mon 15/09/2025	18.15 - 19.45	N30
2	Tue 16/09/2025	18.15 - 19.45	N30
3	Mon 22/09/2025	18.15 - 19.45	N30
4	Tue 23/09/2025	18.15 - 19.45	N30
5	Mon 29/09/2025	18.15 - 19.45	N30
6	Tue 30/09/2025	18.15 - 19.45	N30
7	Mon 06/10/2025	18.15 - 19.45	N30
8	Tue 07/10/2025	18.15 - 19.45	InfoAS04/05

Syllabus

Lecture Topics

- 1 Introduction:**
 - Course introduction
 - General Bocconi guidelines for thesis writing
- Designing your thesis:**
 - Overview on the different types of thesis
 - How to approach the design of your thesis

2 Introduction to advanced text editing:

- Review of some Microsoft Word basics
- Importing and adjusting texts from other sources
- Advanced paragraph and font formatting
- Page layout and text distribution options

3 Organizing and structuring a document:

- Even/odd pages and first page options
- Managing sections in a document
- Creating and using format styles
- Using multilevel lists

4 Inserting and managing graphics and other objects:

- Inserting pictures, graphic objects and diagrams
- Creating mathematical equations
- Using tabular structures
- Inserting footnotes and numbered captions

5 Managing page layouts and text fields:

- Creating indexes and tables of contents
- Managing fields in a document
- Numbering pages
- Managing headers and footers

6 Using references and proofing tools:

- AutoCorrect options and Thesaurus
- Language settings and spelling check
- Using cross-references
- Managing citations and bibliography

7 Finalizing the document ready for printing:

- Tracking changes and reviews
- Managing and comparing versions
- Creating and using Word templates
- Saving, converting and printing options

8 Q&A session

Final test

Software

Microsoft Word 2019/365

Suggested bibliography

- *ECDL Advanced Word Processing Software* (BCS ITQ L3), *Word 2016/365 - syllabus 3.0.*, CiA Training Ltd, 2016
(Check availability at the Library: <http://lib.unibocconi.it/record=b1612952~S8>)

Available seats

This activity is limited to **110** participants and reserved to **students of the Master of Science Programs**. Registrations cannot be carried out once this number has been reached or after closing of the registration period.