Tools for writing an effective thesis (1ed)

Lecturer: Massimo Ballerini

Language

English

Course description and objectives

The course is aimed at giving students the tools and tips to write their thesis.
After an overview on Bocconi general guidelines for thesis of the Master of Science programs, the main focus is on the advanced features of Microsoft Word, valuable in the creation of structured documents, with specific orientation to the editing of a thesis. In particular, the lessons on Microsoft Word explain how to effectively use format styles, integrate data from different applications, and insert graphic objects, tables, equations, footnotes, indexes, tables of contents, cross-references.
The final part of the course aims at providing more details about format specifications for the thesis definitive file, and the last lesson (lesson 10) is dedicated to possible clarifications and 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 that are worth 2 credits (subject to 75% attendance and to passing the final test).
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 and professional documents effectively and quickly.

Prerequisites

To have achieved the ICDL Certification or to have equivalent skills.
In particular, it is required to know:
- how to create a document with Word
- how to insert text, images and tables
- how to apply and edit text formatting

Duration

20 hours

Teaching mode

Distance learning. Lessons will take place **exclusively** in **synchronous remote mode**.

The **final test** on the last day of class, however, can **only** be taken **in physical presence**. Online mode will not be provided.

Calendar

Lecture	Date	Time	Room
1	Wed 15/11/2023	18.15 – 19.45	Virtual Room
2	Thu 16/11/2023	18.15 – 19.45	Virtual Room
3	Fri 17/11/2023	14.45 – 16.15	Virtual Room
4	Fri 17/11/2023	16.30 – 18.00	Virtual Room
5	Wed 22/11/2023	18.15 – 19.45	Virtual Room
6	Thu 23/11/2023	18.15 – 19.45	Virtual Room
7	Fri 24/11/2023	14.45 – 16.15	Virtual Room
8	Fri 24/11/2023	16.30 – 18.00	Virtual Room
9	Wed 29/11/2023	18.15 – 19.45	Virtual Room
10	Thu 30/11/2023	18.15 – 19.45	InfoAS04

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
- 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 Practical session on Microsoft Word

9	**Bocconi format specifications for your thesis:**
	- Layout specifications
	- How to manage complementary elements
	- File conversion and possible issues
	- How to submit the final file

10	**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.