

Thesis Production Simplified!

Mac/PC – Microsoft Word 3 (WC)

Advanced Academic Word Processing Skills.

We recommend that you sit in front of your computer as you take this assessment.

“Think it through.”

Recommend: 20-30 minute time frame for the complete test

You just don't know what you don't know... so TEST YOURSELF!

Advanced word processing skills are crucial if you want to produce any document—a report, a book, or a thesis. This course focuses especially on academic word processing including the generation of footnotes, endnotes and automated Table of Contents in accordance with the academic style guides and the OISE/UT guidelines.

Word level one gives you the basic skills you need in order to “survive”. Once you feel comfortable—move on to Word level two, which gives you the power to really manipulate the text the way you would like it to be on your page. Now you're ready for Word level three in which you'll gain the computer skills essential to **write your doctoral or masters thesis, an MRP, or a QRP**. Can't answer the questions below effectively, take this course!

Rate Your Ability Circle your most appropriate level for each question. 1 = Don't really know it 2 = Understand it a bit 3 = Know it extremely well		1	2	3
		No	Kind of	Yes
1.	Can turn off the TOOLS, Options and Autocorrect features which may negatively impact your document and style sheets.	1	2	3
2.	Can use VIEW to turn toolbars on/off and can identify characteristics of paragraphs/documents from the toolbars and ruler.	1	2	3
3.	Can set the spelling (custom dictionary) you wish to use.	1	2	3
4.	Can use EDIT to Find and Replace—from text, to codes, to style sheets.	1	2	3
5.	Can identify the Style you are in at a glance.	1	2	3
6.	Can FORMAT a Style Sheet for a published, or a primary data block quote, or a regular thesis text paragraph.	1	2	3
7.	Can define the level headings or heads used in the academic style guide you have chosen (APA, Chicago or Turabian) and format the appropriate style sheets.	1	2	3
8.	Can understand and apply the Keep with Next.	1	2	3
9.	Can understand and apply Widow/Orphan.	1	2	3
10.	Can generate a TOC (Table of Contents) from your APA, Chicago or Turabian style sheets and can manipulate the resulting TOC appropriately.	1	2	3
11.	Can set your TABS to match the MS Word generated tabs in the TOC.	1	2	3
12.	Can identify various BREAKS and know how to use them to change the attributes of a page one or more times in a large document.	1	2	3
13.	Can produce worldwide APA, Chicago or Turabian tables in landscape and can number this page in accordance with the OISE/UT requirements.	1	2	3
14.	Can find the SGS technical requirements on the web and apply them (OISE/UT thesis requirements: font size, spacing, pagination, margins).	1	2	3
15.	Can effectively manipulate the Header/Footer toolbar.	1	2	3
16.	Can produce an APA, Chicago or Turabian TABLE or FIGURE.	1	2	3
17.	Can apply APA, Chicago or Turabian seriation—in paragraph or as list.	1	2	3
18.	Can distinguish between APA, Chicago or Turabian footnote or endnote requirements, as well as the OISE/UT guidelines regarding footnotes or endnotes ¹ .	1	2	3
19.	Can recognize and apply the OISE/UT requirements for the order of pages in the front matter (the preliminary pages).	1	2	3
20.	Can produce an APA, Chicago or Turabian thesis template and copy it to a disk.	1	2	3
TOTAL SCORE = add up each column			+	+
FINAL SCORE = add total scores for each column together				

RESULT RECOMMENDATIONS:

If you score: 0-39 Not to worry - But advanced skills are a problem for you..... Take this course (WC).
 40-49 Not Bad - But you have quite a few gaps in your knowledge Brush up on skills before moving on.
 50-60 Congrats - Generally a good understanding of academic word processing.... Move on...

¹Note that **Endnote™** is a bibliographic database. We offer an Introduction to Endnote (MS Word 3 is the prerequisite).