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Position :

Date :

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Full Name :

Position :

Date :



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 (Student’s Signature)

Full Name : AHMAD MUSTAQIM BIN MOHD ZULI

ID Number : 201344899

Date : 12 October 2016

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To change the overall look of your document, choose new theme elements on the Page Layout tab. To change the looks available in the Quick Styles gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery have reset commands so that you can always restore the look of your document to the original one in your current template.

ABSTRAK

You can easily change the formatting of a selected text in the document text by choosing a look for the selected text from the *Quick Styles* gallery on the *Home* tab. You can also format the text directly by using the other controls on the *Home* tab. Most controls offer the option of either using the look from the current theme or using a format that you specify directly.

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ABSTRACT

You can easily change the formatting of a selected text in the document text by choosing a look for the selected text from the *Quick Styles* gallery on the *Home* tab. You can also format the text directly by using the other controls on the *Home* tab. Most controls offer the option of either using the look from the current theme or using a format that you specify directly.

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LIST OF SYMBOLS

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LIST OF ABBREVIATIONS

|  |  |
| --- | --- |
| SBPWM | Simple Boost Pulse Width Modulation |
| ZSI | Z source inverter |
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# INTRODUCTION

## UMP Thesis Template

Thesis formatting has long been one of the nightmares for postgraduate students. More often than not, students find themselves spending more time than expected just to format their thesis. Starting from 2016, Universiti Malaysia Pahang (UMP) provides *Microsoft Word* template of the thesis format to UMP postgraduates. This module aims to guide users (both postgraduates and undergraduates) to effectively use the template. The module has been written with step-by-step instructions, accompanied with appropriate diagrams. Its design is aimed at facilitating users with self-practice on the computer simultaneously. (Crooks & Alibali, 2014)

This document is a template created to ease the thesis writing process. The file is in *.dotx* extension, a dedicated file extension for creating a template in *Microsoft Word*. Before this template can be applied to your document, it is important that you should enable several *Microsoft Word* features first.

Table 1.1 Title

|  |  |
| --- | --- |
| Test  | Text |
| Test  | Text  |
| Test  | Text |
| Test  | Text  |
| Test  | Text |

## Developer Tab

To create a new *Microsoft Word* document for your thesis based on this *.dotx* template, just double click the file. A new document will open in *Microsoft Word*, normally named *Untitled.docx* or *Document1.docx*. You can start writing your content in that file without having to worry about thesis formatting. However, if you want to apply this *.dotx* template to your current thesis, you need to enable the *Developer Tab* option first. To do this, see Figure 1.1.



Figure 1.1 Enabling the *Developer Tab*

Source: Alexandrov & Alexandrov (2015). Use style named *Citation for Figure UMP* for any text here.

*Developer Tab* will allow you to apply this .*dotx* template onto any Microsoft Word document files.

### Navigation Pane

*Navigation Pane* is where you can browse through your thesis based on its heading name. To enable it, see Figure 1.2.



Figure 1.2 *Navigation Pane*

As shown in Figure 1.2, the option to enable navigation pane resides in *View* ribbon.

### Styles Function

The basis of applying any given template is controlled by the *Styles* function. This function enables the formatting of texts and paragraphs to be predefined. It is suggested that the *Styles* pane is placed on the right side of the *Microsoft Word* working environment so that you can work through the entire thesis formatting and writing most efficiently. This can be done by clicking a small arrow as shown in Figure 1.3. If your pane appears to be floating, click and hold the window and place it on the right side of the window.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.

When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

You can also format text directly by using the other controls on the Home tab.

Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.

When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.



Figure 1.3 Enabling the *Styles* pane

Once it has been secured on the right side of the *Microsoft Word* working environment, the *Styles* pane should be able to show the predefined formatted texts and paragraphs (see Figure 1.4).



Figure 1.4 Styles pane on the right side of the window, listing all recommended styles for selection

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

Table 1.2 Title

|  |  |
| --- | --- |
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| Test  | Text  |
| Test  | Text |
| Test  | Text  |
| Test  | Text |

Table 1.3 Title new

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Enabling the styles pane will allow faster and easier thesis formatting. To make sure the title is continue from the previous pages, use TAB Layout / Repeat Header Rows.

## Summary

This chapter introduces users to the UMP *Microsoft Word* Thesis Template in .*dotx* format and the basic features of *Microsoft Word* that need to be enabled first before the *.dotx* template can be used. Once these important features have been enabled, your computer should be ready, and the template can now be applied to your document. You can familiarize yourself with the styles used in this *.dotx* template. Some of the styles will be explained further in Chapter 2.

# STYLES

## Heading 1

Heading 1 is used in naming each chapter. In this template, it is called *Heading 1, UMP Chapter Title*. In most cases, a thesis will usually have between five and seven chapters.

(Gertler, 2003)

## Heading 2

The style used for this subchapter 2.2 is *Heading 2, UMP Level 2*.

### Heading 3

The heading for Subchapter 2.2.1 is formatted with *Heading 3, UMP Level 3*.

##### Heading 5

In this template, style Heading 4 is not used. Instead, the heading for level 4 will be using the style *Heading 5, UMP Level 4*. These are all the heading styles needed to format a thesis.

###### Heading 6

UMP Level 5 subsection will be headed using Heading 6 style. It is not numbered as other headings.

## Other important styles

All styles developed in this template are essential to ensure proper formatting of a thesis. The most widely used style is UMP Paragraph. This paragraph style is formatted by *UMP Paragraph* syles.

### Another equally important style is the caption. All captions for figures, tables and equations are formatted using their respective styles prepared in this template.

## Equations

As shown in Equation 2.1, all equations must be systematically numbered. To insert any equation, copy the whole equation and numbering as shown below and paste them on the desired location. Then, edit the equation. The style used for equation is *Caption for Equation UMP*.

|  |  |
| --- | --- |
|  | 2.1 |

The paragraph that comes after an equation of a figure, has to be formatted using *UMP Paragraph 2*. This is to allow some space between the paragraph and the caption of the equation or the figure. This paragraph uses *UMP Paragraph 2* style.

## Quotes

In any case that a writer needs to quote 40 or more words, block quotation should be used. To insert a block quotation, use *Quotation UMP* style. All quotations must be properly cited to avoid plagiarism.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with the current look of your document. You can easily change the formatting of a selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format the text directly by using the other controls on the Home tab. Most controls offer the option of either using the look from the current theme or using a format that you specify directly.

However, if a quotation is short, in text quotation should be used.

## Table

The text in the paragraph can be formatted using *Table text* style whereas the header is formatted using *Table header* style. Meanwhile, the style for caption is called *Caption for Table UMP*. Table 2.1 shows an example of properly formatted table.

Table 2.1 Sample table 1

|  |  |
| --- | --- |
| Test  | Text |
| Test  | Text  |
| Test  | Text |
| Test  | Text  |
| Test  | Text |

Source: Rahman (2007). Use *Citation for Table UMP style* here.

If the table need citation, use the *Citation for Table UMP* style at the bottom of the table. To allow for greater flexibility, this template includes another two types of styles for formatting tables, named *Table text* center and *Table header center*.

Table 2.2 Sample table 2 To allow for greater flexibility, this template includes another two types of styles for formatting tables, named *Table text* center and *Table header center*

|  |  |
| --- | --- |
| Test  | Text |
| Test  | Text  |
| Test  | Text |
| Test  | Text  |
| Test  | Text |
| Test  | Text  |
| Test  | Text |
| Test  | Text  |
| Test  | Text |

# METHODOLOGY

## Introduction

# RESULTS AND DISCUSSION

## Introduction

# CONCLUSION

## Introduction

REFERENCES

Use a reference manager such as *Mendeley*, *EndNote* or any reference manager software to generate all your list of references here. Once all the references are included then apply *Caption for Reference* style.

Alexandrov, N., & Alexandrov, V. (2015). Computational science research methods for science education at PG level. Procedia Computer Science, 51(1), 1685–1693. https://doi.org/10.1016/j.procs.2015.05.305

Crooks, N. M., & Alibali, M. W. (2014). Defining and measuring conceptual knowledge in mathematics. Developmental Review, 34(4), 344–377. https://doi.org/10.1016/j.dr.2014.10.001

Gertler, M. S. (2003). Tacit knowledge and the economic geography of context, or the undefinable tacitness of being (there). Journal of Economic Geography, 3(1), 75–99. https://doi.org/10.1093/jeg/3.1.75

APPENDICES

Appendix A:

Title

Appendix B: Title