



Templates: <https://www.etsu.edu/grad-school/etd/templates.php>

Thesis/Dissertation Guide: <https://www.etsu.edu/gradschool/etd/guides.php>



Heading Styles: <https://www.youtube.com/watch?v=OnmETSz7q9A>

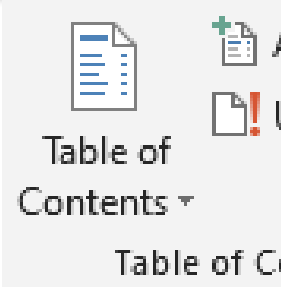
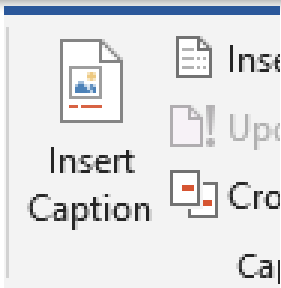


Table of Contents: <https://support.microsoft.com/en-au/office/video-take-tables-of-contents-tocs-to-the-next-level-15216835-fd04-4a42-84d1-eda5dda42c75>



Lists of Tables and Figures: <https://support.microsoft.com/en-gb/office/insert-a-table-of-figures-c5ea59c5-487c-4fb2-bd48-e34dd57f0ec1>



Paragraph Tools: <https://youtu.be/mX-WvKHWe2Co>



Format Painter: <https://support.microsoft.com/en-au/office/use-the-format-painter-4bb415a9-d4e4-42b7-b579-170adc594e40>

Tips From a Non-Expert

- Learn the tools you need to learn (don't get too sophisticated with Word unless you REALLY understand what you're doing.)
- The most beneficial tools to learn are the Table of Contents, Heading Styles, and Paragraph tool for consistency. These are my go-to's.
- When Microsoft Word fails, learning the Paragraph Tool's options can save you, and puts you in control of spacing, indents, and alignment.
- The Format Painter can save you time if you are copying and pasting from other styles.
- For those of you that are not familiar with Microsoft Word at all, or very limited, you're not alone!!! Don't be embarrassed about not knowing how to set up what would be considered basic things like margins, or how to center text. It's OKAY. [Microsoft Word for Beginners](#)

Emily Redd
Publications and Special
Projects Coordinator