Abstract
This seminar will have two components. Each is described below.

All graduate students are required to prepare technical manuscripts. These manuscripts can include theses, dissertations, journal articles, conference papers, etc. Most students use MS-Word when writing their manuscripts, yet surprisingly few students are aware of MS-Word’s capabilities. This short talk will be aimed at demonstrating some of MS-Word’s more useful capabilities including automatic caption numbering and renumbering, automatic numbering of headings, automatic generation of a table of contents, the use of page breaks and section breaks, section numbering, insertion of formulas, etc. Finally, a short demonstration will be given of citation searching.

Refreshments will be served in Daniels Hall Room 401 starting at 11:00 a.m. to 11:30 a.m.