

Attention to all 4SCSV;

1) Download template (<https://www.utm.my/cgma/download-materials/>)

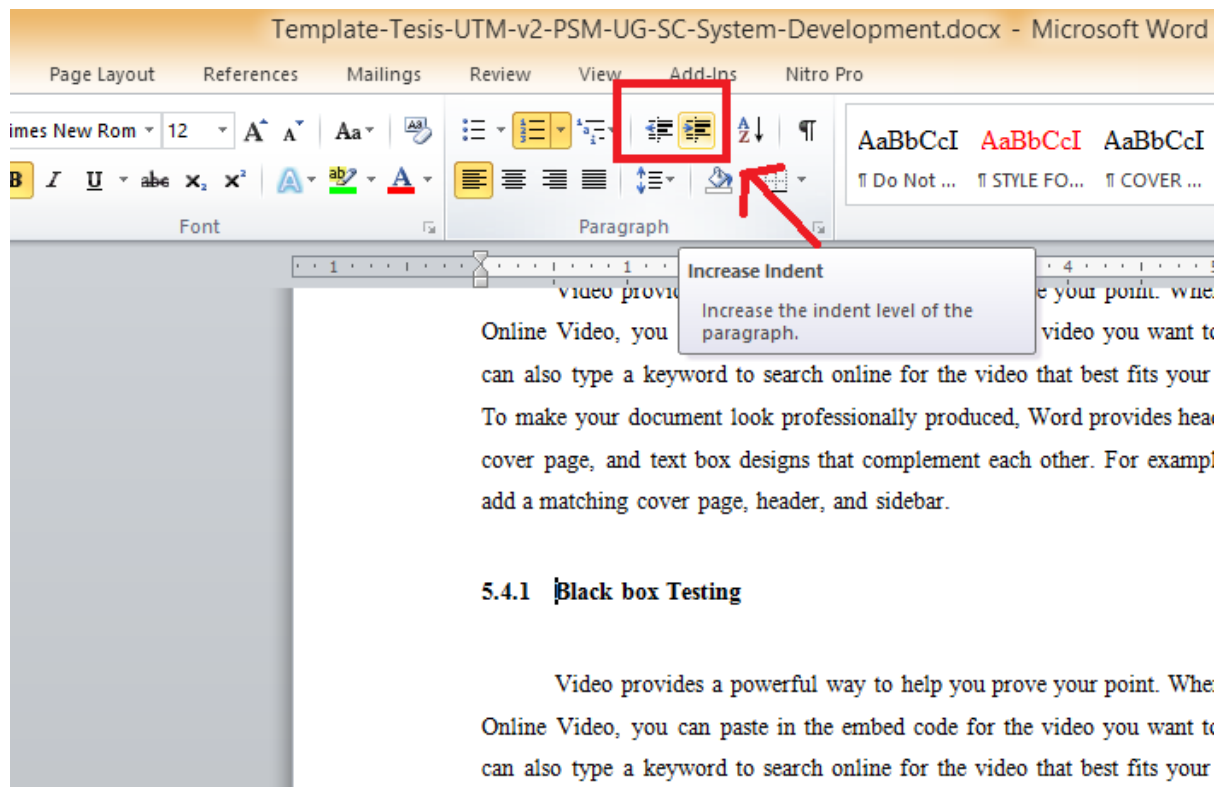
2) Open Word : ready-to-use template

HOW TO USE

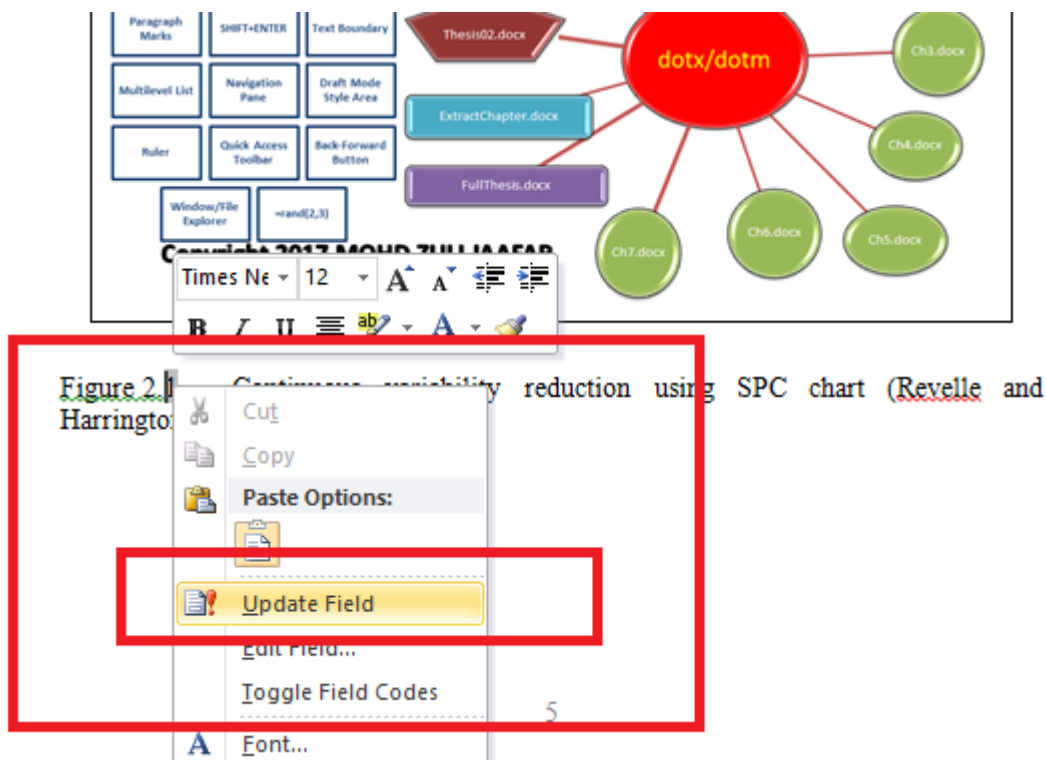
Step 1) You must first ignore the existing table of content in the template, LEAVE IT do not manually replace with yours.

Step 2) Fill in the chapter with your content, heading and subheading can be auto setup using indent tab (**Do not create your own numbering and manually use yours - the template turns useless**)

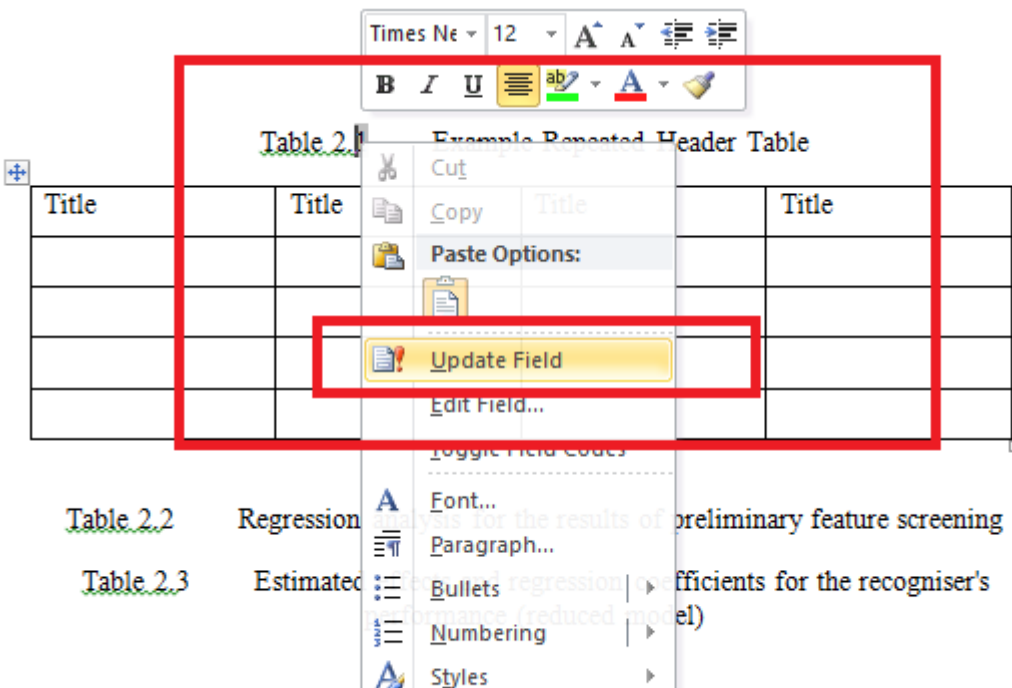
Just *Increase* and *decrease* indent to manage heading and subheading



Step 3) For the figure - copy and paste the provided figure in template and replace the picture with yours. Then revise the caption and **right click on figure number to update**



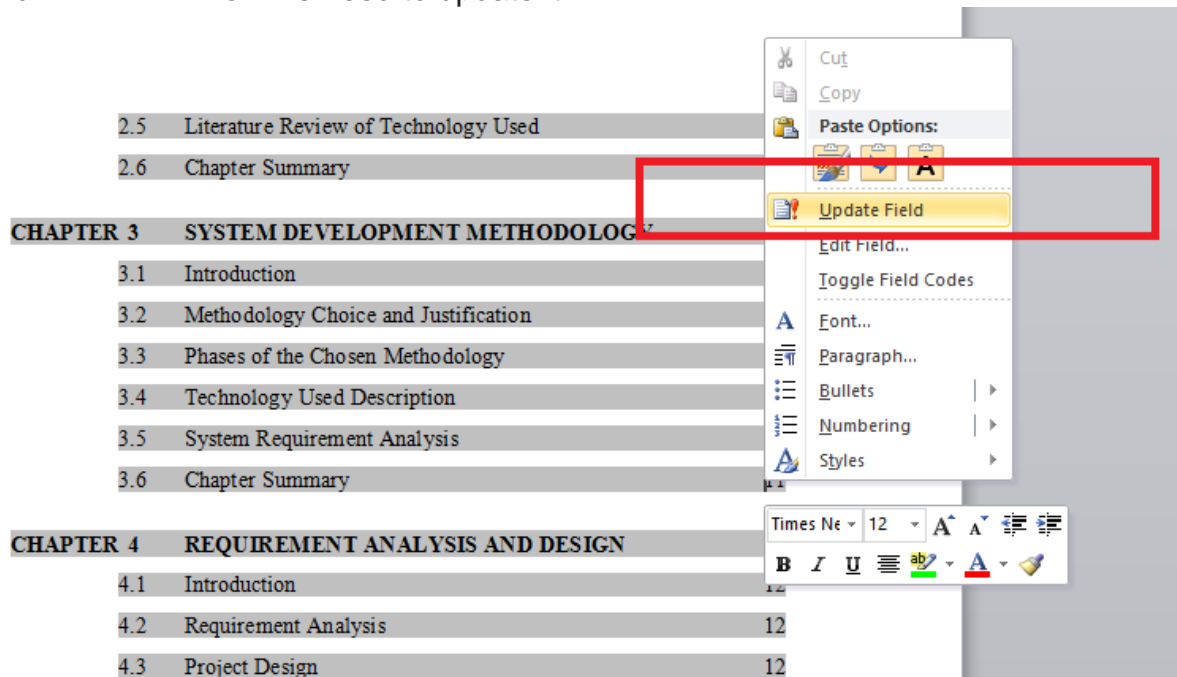
Step 4) Keep doing Step 3 for all your figures and you can do the same for the tables.



Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You

Step 5) To avoid errors, check your figure and table numbering again. Keep using the “**update field**” option by right click on the table/figure number.

Step 6) When all content is ready, now back to Step 1 - at first we decide to ignore and LEAVE IT. Now we need to update it.



Step 7) You will see everything list out perfectly on ONE click.

NOTE: You about to get a **Degree in Computer Science**. You should know how to operate this ready-to-use and super easy template on earth. **Do not make me think twice to reward you our Degree if you are not capable enough to manage Microsoft Word.**

Regards
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