

**MODUL LMS302 :  
Easy Write with MS Word**

# MODULE OVERVIEW / INTRO

1

## What is LMS 302 Module?

Microsoft Word offers a set of tools and automated functions that can be of great help when writing a thesis. From this module, students and researchers will be able to produce draft templates systematically and efficiently in producing quality thesis.

3

## Teaching Medium

1. Online via Webex, Google Meet, Google Classroom
2. Face to Face : IT Centre

2

## Module highlight :

Handling and demonstrate technique to:  
1. Use important button in MS Word for formatting

4

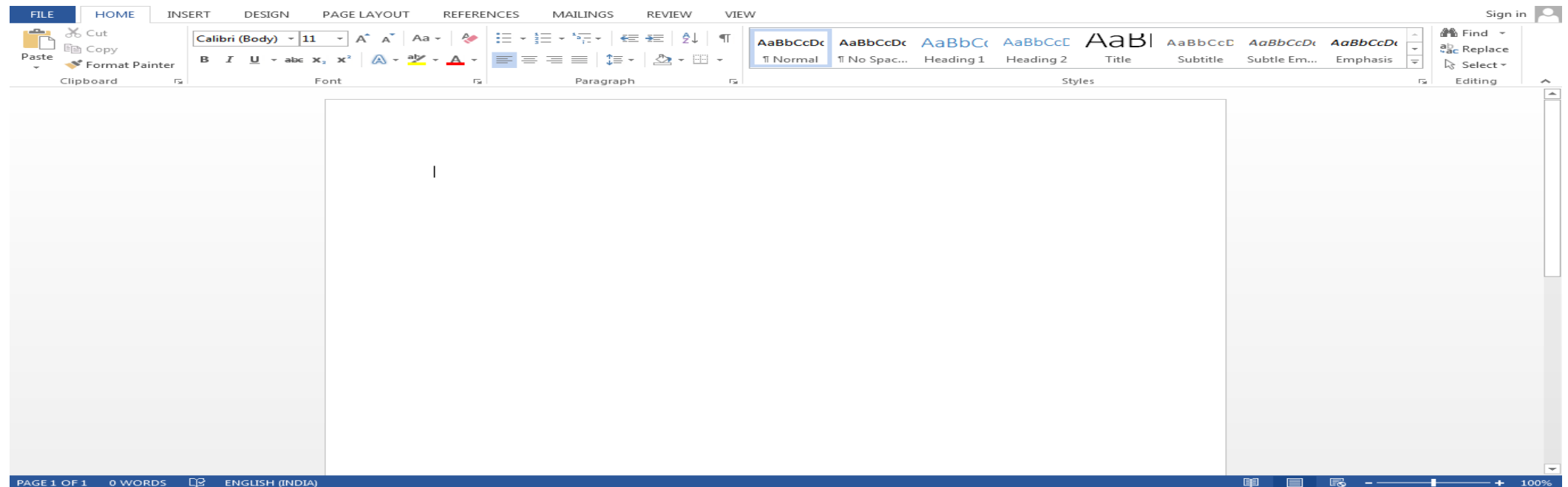
## Duration

1 to 2 Hour(s)

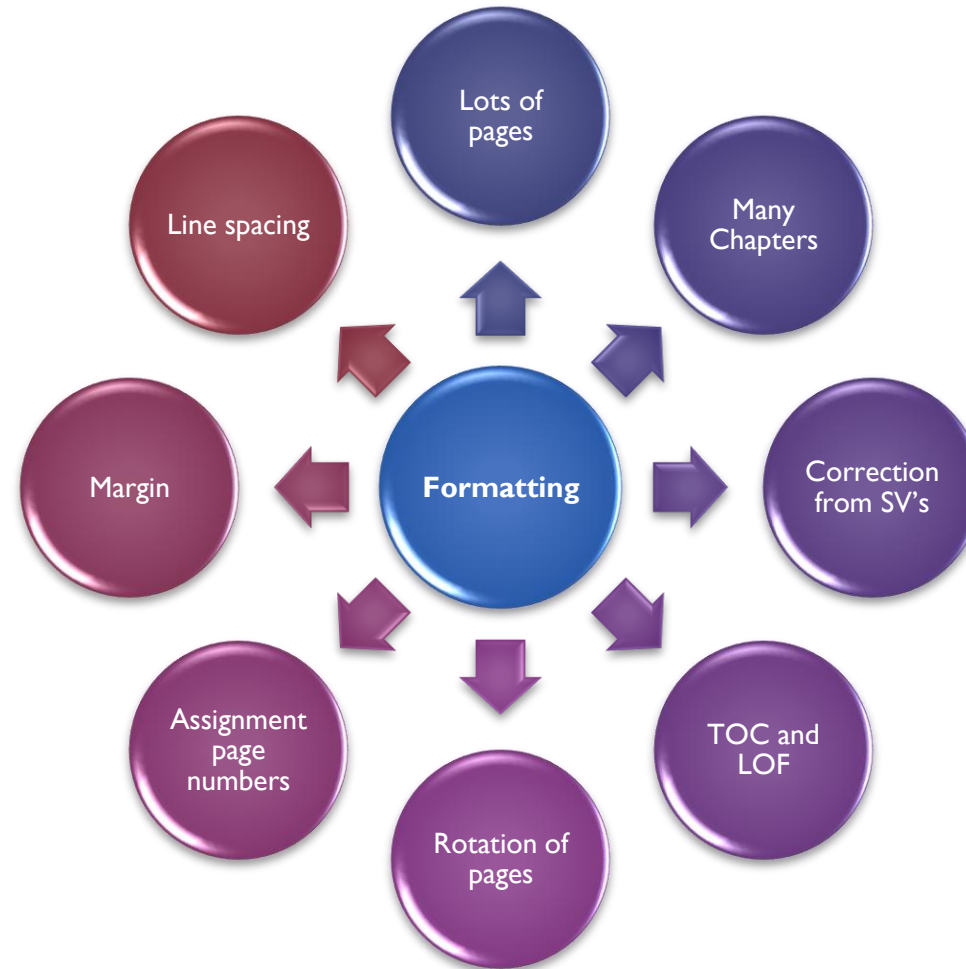
# MICROSOFT WORD?

- Used to make professional-quality **documents, letters, reports, etc.**, MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.
- MS Word enables users to do **write-ups, create documents, resumes, contracts, etc.** This is one of the most commonly used programs under the Office suite.
- Microsoft Word is available for **Microsoft Windows, Apple macOS, Android, and Apple iOS**. It can also run on the **Linux** operating system using **WINE**.

- To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on “File” followed by “New”. This opens a new doc where something new can be created.
- Since it is used by people of all age groups, in schools, in colleges and for official purposes, having proper knowledge of Microsoft Word is a must. The preview of the MS Doc file once it is opened is given below:



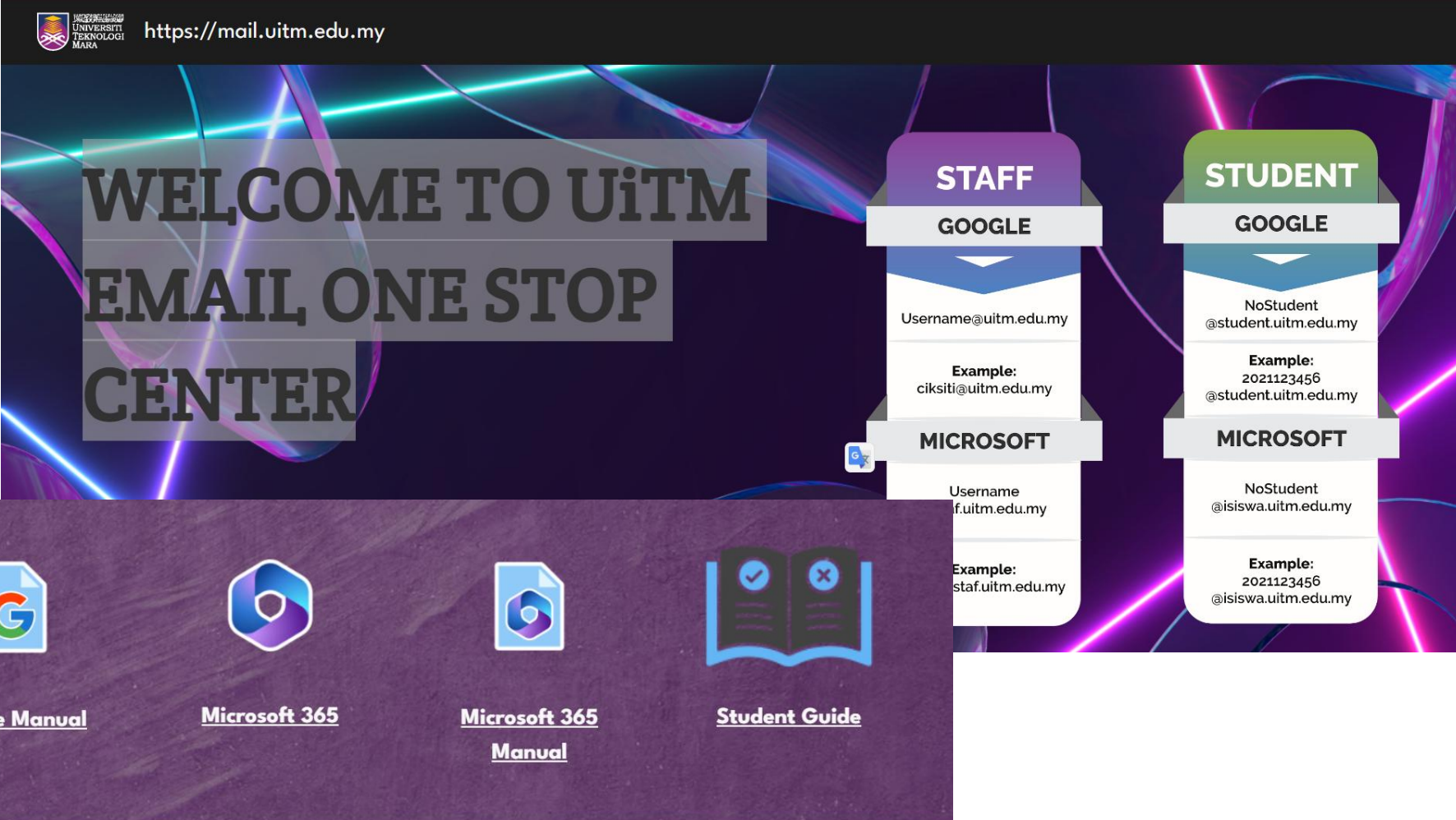
# COMMON ISSUES USING MS WORD



# ONE STOP CENTER

Go to EMAIL UITM

- <https://mail.uitm.edu.my/>



<https://mail.uitm.edu.my>

**WELCOME TO UiTM  
EMAIL ONE STOP  
CENTER**

STAFF	STUDENT
<b>GOOGLE</b>	<b>GOOGLE</b>
Username@uitm.edu.my	NoStudent@student.uitm.edu.my
<b>Example:</b> ciksiti@uitm.edu.my	<b>Example:</b> 2021123456@student.uitm.edu.my
<b>MICROSOFT</b>	<b>MICROSOFT</b>
Username@f.uitm.edu.my	NoStudent@isiswa.uitm.edu.my
<b>Example:</b> staf.uitm.edu.my	<b>Example:</b> 2021123456@isiswa.uitm.edu.my

**Gmail Staff**    **Gmail Student**    **Google Manual**    **Microsoft 365**    **Microsoft 365 Manual**    **Student Guide**

# HOW TO CREATE A TABLE OF CONTENTS IN WORD

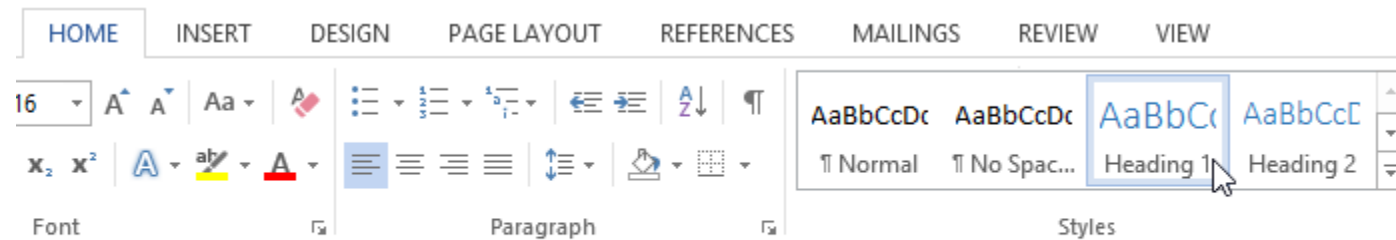
- A **table of contents** is just like the list of chapters at the beginning of a book. It lists each section in the document and the page number where that section begins. A really basic table of contents might look like this:

## Table of Contents

Chapter 1.....	2
Chapter 2.....	19
Chapter 3.....	41
Chapter 4.....	52

# STEP 1: APPLY HEADING STYLES

- If you apply a **heading style**, you're telling Word that you've started a new part of your document. When you insert the table of contents, it will create a section for each heading. In the table of contents above, each chapter uses a heading style, so there are four sections.
- To apply a heading style, select the text you want to format, then choose the desired heading in the **Styles** group on the **Home** tab.

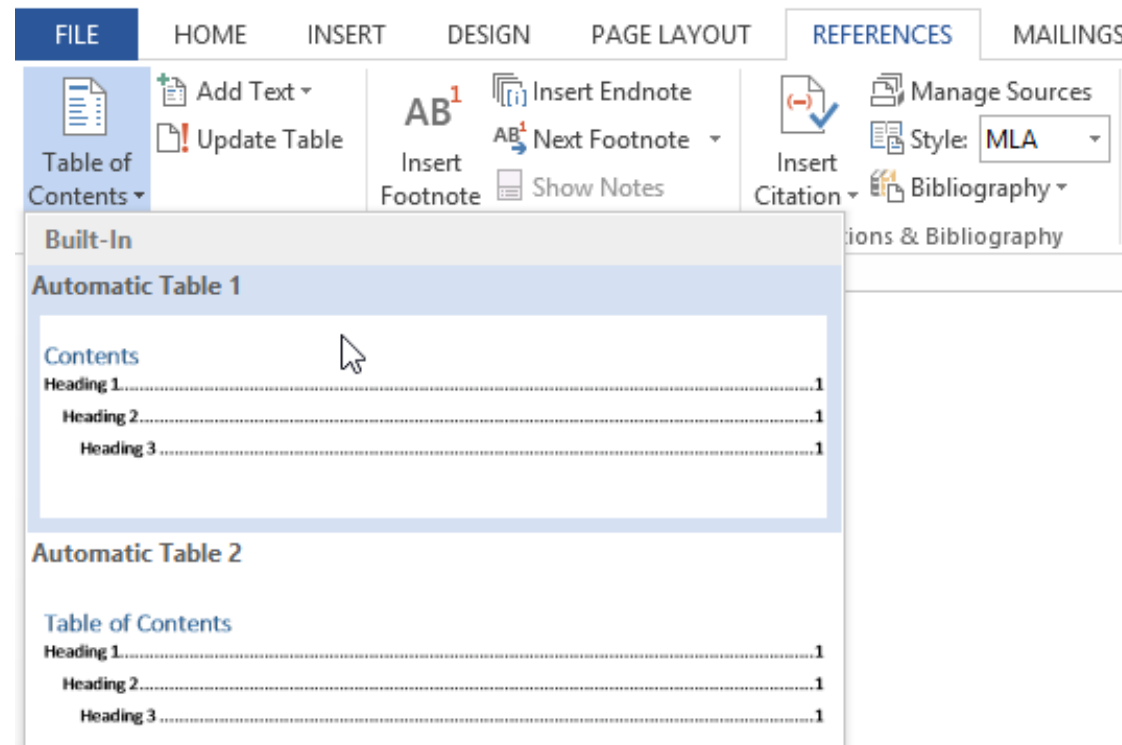


Chapter 1



# STEP 2: INSERT THE TABLE OF CONTENTS

- Now for the easy part! Once you've applied heading styles, you can insert your table of contents in just a few clicks. Navigate to the **References** tab on the Ribbon, then click the **Table of Contents** command. Select a built-in table from the menu that appears, and the table of contents will appear in your document.



- As you can see in the image below, the table of contents uses the heading styles in your document to determine where each section begins. Sections that begin with a Heading 2 or Heading 3 style will be nested within a Heading 1 style, much like a [multilevel list](#).

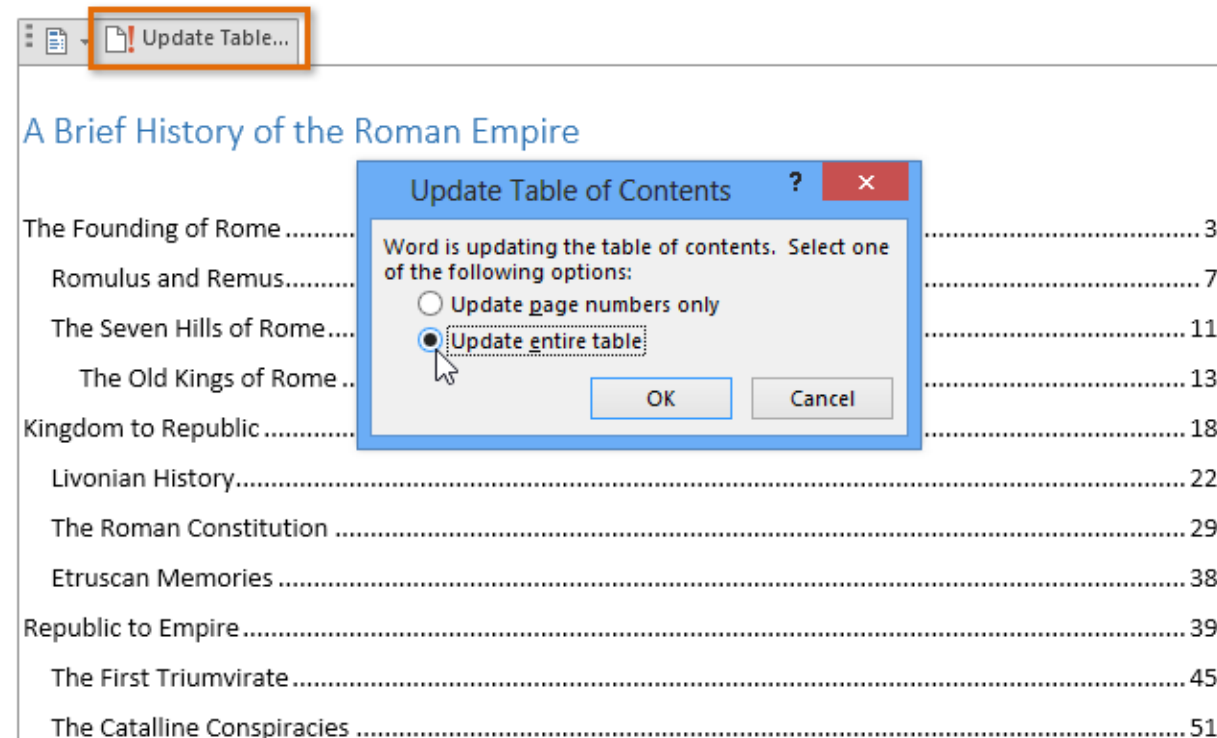


- A table of contents also creates **links** for each section, allowing you to navigate to different parts of your document. Just hold the **Ctrl** key on your keyboard and click to go to any section.



# STEP 3: UPDATE AS NEEDED

- If you edit or add to your document, it's easy to update the table of contents. Just select the table of contents, click **Update Table**, and choose **Update Entire Table** in the dialog box that appears. The table of contents will then update to reflect any changes.



# STEP 1: FORMAT YOUR DOCUMENT USING HEADING STYLES

- Select each chapter in your document and apply Heading Styles to them. Here, you are marking up the section headers so that Word can recognize them.
- Go to **Ribbon > Home > Styles**. Select the text and apply headings for all the text you want to include in the table of contents.

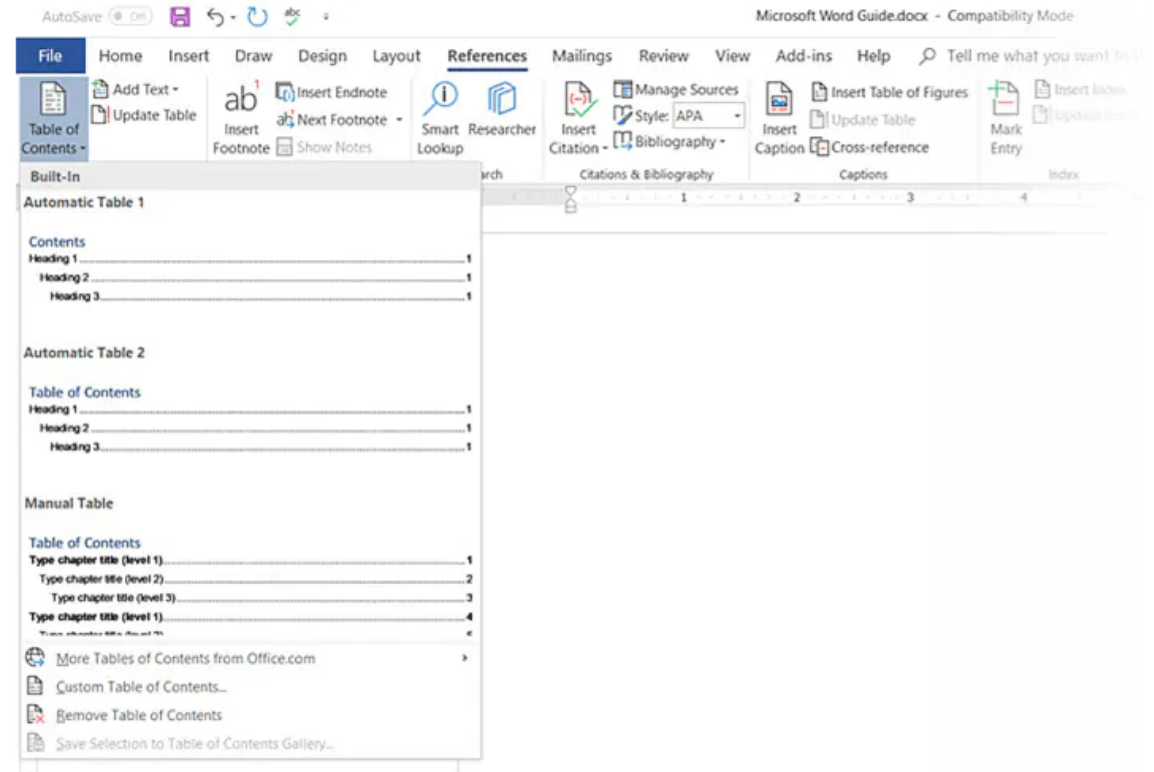


# STEP 2: POSITION THE TABLE OF CONTENTS ON THE PAGE

- Place the cursor on the specific position where you want the TOC to appear in your document. This is commonly somewhere at the beginning of the document.

# STEP 3: CLICK THE TABLE OF CONTENTS COMMAND

- Go to **Ribbon > References > Table of Contents**. Choose from one of the two automatic types available. The only difference between the two is the heading of "Contents" or "Table of Contents" at the top.



# STEP 4: THE TABLE OF CONTENTS IS INSERTED AUTOMATICALLY

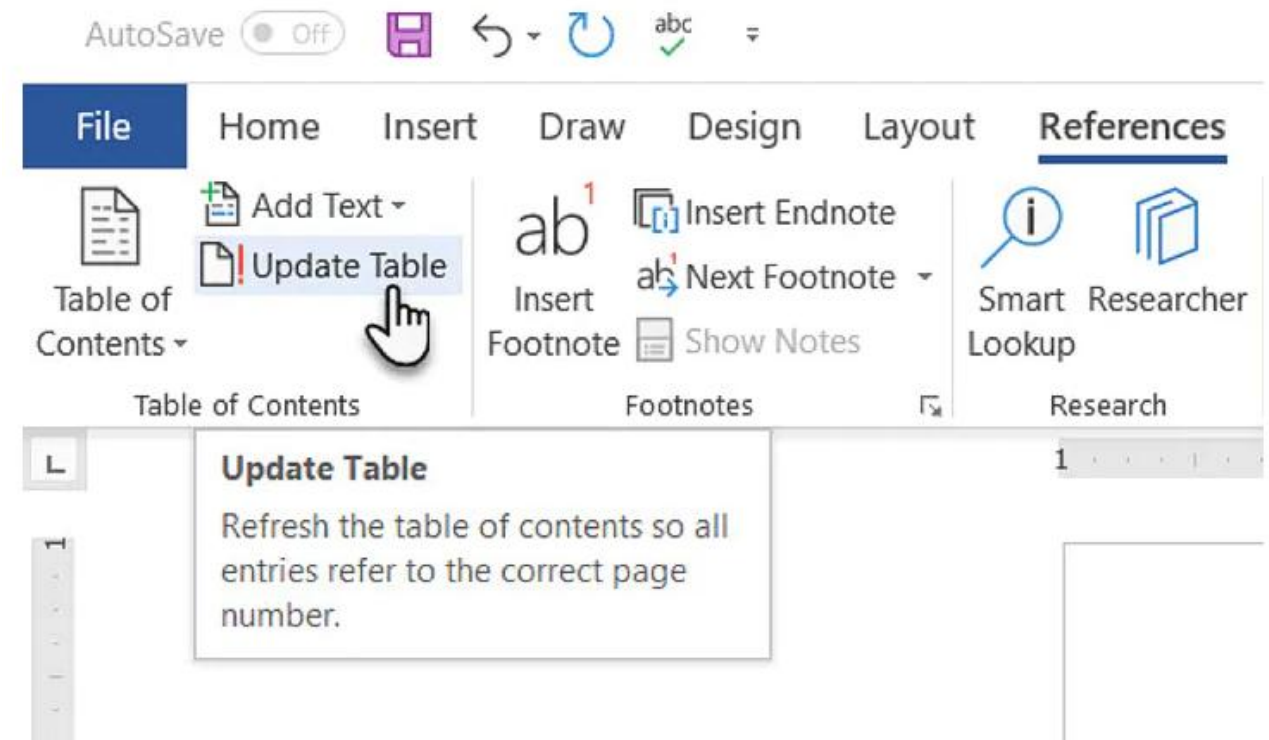
- Word scans the document and uses the heading styles to construct the order of the sections and subsections and their page numbers. This is a barebones TOC and you can continue to work with this and make it more stylish.

## Table of Contents

Introduction: Microsoft Word Add-Ins That Will Make You More Productive Today .....	2
Section 1: Why are Microsoft Word Add-Ins important? .....	2
Section 2: Which Add-Ins should you install? .....	3
Section 3: How to install and manage Microsoft Word Add-Ins .....	3
Download add-ins from the Office Store .....	4
Download add-ins from inside Microsoft Word .....	4
Delete the add-in you don't want .....	5
Section 4: The best free Microsoft Word add-ins for everyday productivity .....	5
1. Writing Assistant .....	5
2. MyScript Math Sample .....	6
3. Handy Calculator .....	7
4. I Should Be Writing .....	7
5. Wikipedia .....	8
6. Abbreviation List .....	9
7. Symbol Search .....	10
8. Vertex42 Template Gallery .....	11
9. Pro Word Cloud .....	12
10. PickIt! .....	13
11. PDFFile .....	14

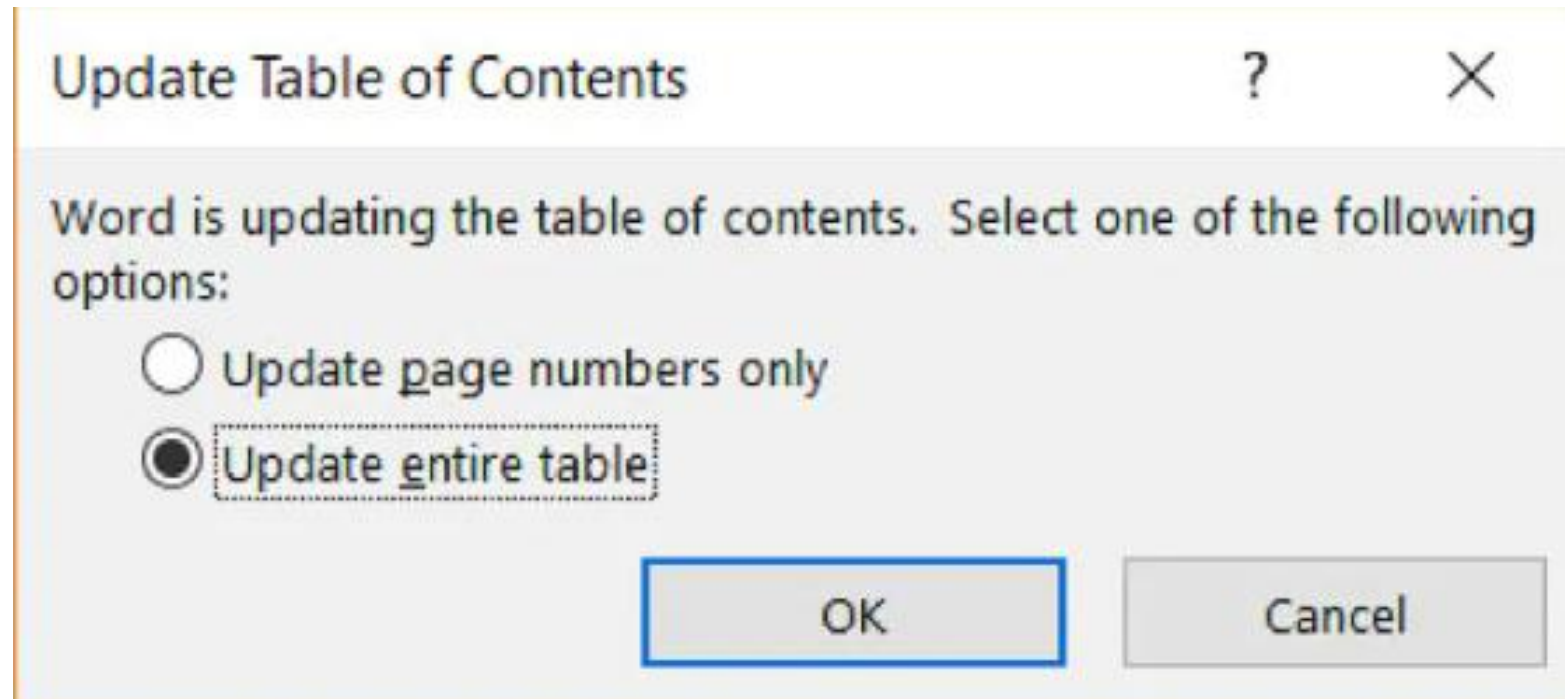
# STEP 5: UPDATE THE TABLE OF CONTENTS ANYTIME

- You can always update a Table of Contents that has been created automatically. Update the table if you change the heading styles, rearrange the contents, or change the text. Also, update it if you make any changes to the content that affects the page numbers.
- To update a table of contents that was created automatically, click **References > Update Table**.





- Choose to **Update page numbers only** or **Update entire table** if you want to update the page numbers and the text.

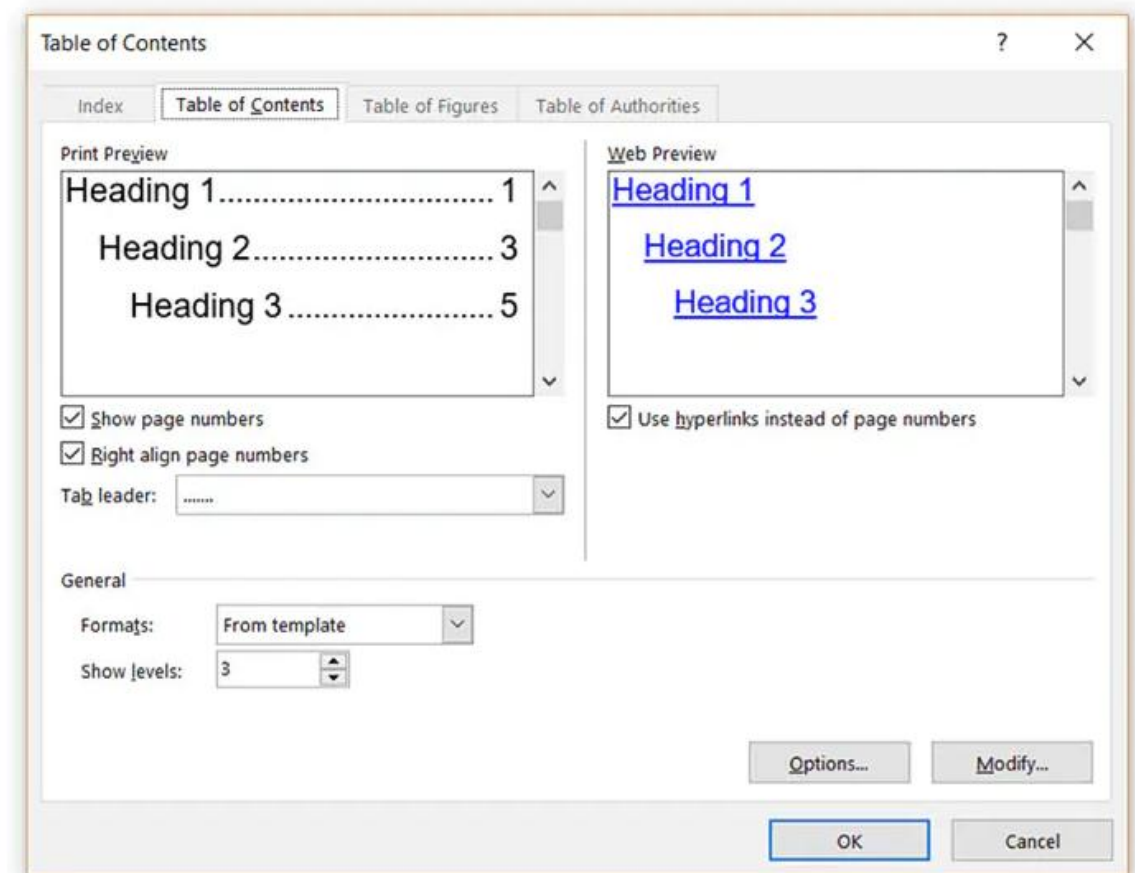


# STEP 6: CREATE A TABLE OF CONTENTS MANUALLY

- When the automatic method is so effortless, why would you feel the need to make one manually? There could be two reasons:
  - The document is without any styles which Word can recognize.
  - The document has too much of variety makes an automatic TOC difficult.
- To create a manual table, go to **References > Table of Contents > Click the dropdown to reveal the option for Manual Table.**

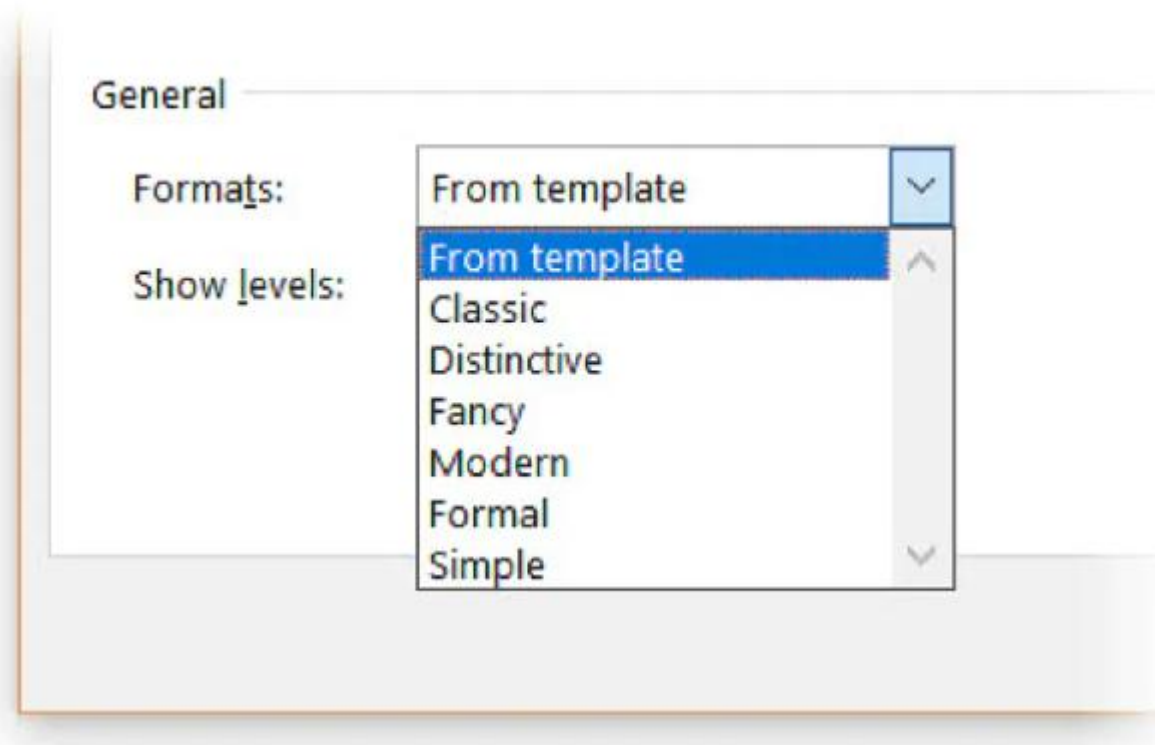
# HOW TO CUSTOMIZE THE TABLE OF CONTENTS

- You can easily customize a TOC with the Table of Contents dialog box. Go to **References > Table of Contents > Custom Table of Contents** to launch the dialog.



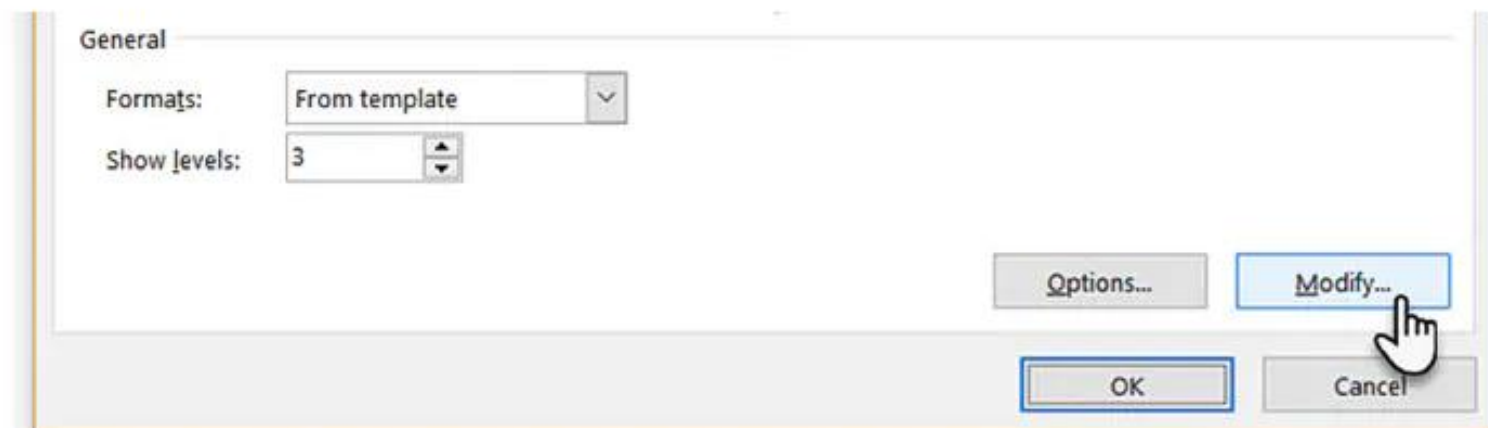
# STEP 1: CHOOSE A DIFFERENT FORMAT FOR THE TOC

- You can change an entire table by choosing a different format. In the **General** section, expand the dropdown for **Formats** and choose an appearance.

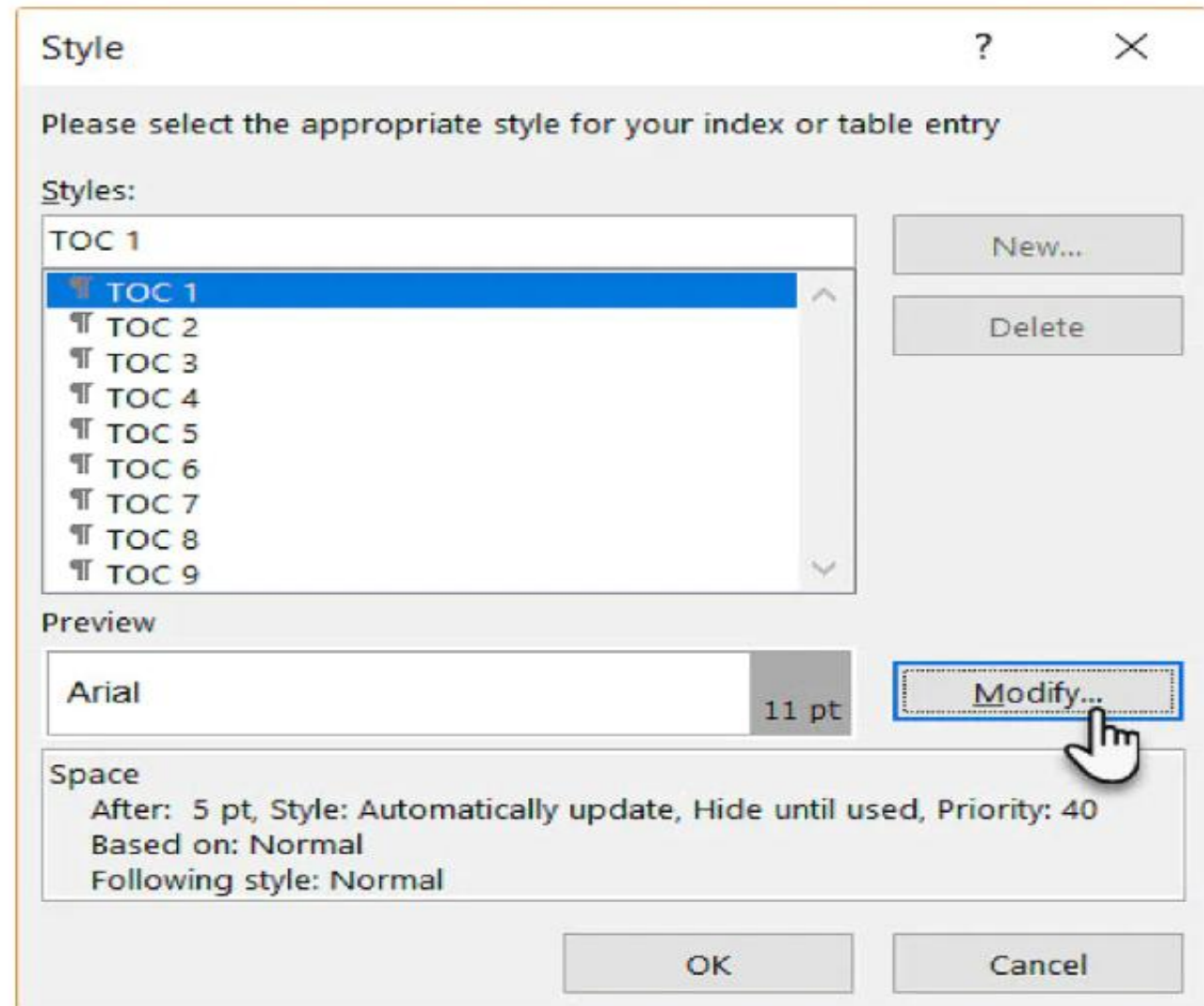


# STEP 2: CHANGE THE APPEARANCE OF THE ITEMS IN THE TOC

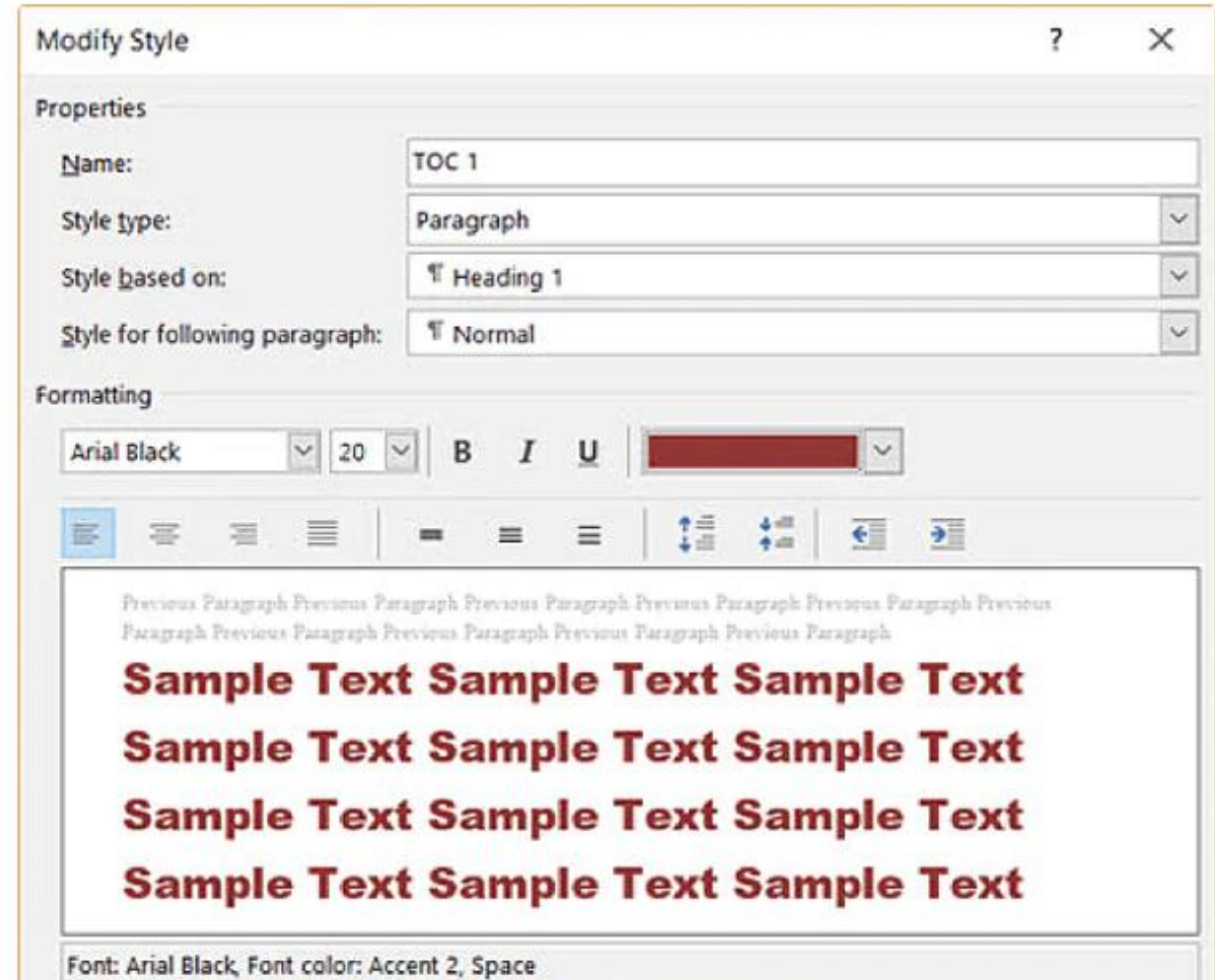
- Remember, the appearance of your TOC is ultimately controlled by style definitions. You may want to tweak the overall look of the TOC by creating your own styles for the headings. These modified styles can be saved alongside the in-built ones and applied across the document for a consistent look. Follow these steps.
  - Click **Modify**. If the Modify button is grayed out, change **Formats** to **From template**.



- In the **Styles** list, click the level that you want to change and then click **Modify**. Here, TOC 1 corresponds to heading level 1 in your document, TOC 2 to heading level 2, TOC 3 to heading 3 and so on.

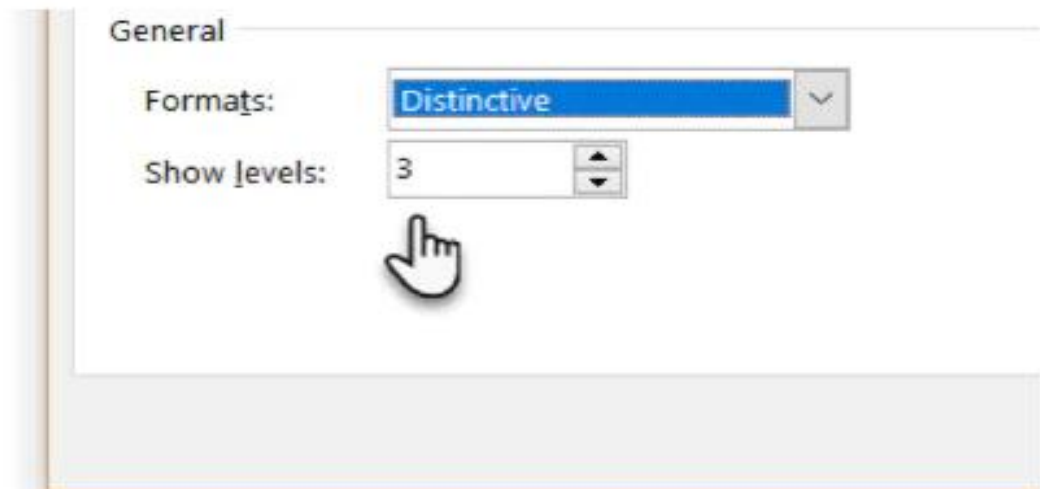


- In the **Modify Style** dialog box, you can change the font or its color. Make any other formatting change like text indentation and then click OK.
- Before you click OK, you can choose whether the style change applies to the current document or to all future documents. To save it for future use, click the checkbox for **Add to the Styles gallery**.



# STEP 3: CHANGE THE LEVELS OF THE STYLE HEADINGS SHOWN

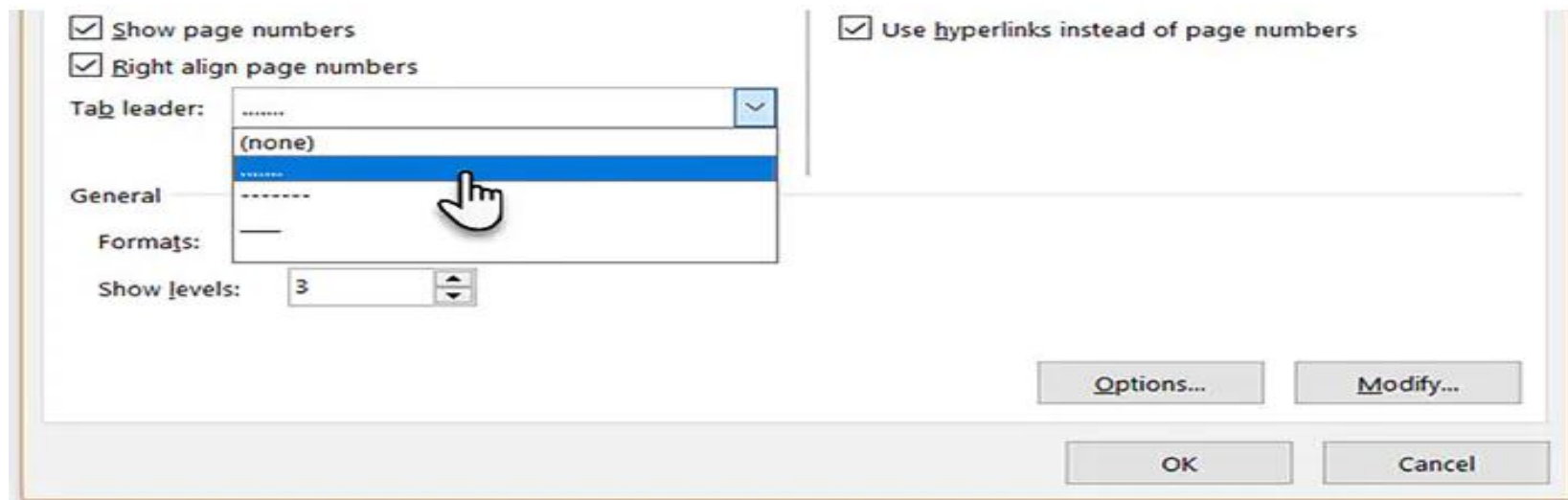
- A TOC can be itemized, or you can just include the major sections. The **Show levels** number allows you to change the number of levels displayed in your table of contents. The “Levels” here refers to the style headings you have applied to your sections.
- For instance: H1, H2, H3... etc. If you set it on 2, then all text with the Heading 1 style or the Heading 2 style is displayed.





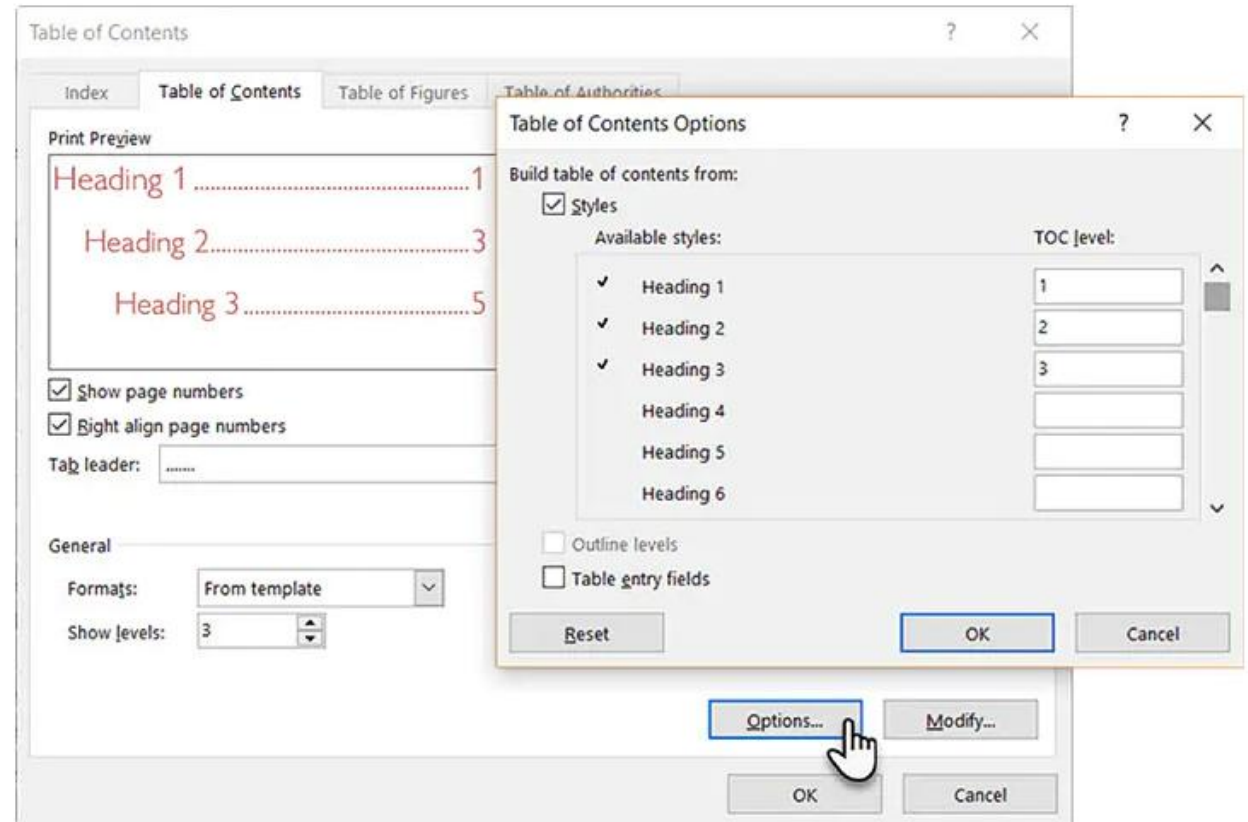
# STEP 4: CHANGE OR ADD DOT LEADERS IN THE TOC

- Dot leaders are the lines or dots that connect the items in the index to page numbers. These leader lines are mentioned in many style guides as a necessary part of thesis documents.
- In the Table of Contents dialog box, click the dropdown for the **Tab leader** list and select the dotted line option. Alternatively, choose the leader line you want or select “none” to remove it from the TOC.

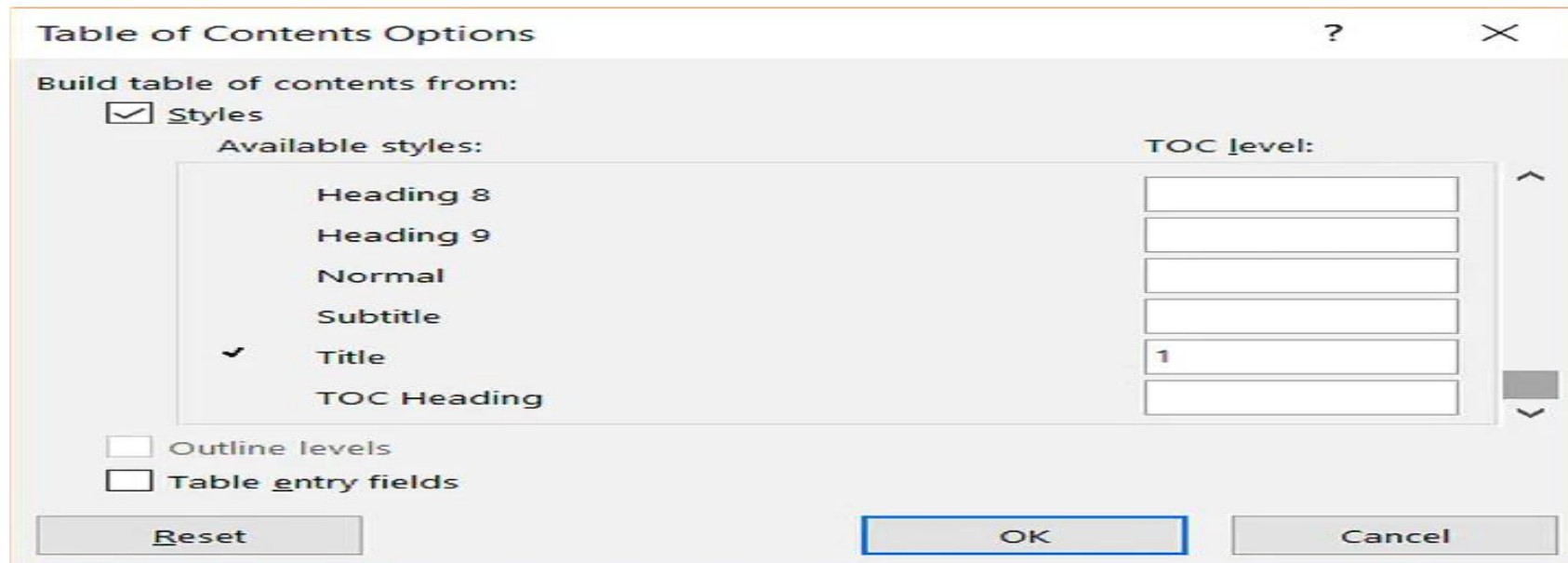


# STEP 5: ADD A NON-HEADING STYLE

- Word won't include a non-heading style when it inserts an automatic TOC. By default, Word only includes headings 1 through 9. But it gives you a method to include any other style you create in the index. Let's say you want to add another heading called "A Brief Guide" at the top of the content and the TOC.
- In the Table of Contents dialog box, click the **Options** button to open this screen:



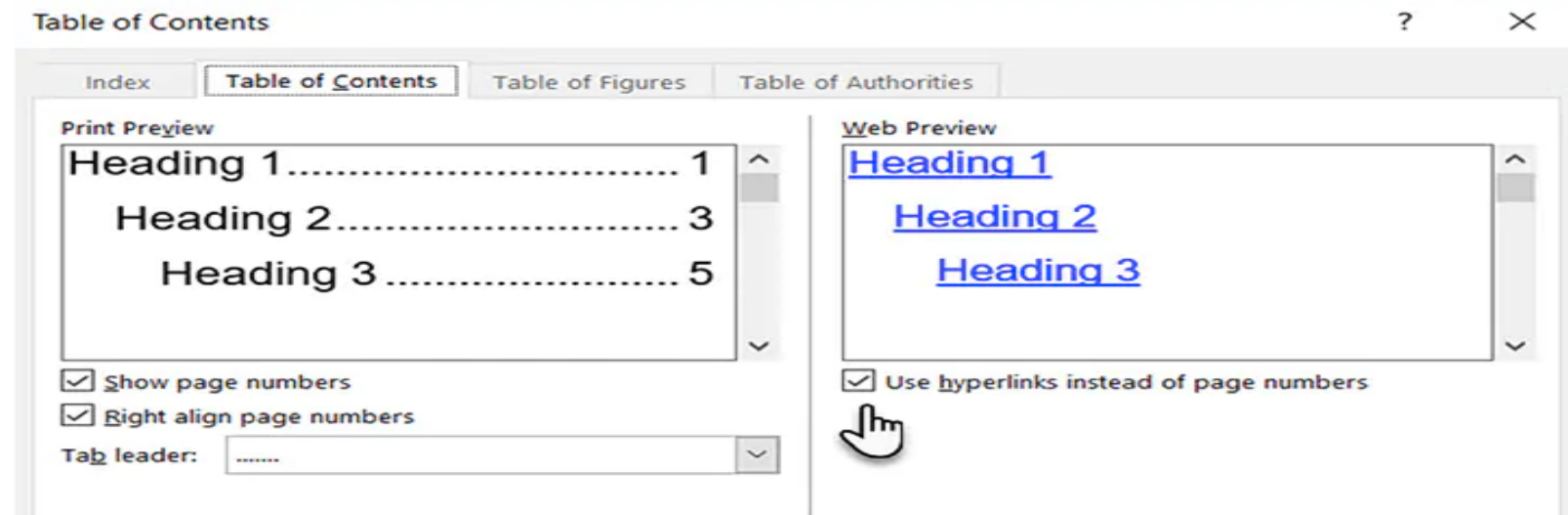
- Right now, it maps the styles in use only to the TOC levels. As you can see, the three styles, Heading 1, Heading 2, and Heading 3 are mapped as levels 1, 2, and 3.
- Go down the boxes until you find **Title**, which has no mapped TOC level. Enter **1** to map Title to the TOC top level.



- Click OK twice to exit the dialogs. Word will prompt you to replace the contents. Click **Yes** to replace the TOC.

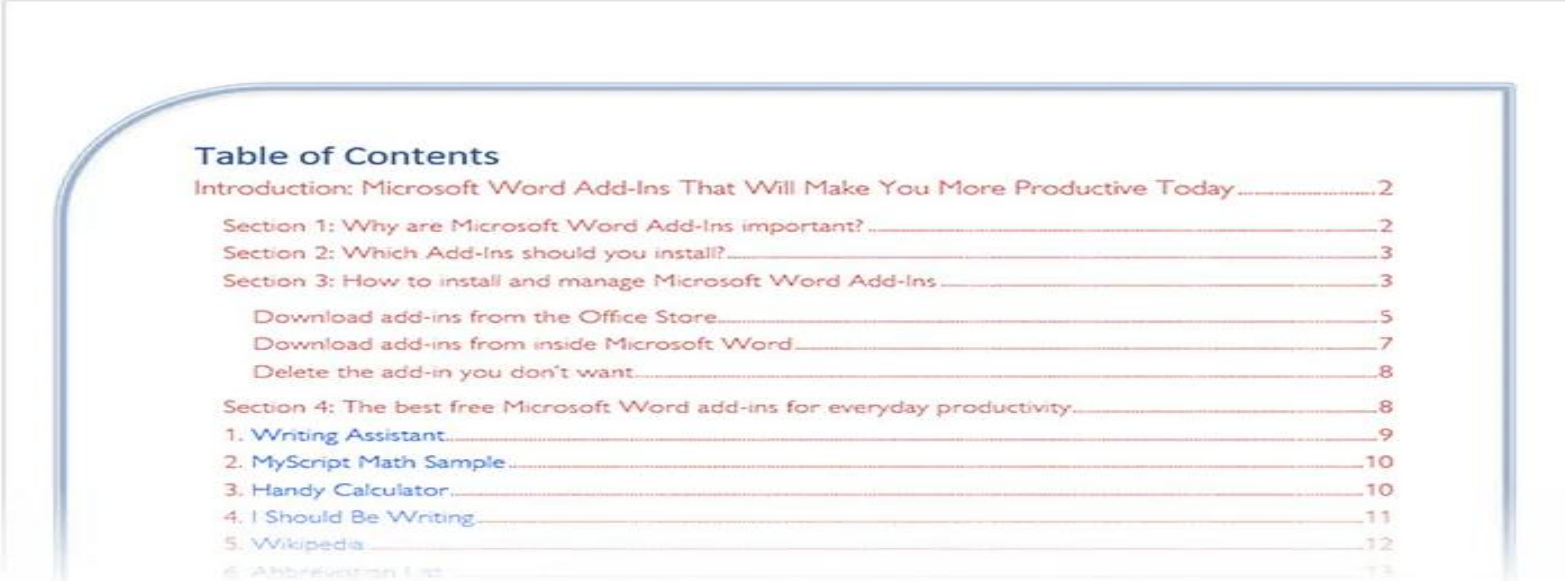
# STEP 6: CREATE A CLICKABLE TABLE OF CONTENTS

- Creating a hyperlinked Table of Contents is expected in the digital age. Navigation is faster. It is also another condition to submit a thesis or dissertation.
- Click the **Use hyperlinks instead of page numbers** checkbox.
- Also, uncheck the **Show page numbers** box if you just want to use the hyperlinks.



# STEP 7: PLACE A SIMPLE BORDER AROUND THE TABLE OF CONTENTS

- You can use Word's Shapes feature to insert a border around the TOC. Set **Shape Fill** to "No Fill" and then add **Shape Styles** or use **Format Shape** to design the look of the pseudo-border around the table.



**Table of Contents**

Introduction: Microsoft Word Add-Ins That Will Make You More Productive Today ..... 2

Section 1: Why are Microsoft Word Add-Ins important? ..... 2

Section 2: Which Add-Ins should you install?..... 3

Section 3: How to install and manage Microsoft Word Add-Ins ..... 3

    Download add-ins from the Office Store..... 5

    Download add-ins from inside Microsoft Word..... 7

    Delete the add-in you don't want..... 8

Section 4: The best free Microsoft Word add-ins for everyday productivity..... 8

    1. Writing Assistant..... 9

    2. MyScript Math Sample..... 10

    3. Handy Calculator..... 10

    4. I Should Be Writing..... 11

    5. Wikipedia..... 12

    6. Abbreviation List..... 13

# HOW TO CREATE AND CUSTOMIZE A TABLE OF FIGURES IN WORD

- When you create a document with many pages and sections, you might use a Table of Contents to help your reader navigate. So if your document includes tables and figures, a Table of Figures serves the same purpose. This table allows your reader to jump directly to one of these objects.

# STEP 1: ADD CAPTIONS TO YOUR TABLES AND FIGURES

- Before you can insert a Table of Figures in Word, ensure that all of your items have captions. These are what allow the table to find and display them.
- You can select, right-click the table or figure, and choose **Insert Caption**. This allows you to label the item as a table or figure and give it a number or letter. So you can use Table A, Figure 1, etc.

Caption groovyPost.com ? X

Caption:

Options

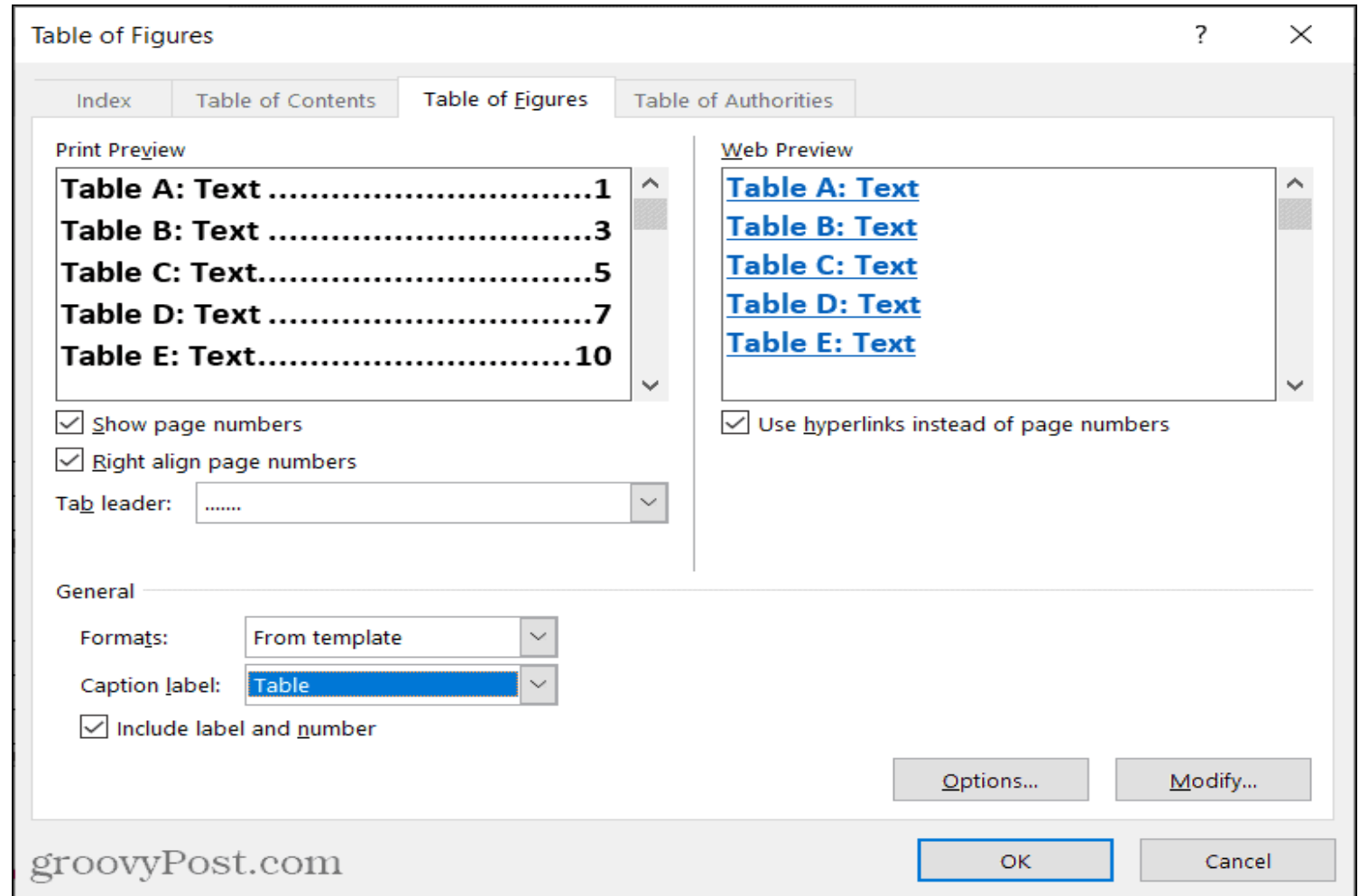
Label:  ▼

Position:  ▼

Exclude label from caption



- The Table of Figures window will display. This is where you customize the appearance of the table. First, confirm that the **Table of Figures** tab is selected at the top.
- The top of the window is divided into two sections: Print Preview and Web Preview. Each of these offers customization or two of its own. Work with the one on your document view.



- **Print Preview:** You can show the page number and/or right align to those page numbers by checking the corresponding boxes. If you use both, you have the option to select a Tab leader in that drop-down box. This lets you use dots, dashes, or lines between the label and the page number.

Print Preview

<b>Table A: Text</b>	-----	<b>1</b>
<b>Table B: Text</b>	-----	<b>3</b>
<b>Table C: Text</b>	-----	<b>5</b>
<b>Table D: Text</b>	-----	<b>7</b>
<b>Table E: Text</b>	-----	<b>10</b>

Show page numbers

Right align page numbers

Tab leader: -----

(none)

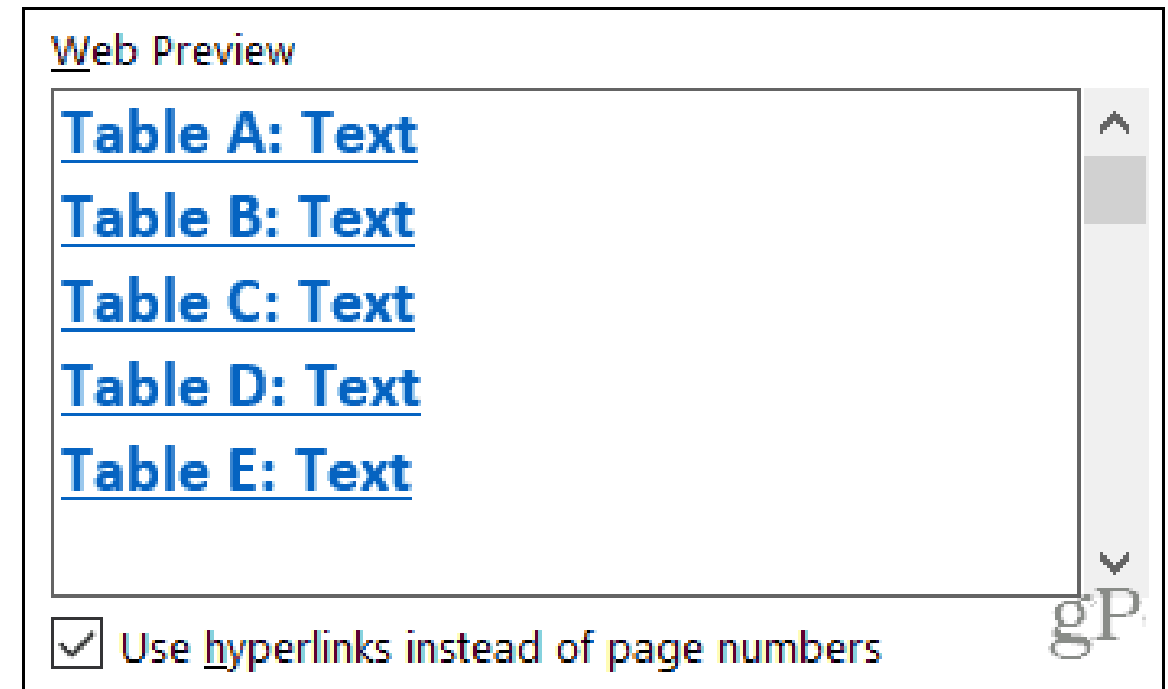
.....

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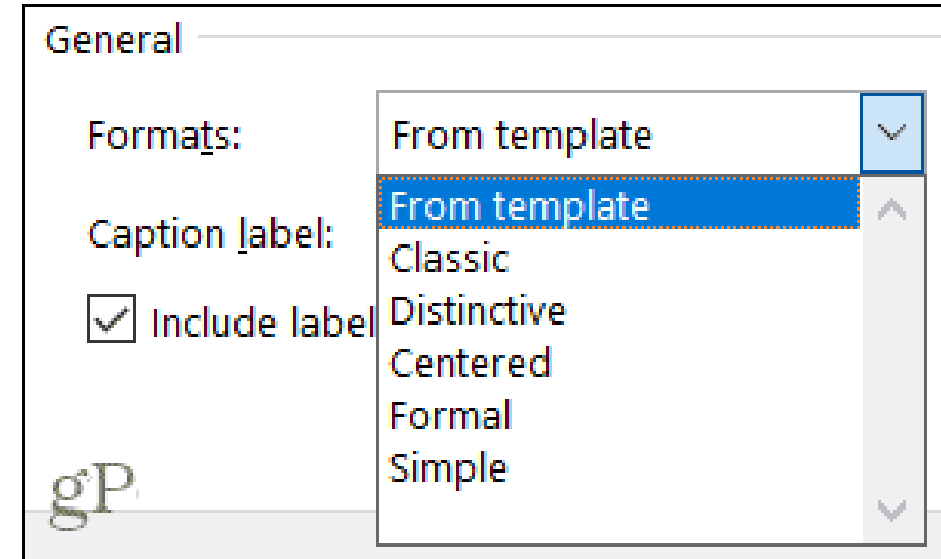
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gP

- **Web Preview:** You can check the box to use hyperlinks instead of page numbers for this view. And it's obviously a helpful way to navigate to the table or figure with a simple click.
- Next, move down to the General section of the window for additional customization options.

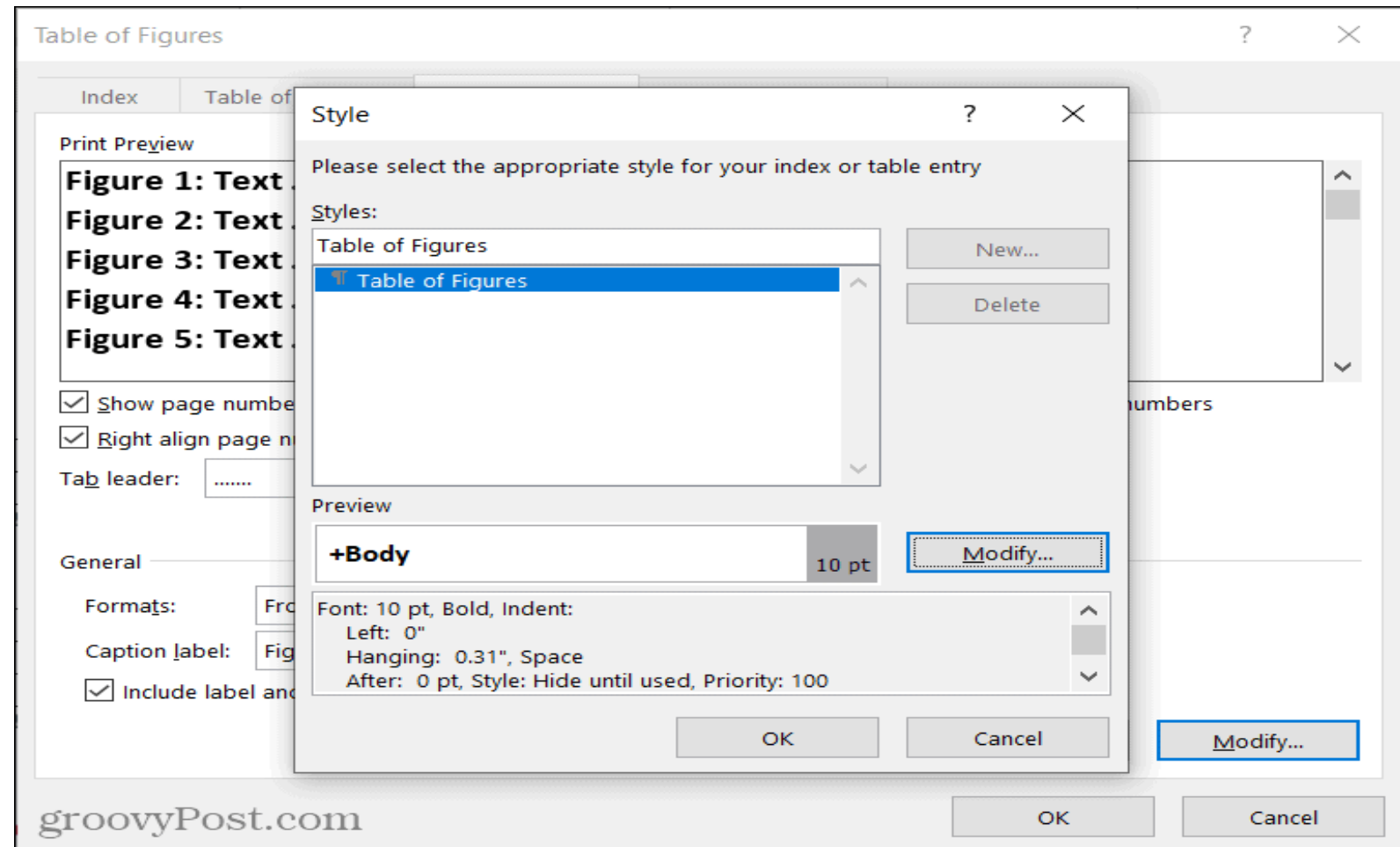


- **Formats:** Various formats are available to pick from, each with a slightly different look and feel. You can select one to match your document or one that's simple or formal.



- If you prefer to create your own table formatting with specific fonts, you can modify the Table of Figures template. First, select **From Template** under Formats and then click the **Modify** button. Just note that you will be changing the default template for that object.

- **Label:** This is a key element of the Table of Figures. Be sure to select the type that matches your items. For example, you can pick Equation, Figure, or Table.



- Include the label and number:** This is an optional checkbox and depends on the text you include with your caption. For instance, if you only want the caption text to display rather than the label and its number, uncheck this box. Here’s an example to illustrate the difference.
- We have two figures with the captions as “Figure 1 Daisies” and “Figure 2 Roses”. With the box checked, they display exactly like that in the Table of Figures because we include the label and number. With the box unchecked, you only see the text in the table, Daisies, and Roses.

<b>Box checked</b>		groovyPost.com
Figure 1 Daisies .....		2
Figure 2 Roses .....		3
<b>Box unchecked</b>		
Daisies.....		2
Roses.....		3

- When you finish selecting all the options for your Table of Figures, click **OK** to insert it into your document.

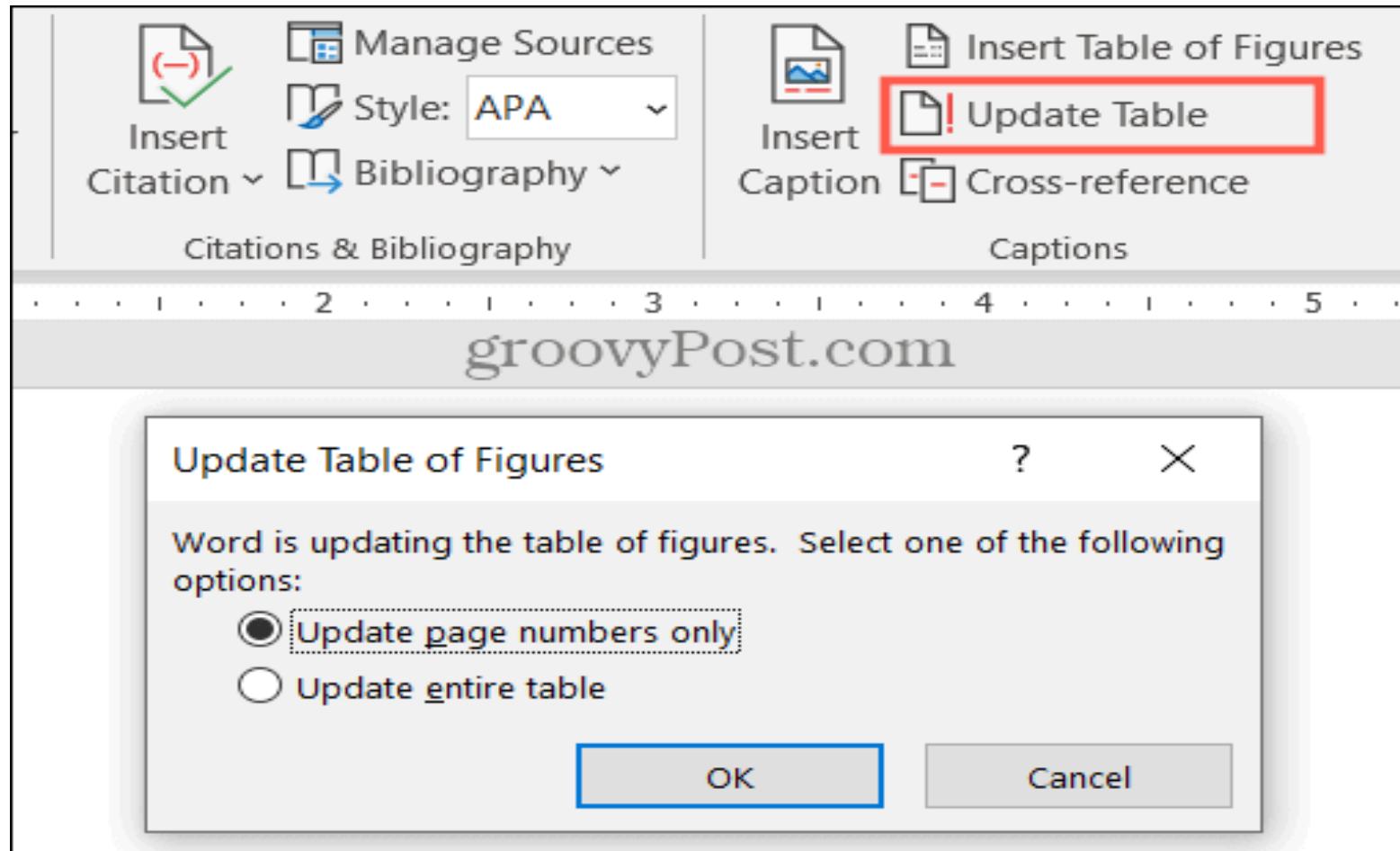
groovyPost.com

<b>Table A</b> .....	<b>1</b>
<b>Table B</b> .....	<b>1</b>
<b>Table C</b> .....	<b>2</b>
<b>Table D</b> .....	<b>2</b>
<b>Table E</b> .....	<b>3</b>

# HOW TO UPDATE A TABLE OF FIGURES

- If you insert a Table of Figures and then add or remove figures or tables or edit the captions, you can update the table to reflect your changes.
  1. Select your Table of Figures.
  2. Go to the **References** tab and click **Update Table** in the Captions section of the ribbon.
  3. Choose to either **Update the Page Numbers Only** or **Update the Entire Table**.
  4. Click **OK**.





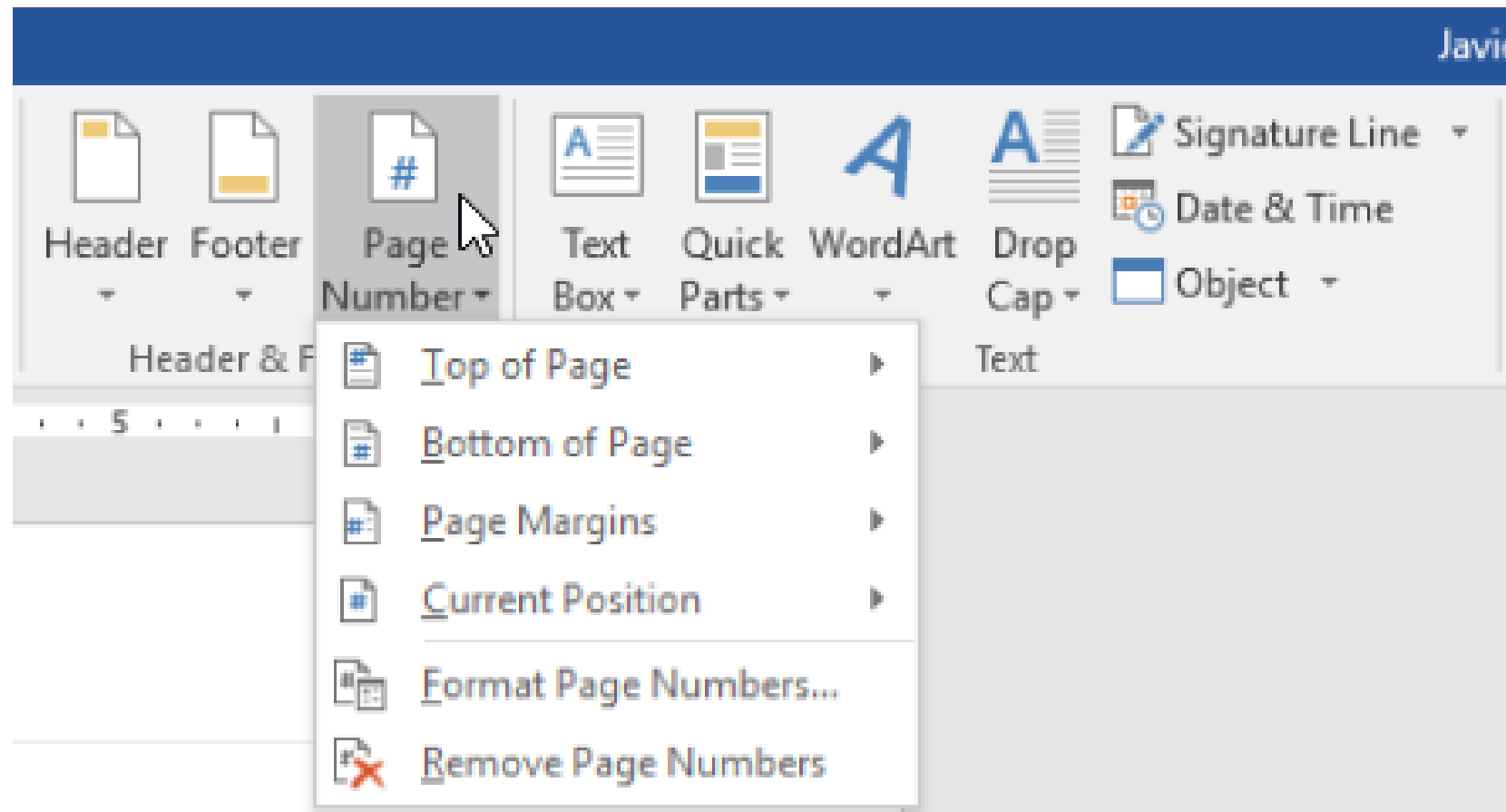
- You should then see your table update with the new items you added and any other changes you made to the captions.

# HOW TO ADD PAGE NUMBERS

- **Page numbers** can be used to automatically number each page in your document. They come in a wide range of number formats and can be customized to suit your needs. Page numbers are usually placed in the **header**, **footer**, or **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.
- Word can automatically label each page with a page number and place it in a header, footer, or side margin. If you have an existing header or footer, it will be removed and replaced with the page number.

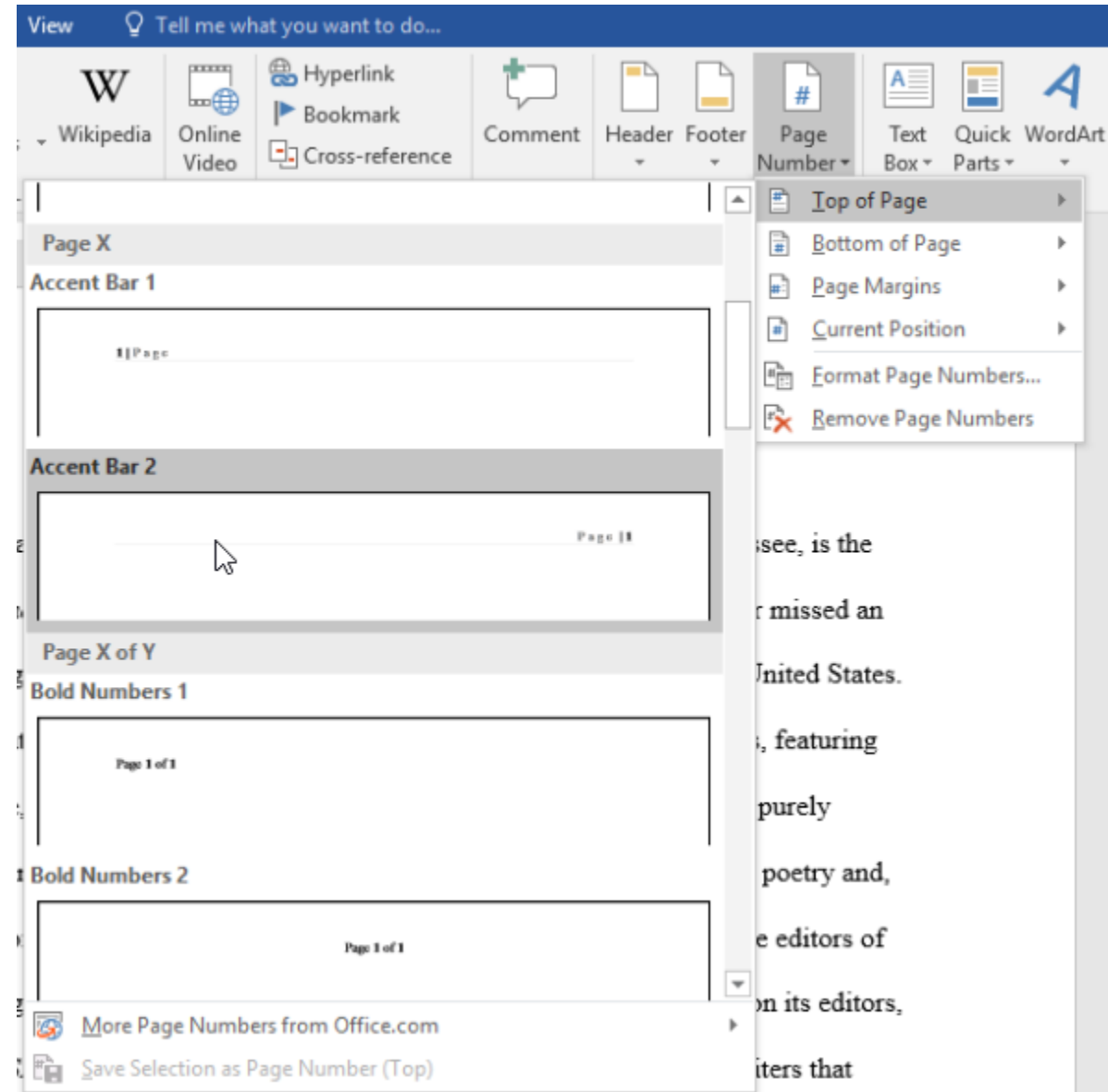
# STEP 1

- On the **Insert** tab, click the **Page Number** command.



# STEP 2

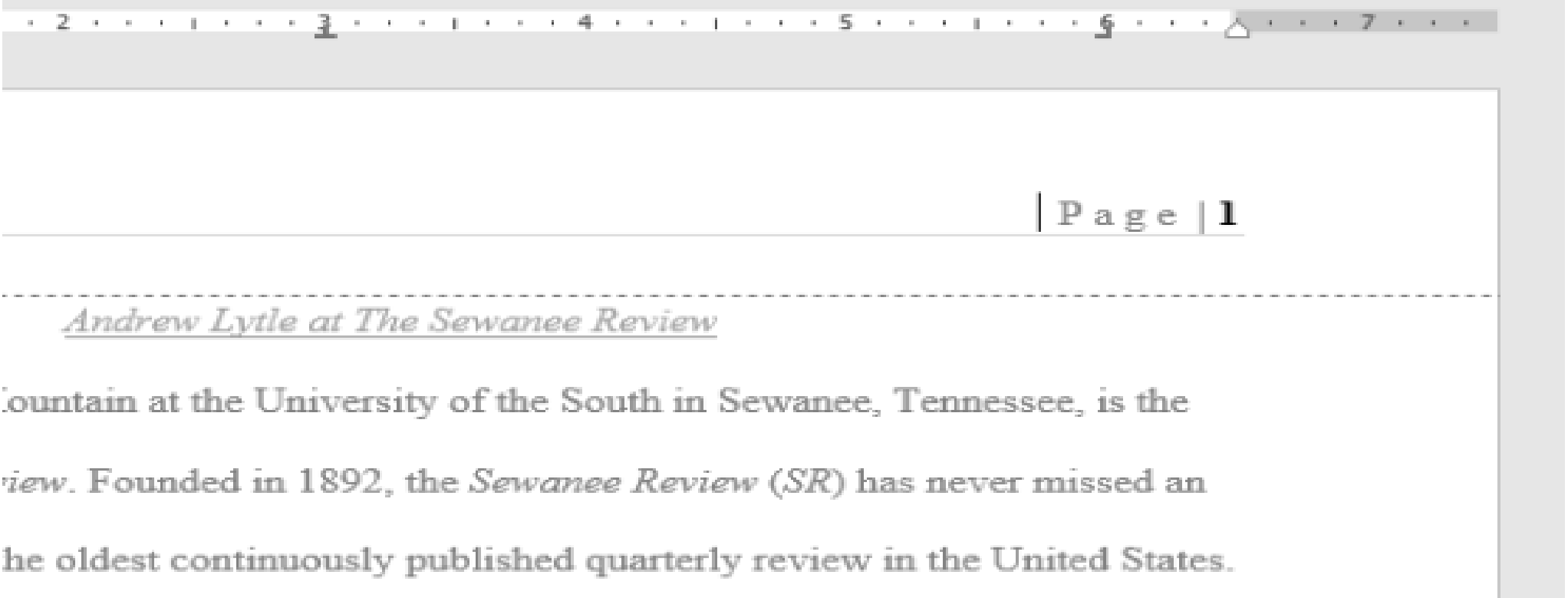
- Open the **Top of Page**, **Bottom of Page**, or **Page Margin** menu, depending on where you want the page number to be positioned. Then select the desired style of header.



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# STEP 3

- Page numbering will appear.



| Page | 1

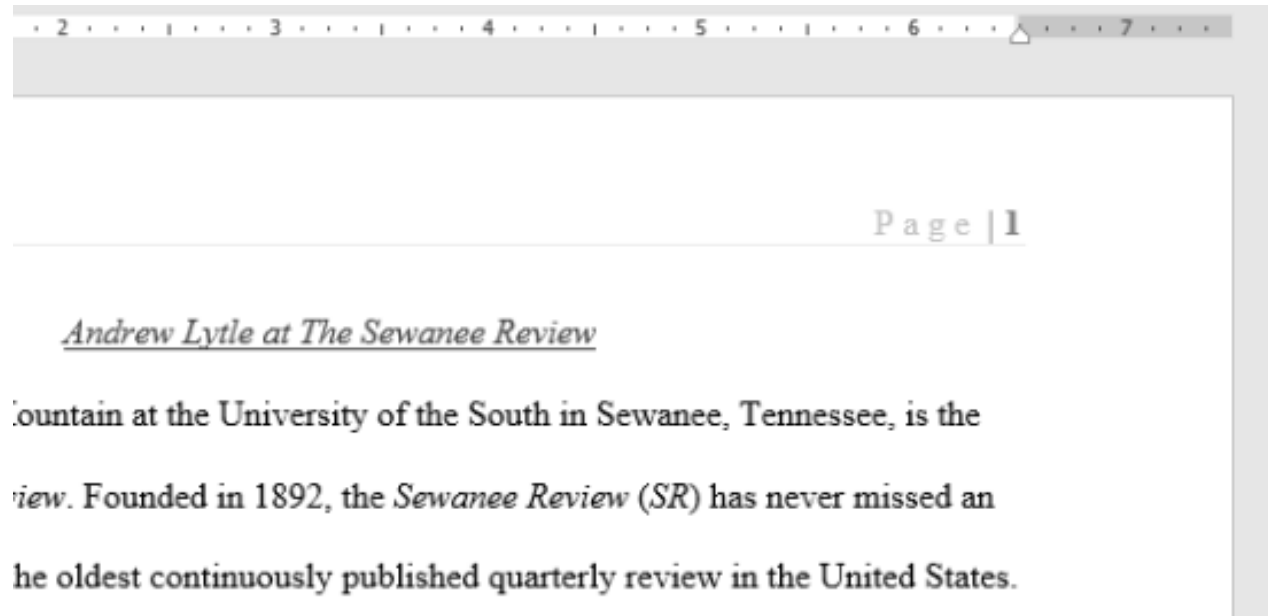
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*Andrew Lytle at The Sewanee Review*

ountain at the University of the South in Sewanee, Tennessee, is the  
view. Founded in 1892, the *Sewanee Review (SR)* has never missed an  
he oldest continuously published quarterly review in the United States.

# STEP 4

- Press the **Esc** key to lock the header and footer.



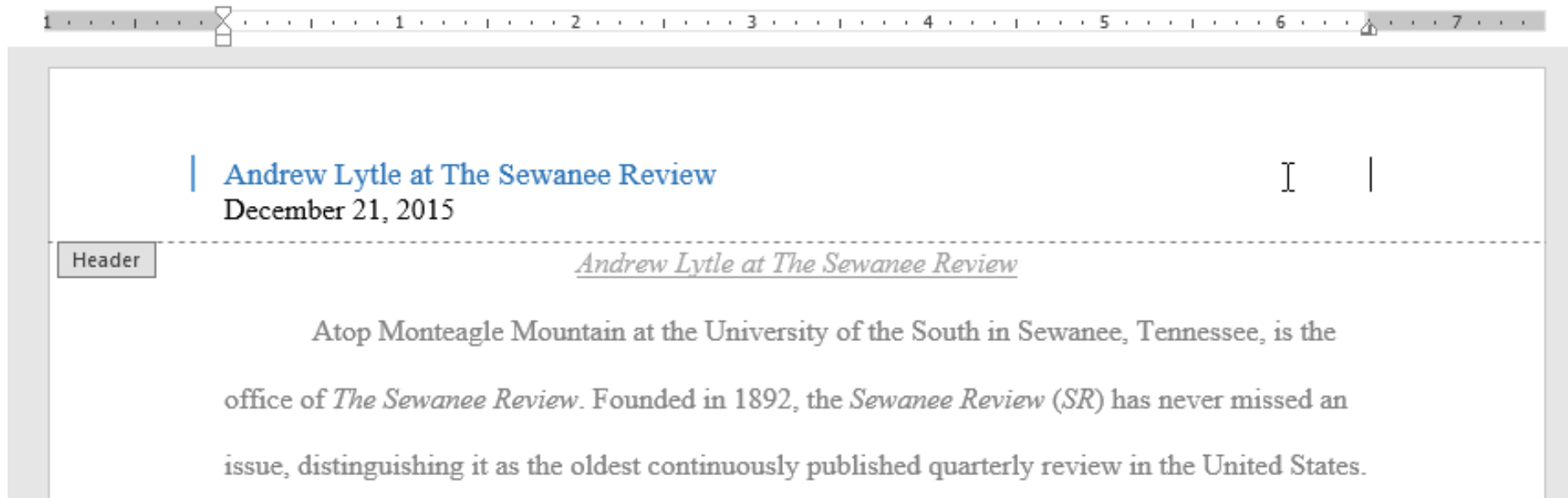
- If you need to make any changes to your page numbers, simply double-click the header or footer to unlock it.

# HOW TO ADD PAGE NUMBERS TO AN EXISTING HEADER OR FOOTER

- If you already have a header or footer and you want to add a page number to it, Word has an option to automatically insert the page number into the existing header or footer. In our example, we'll add page numbering to our document's header.

# STEP 1:

- Double-click anywhere on the **header** or **footer** to **unlock** it.



1 . . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7 . . . . .

| [Andrew Lytle at The Sewanee Review](#) | |  
December 21, 2015

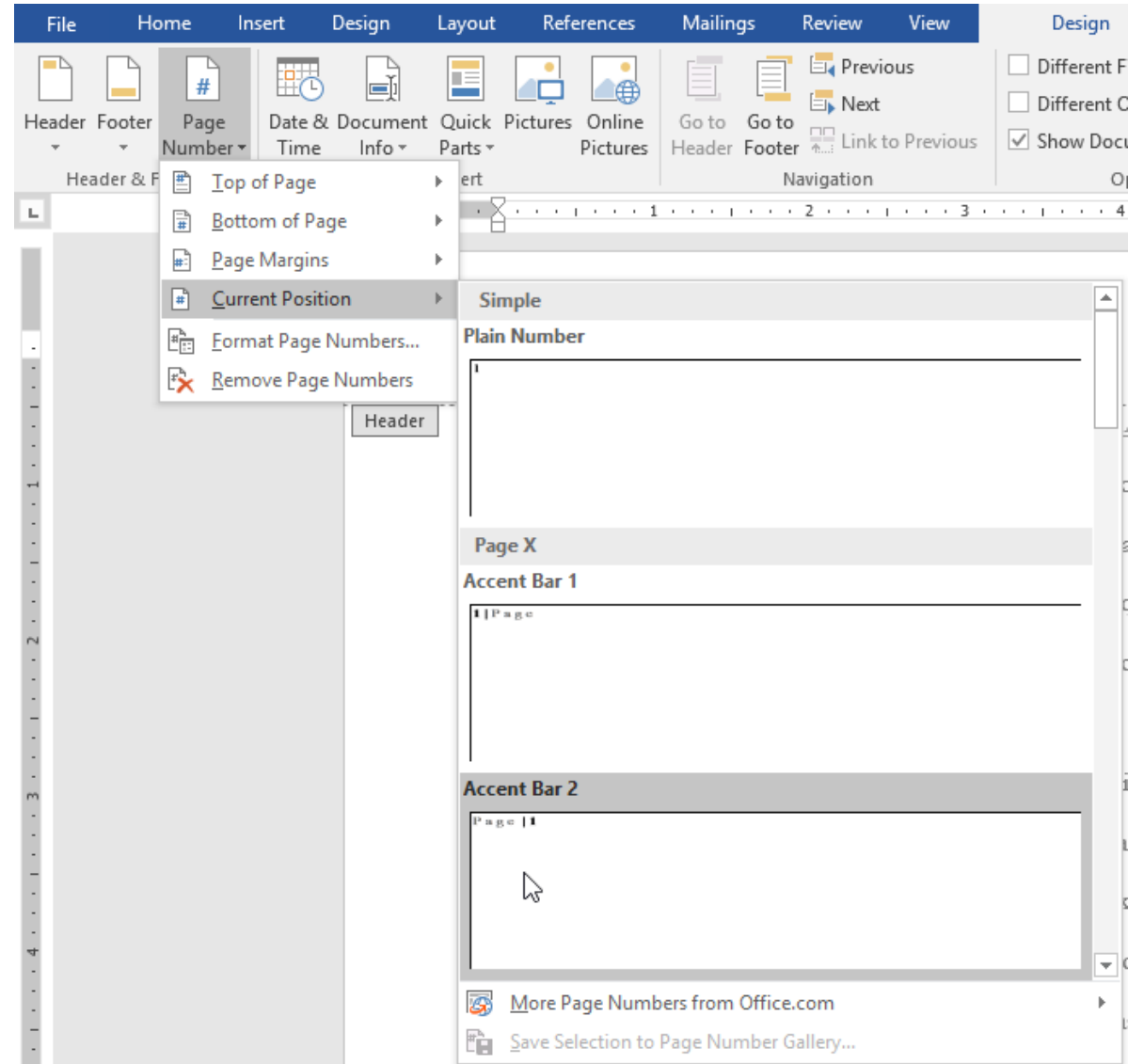
Header *Andrew Lytle at The Sewanee Review*

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.



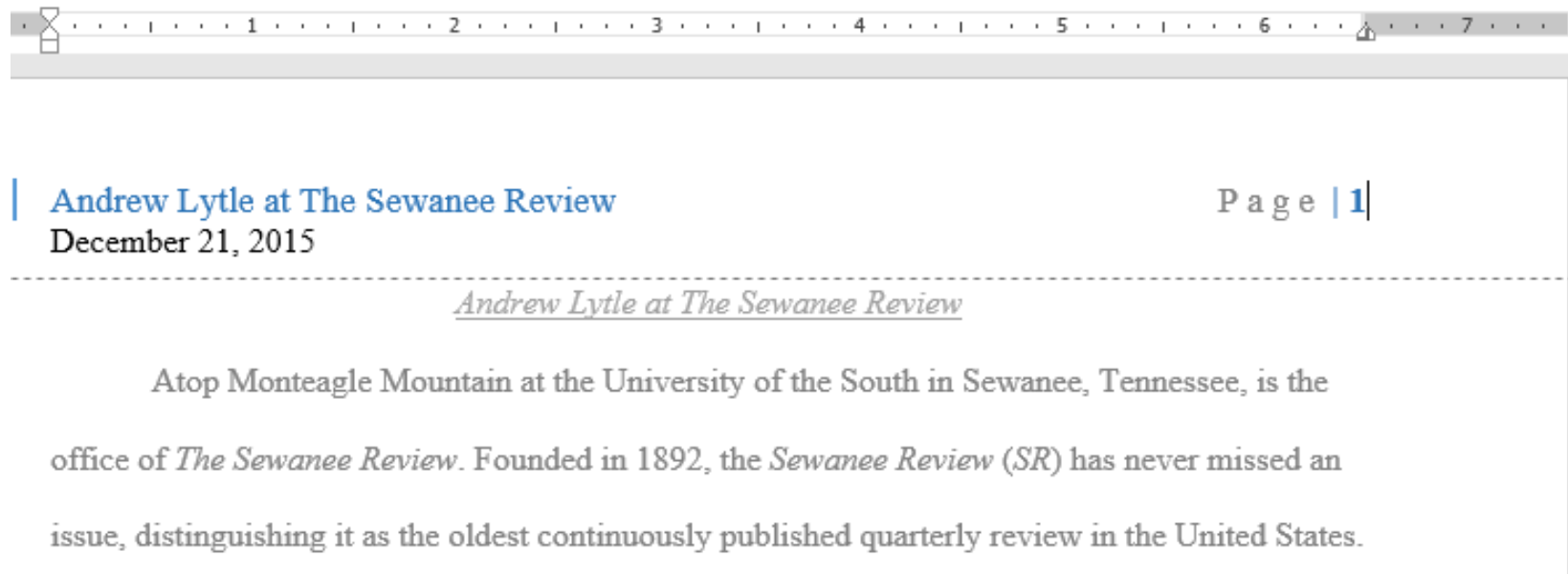
## STEP 2:

- On the **Design** tab, click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.



# STEP 3:

- Page numbering will appear.



Andrew Lytle at The Sewanee Review  
December 21, 2015

Page | 1

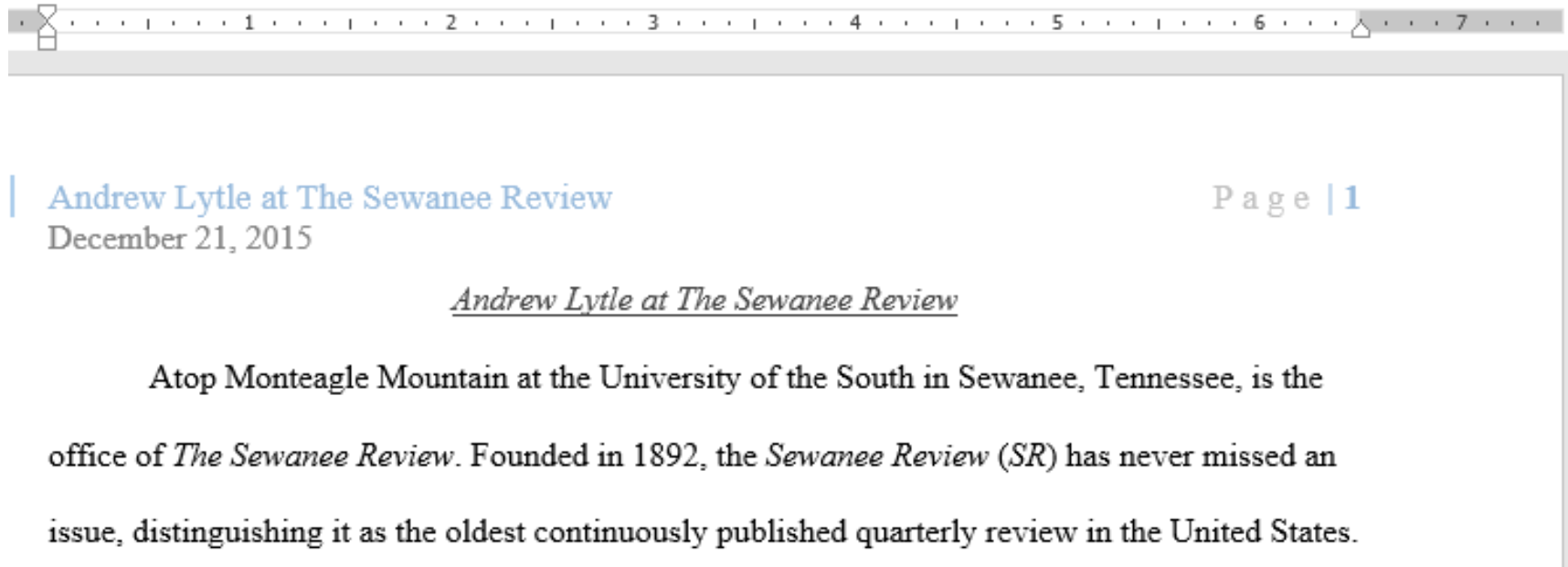
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# STEP 4:

- When you're finished, press the **Esc** key.



Andrew Lytle at The Sewanee Review  
December 21, 2015

Page | 1

*Andrew Lytle at The Sewanee Review*

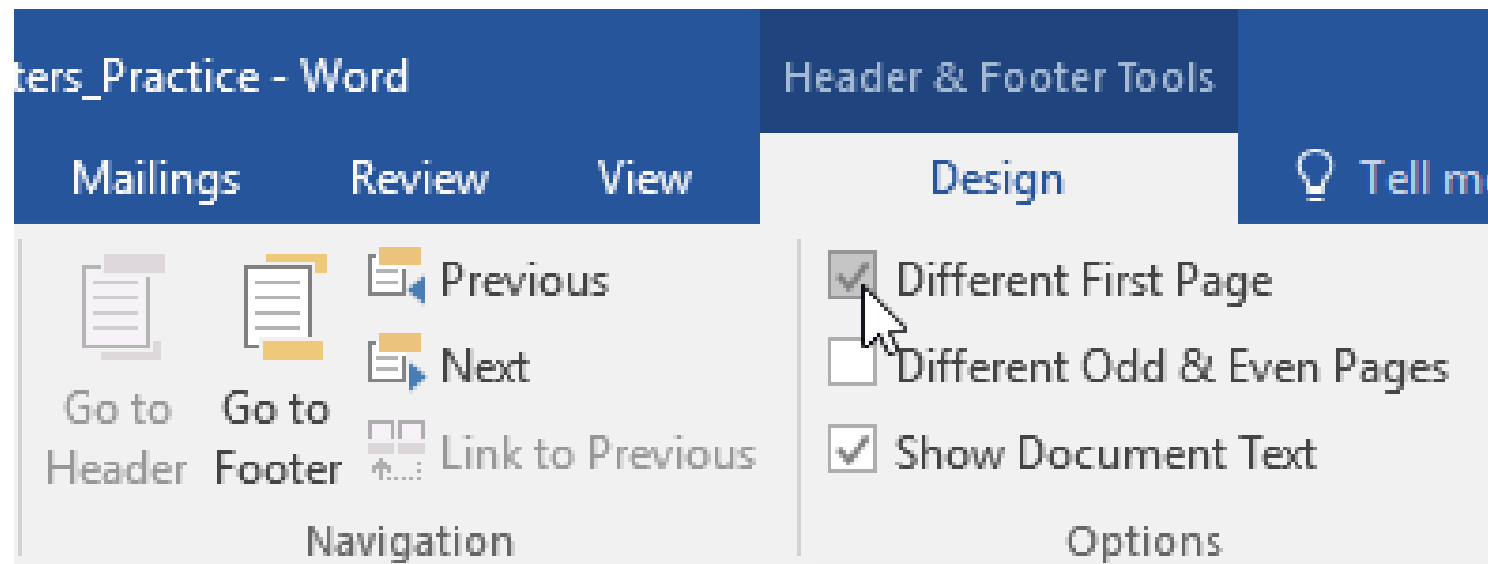
Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.

# HOW TO HIDE THE PAGE NUMBER ON THE FIRST PAGE

- In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

# STEP

- Double-click the header or footer to unlock it.
- From the Design tab, place a check mark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can type something new in the header or footer, and it will only affect the first page.



# HOW TO RESTART PAGE NUMBERING

- Word allows you to restart page numbering on any page of your document. You can do this by inserting a section break and selecting the number you want to restart the numbering with. In our example, we'll restart the page numbering for our document's **Works Cited** section.

# STEP 1:

- Place the **insertion point** at the **top of the page** you want to restart page numbering for. If there is text on the page, place the insertion point at the **beginning of the text**.



Page | 27

I  
| **Works Cited**

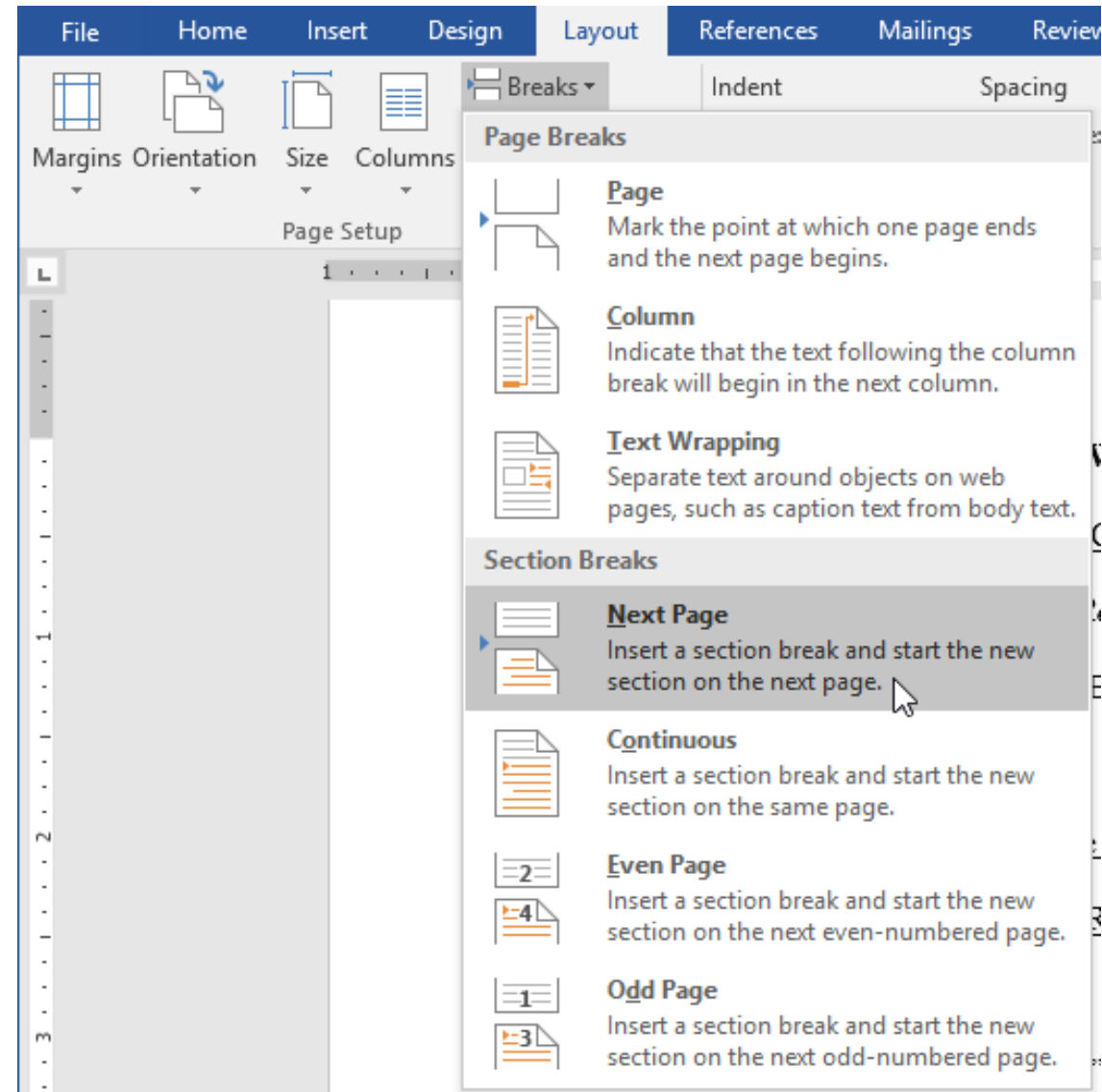
otte. The Fugitive Legacy: A Critical History. Baton Rouge: LSU Press, 2001.

ge. "Remaking *The Sewanee Review*." Chattahoochee Review 8 (1988): 71-7.

*sewanee Review: A Critical and Editorial History*." Sewanee: University of the South

## STEP 2:

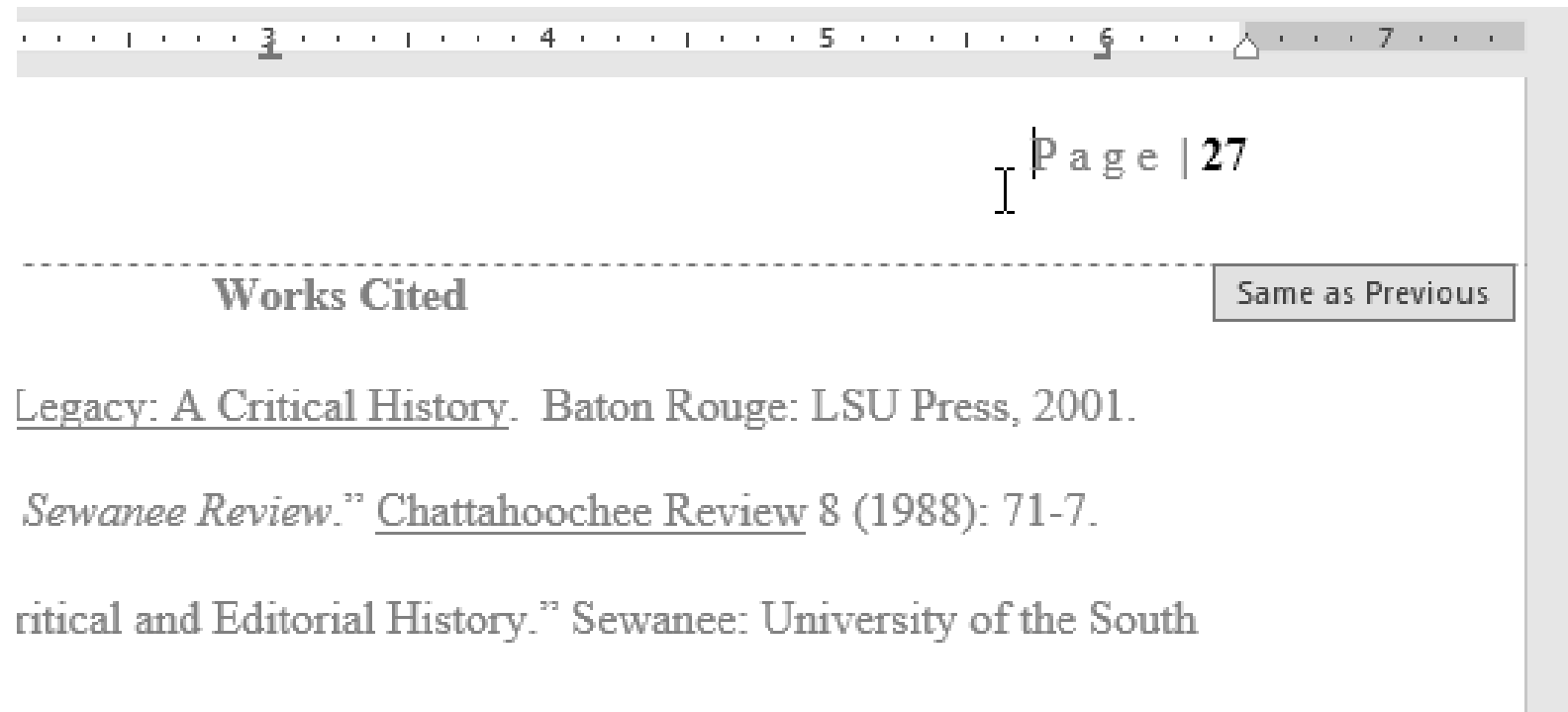
- Select the **Layout** tab, then click the **Breaks** command. Select **Next Page** from the drop-down menu that appears.





## STEP 3:

- A section break will be added to the document.
- Double-click the **header or footer** containing the page number you want to restart.



Page | 27

Works Cited Same as Previous

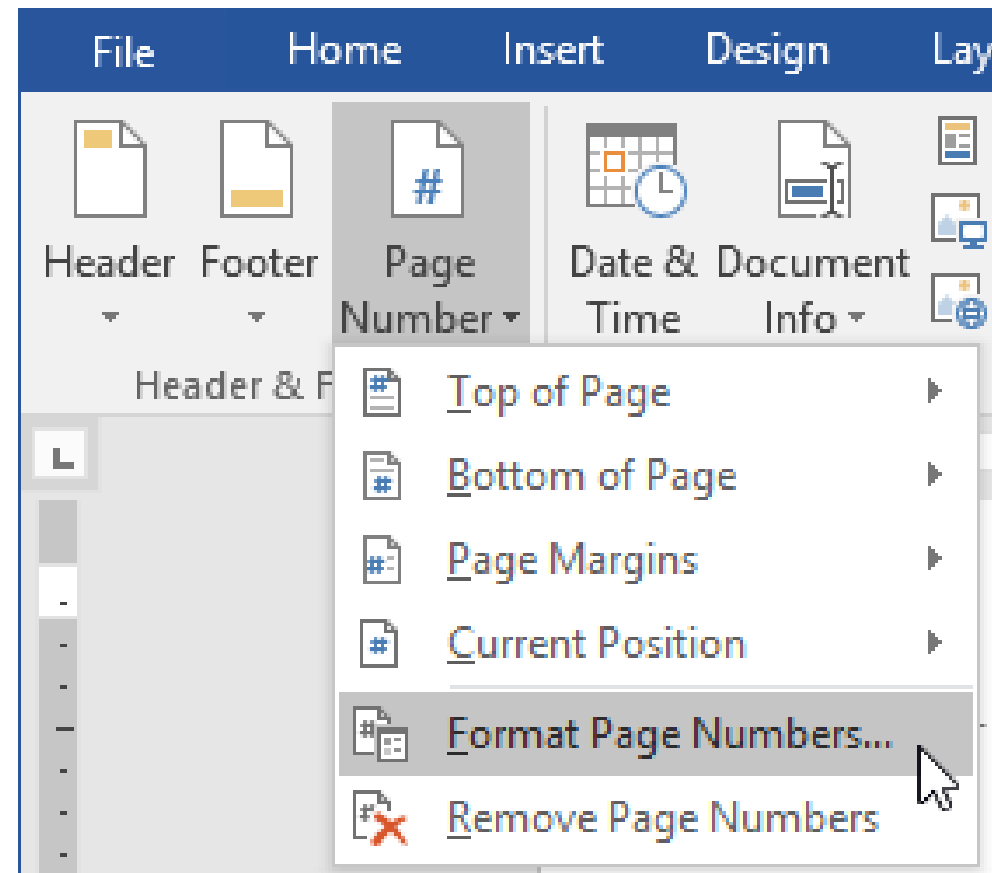
*Legacy: A Critical History.* Baton Rouge: LSU Press, 2001.

*Sewanee Review.* Chattahoochee Review 8 (1988): 71-7.

ritical and Editorial History." Sewanee: University of the South

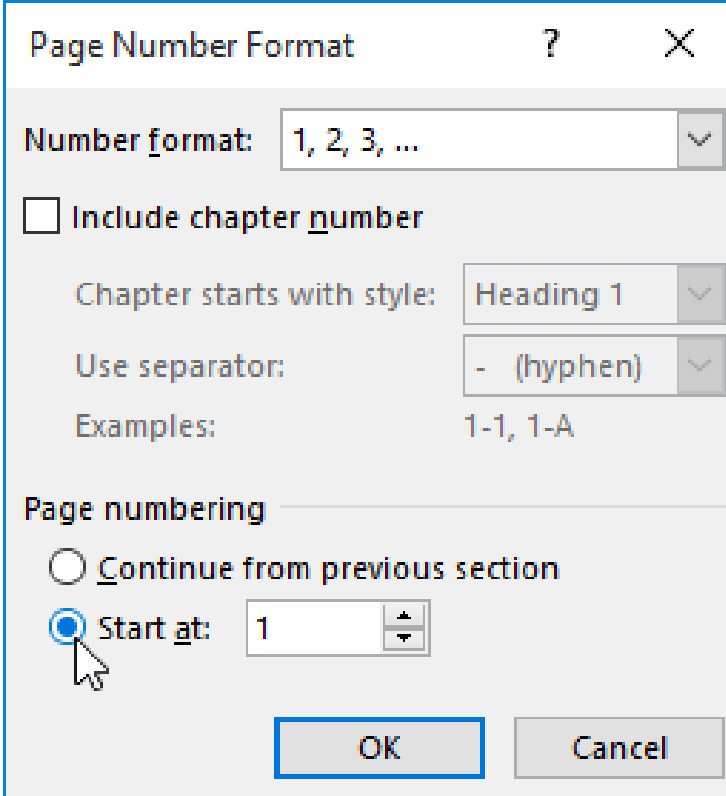
# STEP 4:

- Click the **Page Number** command. In the menu that appears, select **Format Page Numbers**.



# STEP 5:

- A dialog box will appear. Click the **Start at:** button. By default, it will start at **1**. If you want, you can change the number. When you're done, click **OK**.



Page Number Format ? X

Number format: 1, 2, 3, ...

Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

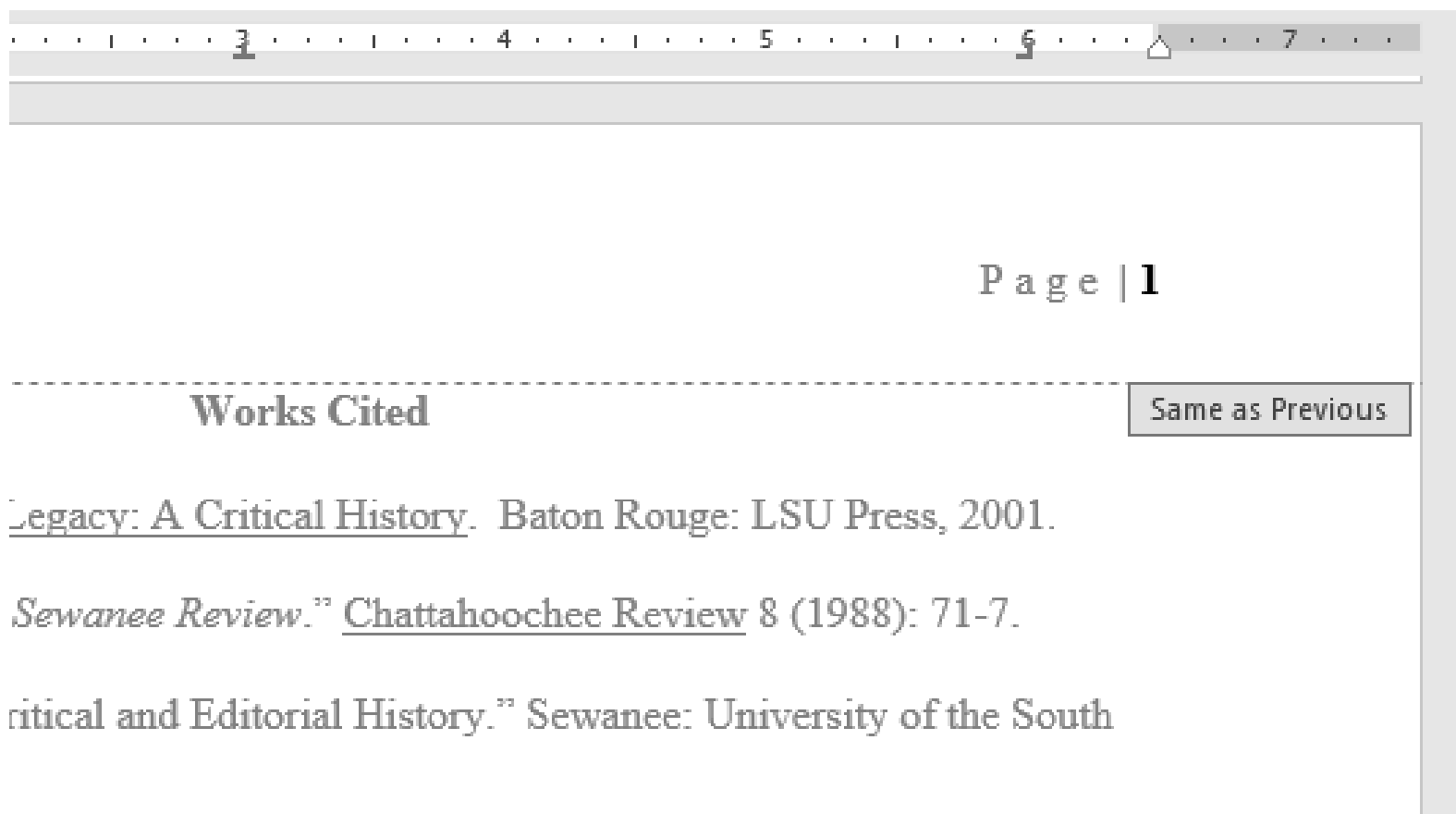
Continue from previous section

Start at: 1

OK Cancel

# STEP 6:

- The page numbering will restart.



The screenshot shows a Microsoft Word document with a page number of 1. A dashed line separates the header from the main content. Below the dashed line, the text "Works Cited" is centered. To the right of "Works Cited", there is a button labeled "Same as Previous". Below this, the text "Legacy: A Critical History. Baton Rouge: LSU Press, 2001." is displayed. Further down, the text "Sewanee Review." is followed by "Chattahoochee Review 8 (1988): 71-7." and "ritical and Editorial History." followed by "Sewanee: University of the South".

# HOW TO CREATE A BIBLIOGRAPHY OR WORKS CITED PAGE IN WORD

- If you need to write a research paper, chances are you'll also be required to include a **bibliography**. Or you might be asked to include a **works cited page** or a **list of references**. These are all just different names for the same thing: a list of **sources**—such as books, articles, or even websites—that you used to research and write your paper. A bibliography makes it easy for someone else to see where you found your information. A short bibliography might look something like this:

## Works Cited

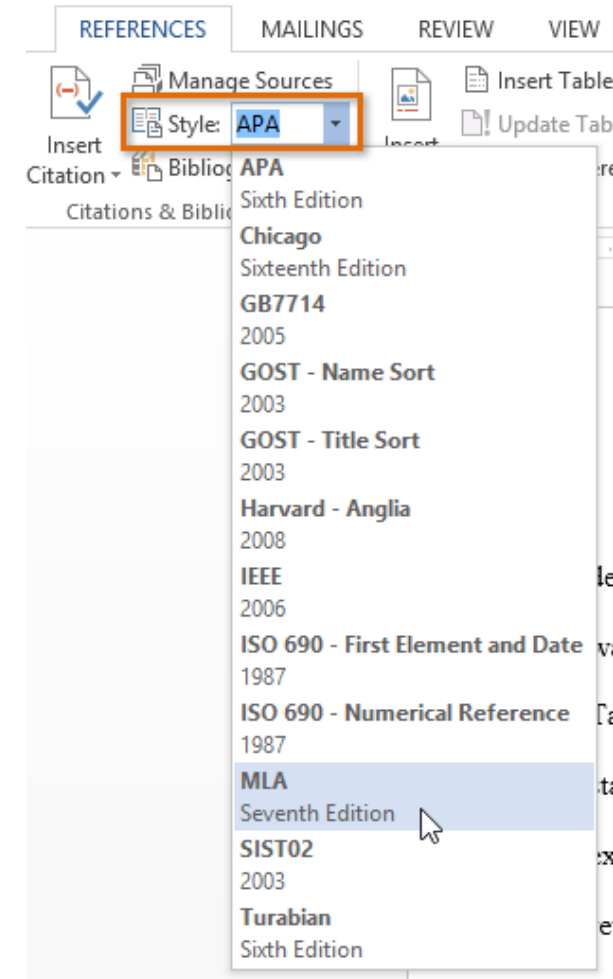
Core, George. *The Sewanee Review: A Critical and Editorial History*. Sewanee: The University of the South, 2008.

Fitzgerald, Sally. *Flannery O'Connor: The Habit of Being*. New York: McGraw Hill, 1979.

Janssens, G.A.M. *The American Literary Review*. The Hague: Mouton, 1968.

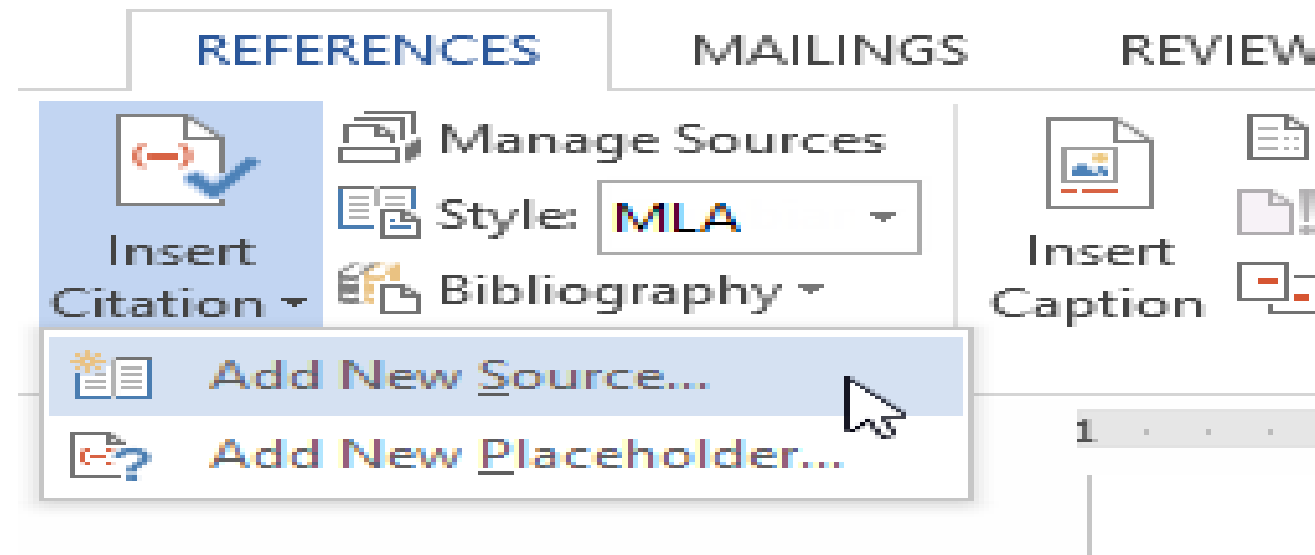
# STEP 1: CHOOSE A REFERENCE STYLE

- When you're creating a bibliography, you'll need to follow the guidelines of the required **style guide**. Different academic disciplines use their own styles guides, such as **MLA**, **APA**, and **Chicago**. Fortunately, Word comes with several **built-in** style guides; all you need to do is select the one you want to use, and Word will help you format your bibliography correctly.
- To do this, click the **References** tab, then select the desired style in the **Citations & Bibliography** group.
- You can use this same method to change the reference style at any time.



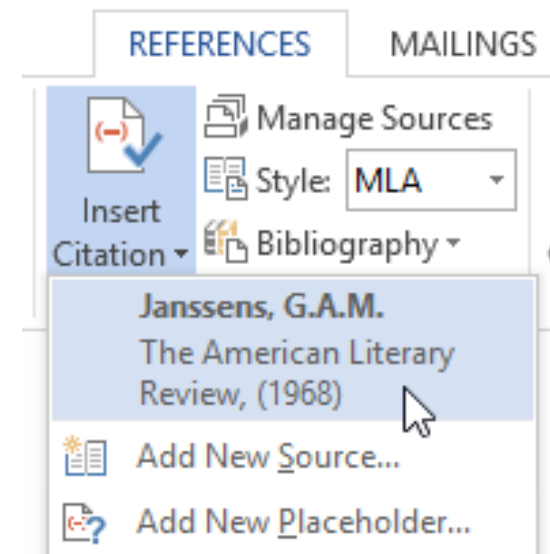
# STEP 2: ADD CITATIONS AND SOURCES

- Whenever you use information from one of your sources, you'll need to give credit—or **cite** them. This is known as making a citation. You'll include citations whenever you use information from a source or when you quote a source directly.
- To add a citation, select the desired location for the citation in your document, click the **Insert Citation** command on the **References** tab, and select **Add New Source**.



- A dialog box will appear. Enter the requested information for the source—like the author name, title, and publication details—then click **OK**.

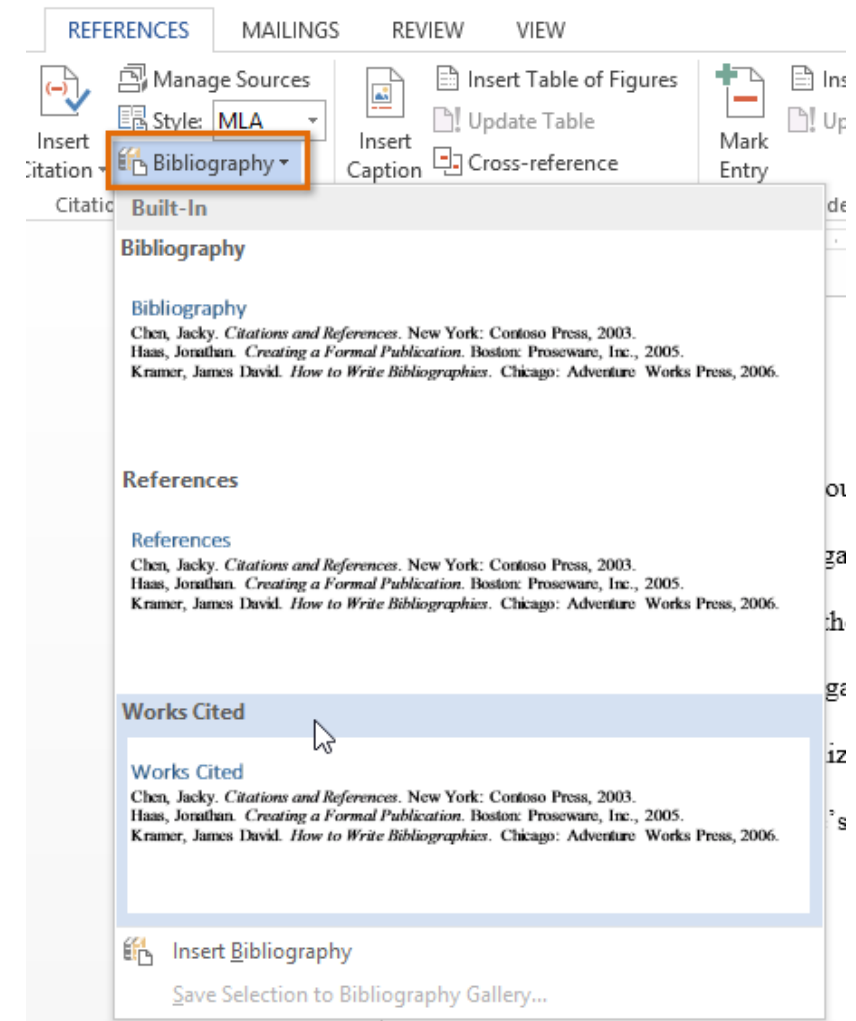
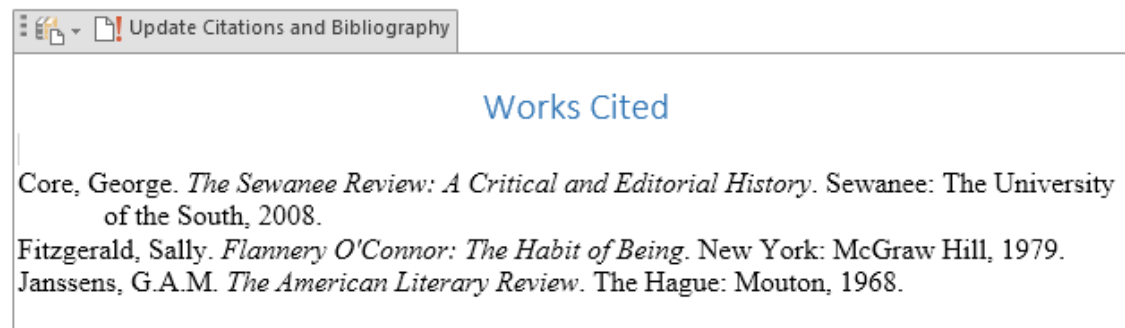
- The citation will appear in the document, and the source will be saved. You can quickly add another citation for the source by clicking **Insert Citation** and selecting the source from the drop-down menu.





# STEP 3: INSERT THE BIBLIOGRAPHY

- Time for the easy part! Once you've added all of your sources, you can create your bibliography in just a few clicks! Just select the **Bibliography** command, then choose the desired style.
- If you add more sources to your document, you can easily **update** your bibliography—just click it and select **Update Citations and Bibliography**



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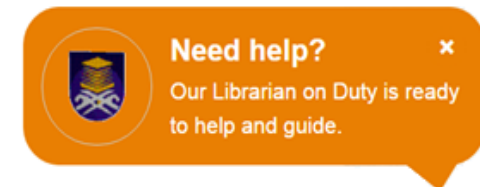
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