Course Syllabus

Code - Course Title	**BİL139 - Electronic Word Processing**
Course Type	I. SEMESTER
Laboratory + Practice	1+1
ECTS	**2.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. MELİHA NUR ÖZEN BORA

Mode of Delivery	face to face in computer lab
Prerequisites	There is no prerequisite or co-requisite for this course
Courses Recomended	Keyboard Usage
Recommended Resources	Temel Bilgi Teknolojileri I, Ofis Yazılımları-Sözcük İşlemciler ve Belge Sistemleri, S:50 - 74Microsoft Office 2016, Osman Gürkan, Nirvana Yayınları
Work Placement	Practice is done during the lesson.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Keyboard shortcuts and basic operations. File menu, Account and Options, Save and protect document options in Word	
Week - 2		Opening a new document, opening an existing document, working with multiple documents, language selection, proofreading, text operations, select-move-copy operations. Undo, refresh, find, replace, autocorrect , save the documents	
Week - 3		Text formatting; alignment, capitalization, bullets and numbering, paragraph and line formatting, line and paragraph spacing, changing spacing before and after paragraphs, indentation.	
Week - 4		Add menu; Adding cover page, blank page, page break. Adding a table using the table guide, Adding a table using the Add table command, Adding a table using the draw table command, Adding a table with the Convert text to table command Adding and deleting row-column-cell to the table. Split, merge, align cells in table, table borders, style border.	
Week - 5		Add menu; Adding and changing image, figure, graphic comment, Header and Footer, Page number. Adding Text box, Caps, WordArt, Equation and Symbol.	
Week - 6		Design menu; Document formatting, Save current theme using different themes, Watermark, page border options	
Week - 7		Midterm Exams	
Week - 8		Page layout in Word: Adjusting margins, page orientation, creating columns, Page and section breaks, hyphenation options. Paragraph indents, line spacing options. Changing the placement of objects on the page.	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 9		Adding Footnote, Endnote. Creating and updating a table of contents. Practice on the example.	
Week - 10		Adding citations, managing sources and adding bibliography. Adding a caption. Examples of index-index creation.	
Week - 11		Correct grammatical errors, word count with Spelling and Checking option. Adding, correcting and deleting new descriptions and comments. Track changes made to the document. Comparing two versions of the document, combining revisions by multiple authors into a single document. Restricting edits, blocking authors.	
Week - 12		Using the Mailings menu. Mail merge examples.	
Week - 13		Appearance; Outline, outline, web layout, reading mode, page layout options. Ruler settings. Navigation pane: Headings, pages, results. Zoom and Window options. Macros.	
Week - 14		Final exams	

Learning Outcomes

#	Learning Outcome
1	Creates a document, saves it with different record types, makes changes on the document.
2	Formats text.
3	Performs operations on the Insert tab
4	Uses commands available on the Design tab
5	Knows the Page Layout tab commands.
6	References use tab commands
7	Knows the use of the Mails tab.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	50
Practice	1	20
	Sum (%)	**100**