

- 1. Run Microsoft Publisher.
- 2. From the drop-down list, click **Blank A4 Portrait**.
- 3. Activate the **Guides** and **Rulers** in the **View** tab.
- 4. Click the **Uneven Columns with Heading 1** under the **Guides** with the Primary Header Info from the Options button on the **Page Design** tab.
- 5. To add text information, use the **Draw Text Box** button on the **Home** tab and add the following text into the text box. Edit properties such as font size from the **Format** tab and **Home** tab.

Text:

This course includes the subjects, basic concepts of information technologies, definition of computational thinking, problem solving approaches, the use of internet in the field of education, the use of secure internet, the concept of ethics in information technologies, the effects of internet use, computer hardware, operating systems, application software and third party software, algorithm analysis and flowchart design, use of word processing programs, use of spreadsheet programs, use of presentation programs, use of database programs, use of desktop publishing programs, definition of web design and use of code editors.

Example Visual:

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6. To add title information, use the Draw Text Box button on the Home tab and add the following text in the text box. Edit properties such as font size from the Format tab and Home tab. To align text information vertically, the Text Direction button on the Format tab should be used. The text box should be inverted by holding the point symbol at the upper limit

Text:

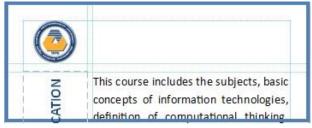
ITEC102 INFORMATION TECHNOLOGIES IN EDUCATION

Example Visual:

ITEC 102 INFORMATION TECHNOLOGIES IN EDUCATION	This course includes the subjects, basic concepts of information technologies, definition of computational thinking, problem solving approaches, the use of internet in the field of education, the use of secure internet, the concept of ethics in information technologies, the effects of internet use, computer hardware, operating systems, application software and third party software, algorithm analysis and flowchart design, use of word
ITEC 102 INFORMATIO	processing programs, use of spreadsheet programs, use of presentation programs, use of database programs, use of desktop publishing programs, definition of web design and use of code editors

7. Use the Online Pictures button on the Insert tab to add a visual image to the document. In the window to be displayed, search for the abbreviation of "EMU" and add the logo of Eastern Mediterranean University to your work. After the image has been added, perform resizing using the dot symbols on the corners and edges.

Example Visual:



8. To add a background to the document, click the **Background** button on the **Page Design** tab. Click the **More Backgrounds**... button and select the **Color Fill** (Solid Fill) button from the drop-down list. Select the green color from the **Color** catalog and set the **Transparency** percentage to 20%.

Example Visual: Bu ders, bilişim teknolojilerinin temel kavramları, bilgi-işlemsel düşünmenin EC112 EĞİTİMDE BİLGİ TEKNOLOJİLER tanımı, problem çözme yaklaşımları, internetin eğitim alanında kullanımı, güvenli internet kullanımı, bilgi teknolojilerinde etik kavramı, internet kullanımının etkileri, bilgisayar donanımı, işletim sistemleri, uygulama yazılımları ve üçüncü parti yazılımları, algoritma analizi ve akış şeması tasarımı, kelime işlem programlarının kullanımı, işlem tablosu programlarının kullanımı, sunum programlarının kullanımı, veritabanı programlarının kullanımı, masaüstü yayımcılık programlarının kullanımı, web tasarımının tanımı ve kod düzenleyici kullanımı konularını içermektedir.

9. To save your publication in "PDF" format, click the Save As button under the File tab. After selecting a directory for recording, edit the name of the document and the type of recording from the Save As window. In the File Name box, type your student number and click "PDF" in the Save As Type drop-down list.

Example Visual:

File name:	Student_Number.PDF		
Save as type:	PDF		
Authors:	Mesut	Tags: Add a tag	
Optimize	for: High quality printing	Open file after publishing	
	Options		
) Hide Folders		Tools 🔻 Save 🔽 Cancel	