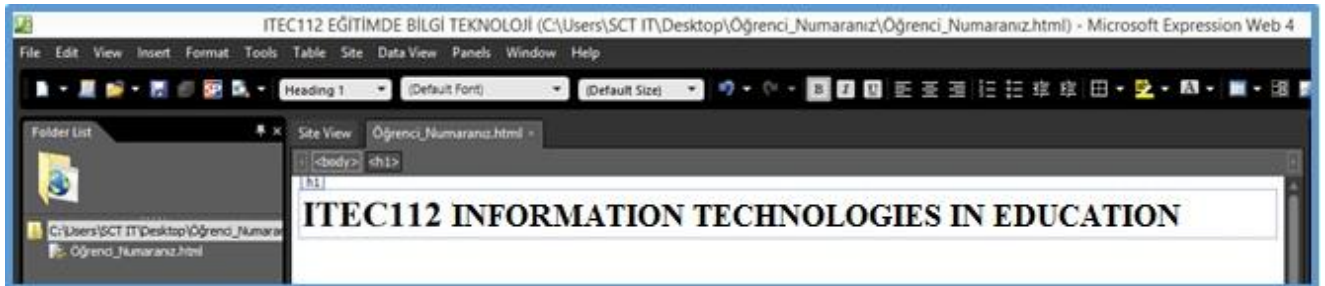


1. Create a folder on the desktop and replace the file name with your student number.
2. Run Microsoft Expression Web 4.
3. Click the **New Site button** under the **Site tab** to create a website.
4. From the window that will open, click **Empty Site** under the **General tab**.
5. Click the **Browse ...** button to select the folder where the site will be saved and select the folder you created with your student number on the desktop and click the Open button.
6. Click the **OK** button after selecting the folder.
7. To create an HTML document, click the **New Document** button in the **Common** toolbar and select **HTML** from the drop-down list.
8. Click the **Save button** in the **General toolbar** to save the HTML document. In the window that will open, enter the document name as your student number and then click **Save**.
9. Go to **Design** screen
10. In order to add the header information, type the text below. Scan text information with the mouse cursor, and then click **Primary Header** (Heading1 <h1>) from the **Styles** drop-down list on the **General** toolbar

Text:

ITEC102 INFORMATION TECHNOLOGIES IN EDUCATION

Sample Image:

11. In order to add text information, first move to a new line and enter the text below. By default, the text information will be created in **Paragraph** (Paragraph <p>) format. Scan text information with the mouse cursor, and then select the **“Arial, Helvetica, sans-serif”** font from the **General**

Text:

This course includes, 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 usage, 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.

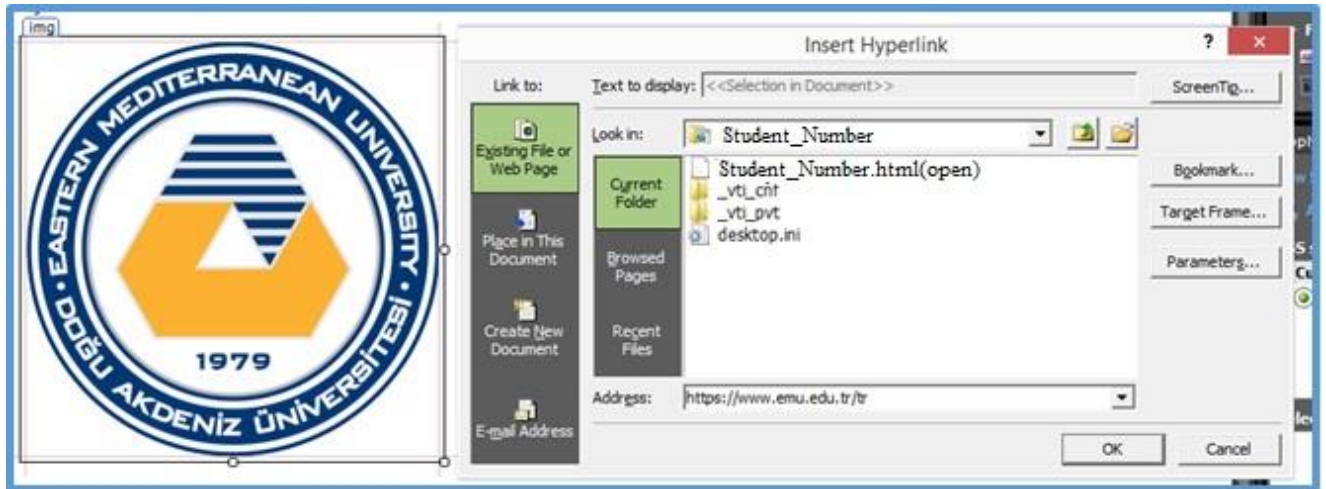
Sample Image:

12. Open the Google search engine and search for the abbreviation “**EMU LOGO**”. Select an image and save it to your computer.
13. To add an image to the document, first switch to a new line. Click the **Insert Picture From File** button on the **General** toolbar. Select the corresponding image from the pop-up window and click the **Insert** button. Type “**EMU LOGO**” in the **Alternate text box** and click the **OK** button. If the added image is too large or small, hold and drag the corners of the image with the mouse.

Sample Image:

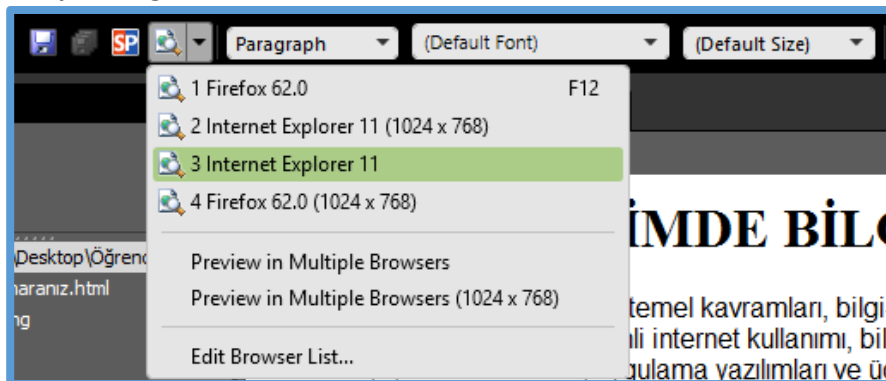
14. To create a hyperlink on the inserted image, first select the image. Then click the **Insert Hyperlink** button on the **General** toolbar. From the window that appears, type “<https://www.emu.edu.tr>” in the **Address** box and click the **OK** button

Sample Image:



15. Click the **Save** button on the **General** toolbar to save the changes made. From the window that will open, click the **OK** button to save the image to the folder you created.
16. Click the **Preview** button on the **General** toolbar to view the HTML document in the web browser. From the list that opens, select a browser installed on your computer and view your page

Sample Image:



17. Close Microsoft Expression Web 4 and make your folder a compressed file.

Sample Image:

