

CSE111 Introduction to Computer Applications

Lecture 6

Introduction to MS Word 2010 – Part 3

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Summary of The Last Lecture

- Aligning Paragraphs
- Changing Line and Paragraph Spacing
- Indenting Paragraphs
- Setting Tab Stops
- Creating Bulleted and Numbered Lists
- Adding Borders and Shading
- Applying, Modifying, and Creating Styles
- Applying Headings
- Previewing Documents
- Printing Documents

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Learning Objectives

Apply the following skills:

- Inserting Tables
- Navigating Tables
- Selecting Table Parts
- Adding Borders
- Adding Shading
- Aligning Table Text
- Inserting Rows and Columns
- Resizing Rows and Columns
- Merging and Splitting Cells
- Sorting Table Data
- Deleting Rows and Columns
- Deleting Tables
- Inserting Images
- Resizing Images
- Rotating Images
- Cropping Images
- Positioning Images
- Inserting Equations
- Inserting Headers and Footers
- Inserting Page Numbers
- Changing the Page Margins
- Changing the Page Orientation
- Changing the Number of Columns
- Inserting Page Breaks
- Inserting Section Breaks
- Inserting a Table of Contents

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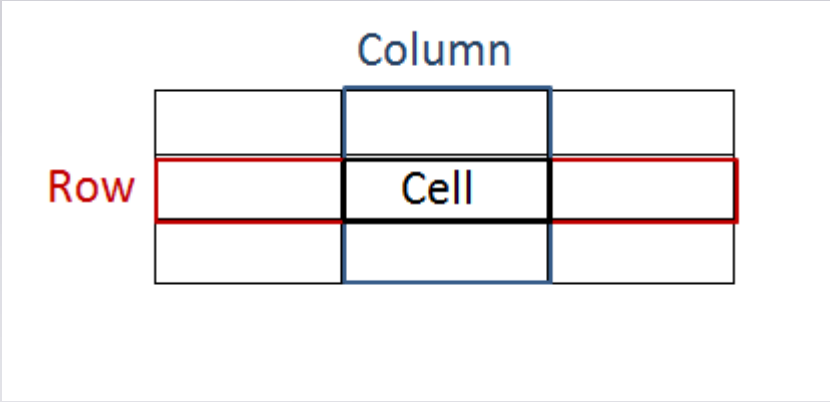
Outlines

- Working with Tables.
  - Introduction
  - Inserting Tables
  - Navigating & Selecting Tables
  - Adding Borders & Shading
  - Aligning Table Text
  - Inserting & Resizing Rows and Columns
  - Merging and Splitting Cells
  - Sorting Table Data
  - Deleting Rows, Columns, and Tables
- Working With Images
  - Inserting & Resizing Images
  - Rotating & Cropping Images
  - Positioning Images.
- Inserting Equatiobns
- Working with Page Layout.
  - Inserting Headers and Footers
  - Inserting Page Numbers
  - Changing the Page Margins
  - Changing the Page Orientation
  - Changing the Number of Columns
  - Inserting Page Breaks
  - Inserting Section Breaks
  - Inserting a Table of Contents

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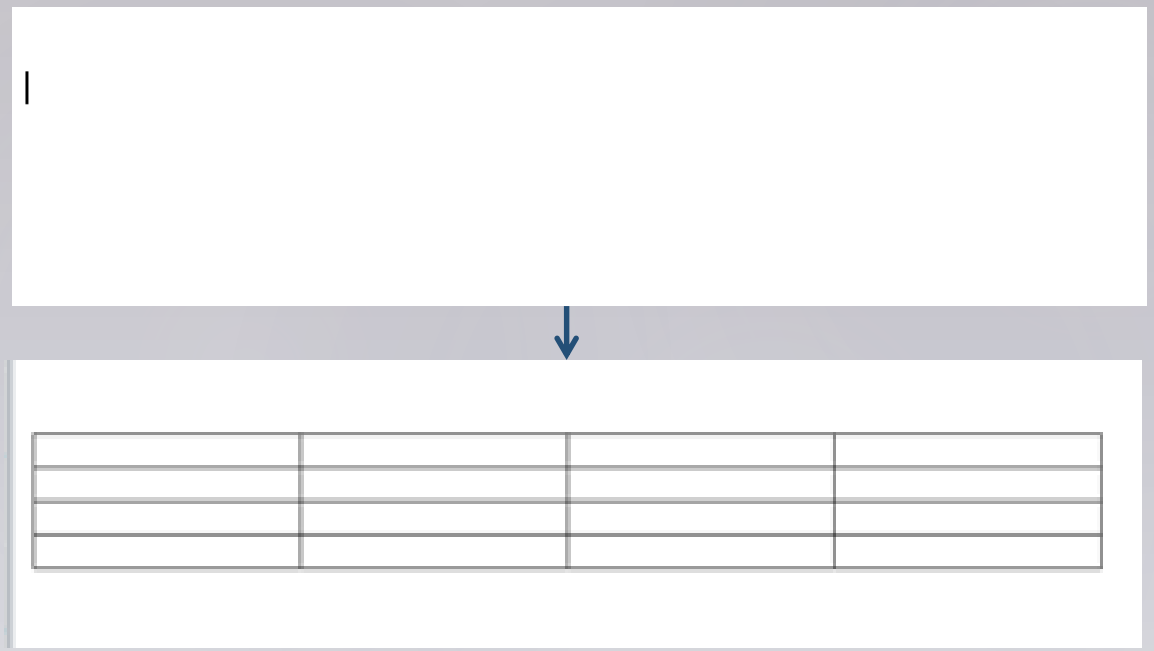
Introduction

- Tables are commonly used to present information in an organized way.
- A **table** is built up of horizontal **rows** and vertical **columns**.
- The box at the intersection of a row and a column is called a **cell** .
- Each row and column can be identified by a heading, although some tables have only column headings or only row headings.
- Each cell can contain any kind of information such as text, numbers, images, etc.



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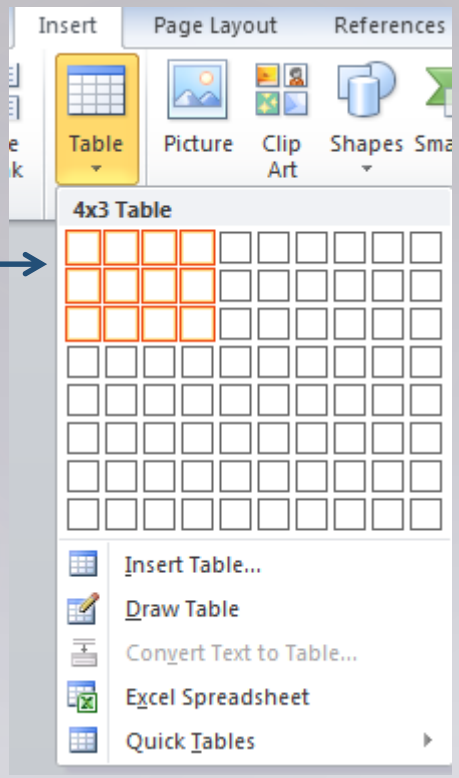
Skill 1- Inserting Tables



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Skill 1- Inserting Tables

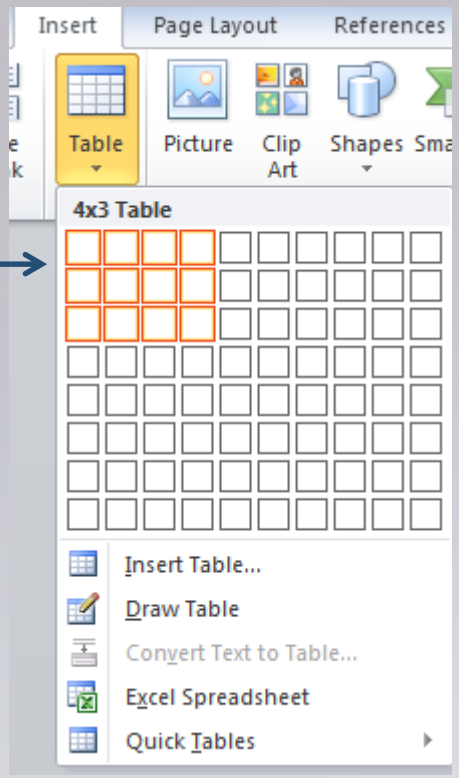
- To insert a table:
  1. Click in the document where you want to insert the table.
  2. On the **Insert** tab, in the **Tables** group, click the **Table** button, drag across the grid until you select the desired numbers of rows and columns, and then release the mouse button.



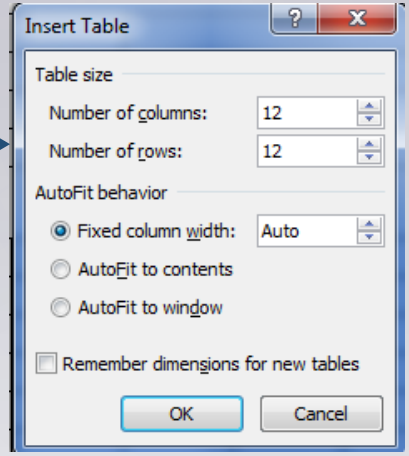
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Skill 1- Inserting Tables

- To insert a table:
  1. Click in the document where you want to insert the table.
  2. On the **Insert** tab, in the **Tables** group, click the **Table** button, drag across the grid until you select the desired numbers of rows and columns, and then release the mouse button.



- If you want to insert a table with more than 8 rows or 10 column:
  1. Click the **Table** button, click **Insert Table** to open the **Insert Table** dialog box.
  2. Enter the desired numbers of rows and columns, and then click the **OK** button



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Skill 2 - Navigating & Filling Tables

World Ranking	Company	Industry	Revenue (billion $)
274	Garanti Bankası	Banking	9.75
288	Türkiye İş Bankası	Banking	10.97
321	Koç Holding	Conglomerate	36.34

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Skill 2 - Navigating & Filling Tables

- To fill a cell, just click in it and start typing.
- To navigate a table, use the **mouse**, press the **Tab** key to move forward one cell at a time (or **Shift+Tab** to move backward one cell at a time), or use the **arrows** keys.

NOTE: If you press the **Tab** key when the cursor is in the last cell of the table, a new row will be inserted at the bottom of the table

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Skill 3 - Selecting Table Parts

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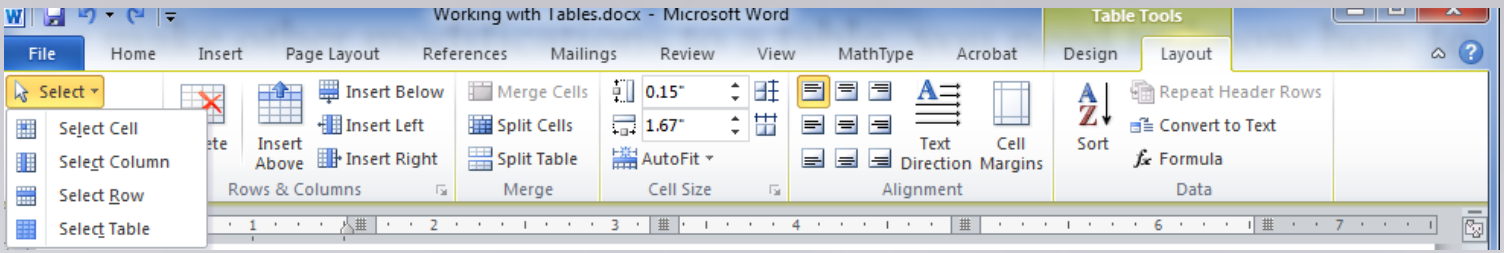
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Skill 3 - Selecting Table Parts

To select parts of a table:

1. Click anywhere in the table, cell, row, or column that you want to select.

2. Under **Table Tools**, on the **Layout** tab, in the **Table** group, click the **Select** button, and then select the desired part.



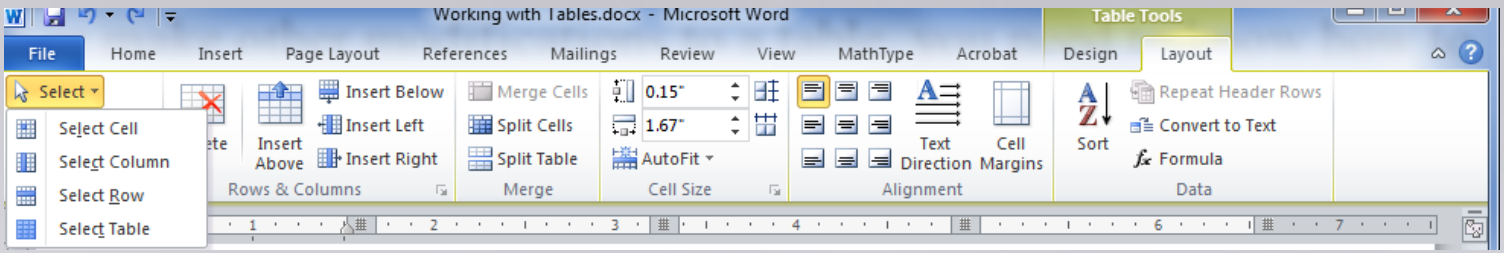
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Skill 3 - Selecting Table Parts

To select parts of a table:

1. Click anywhere in the table, cell, row, or column that you want to select.

2. Under **Table Tools**, on the **Layout** tab, in the **Table** group, click the **Select** button, and then select the desired part.



Or, you can use the mouse, just press and drag.

NOTE 1: To select one cell, triple-click anywhere in it.

NOTE 2: To deselect any selected part of a table, just click anywhere outside the selected area.

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Skill 4 - Adding Borders

World Ranking	Company	Industry	Revenue (billion $)
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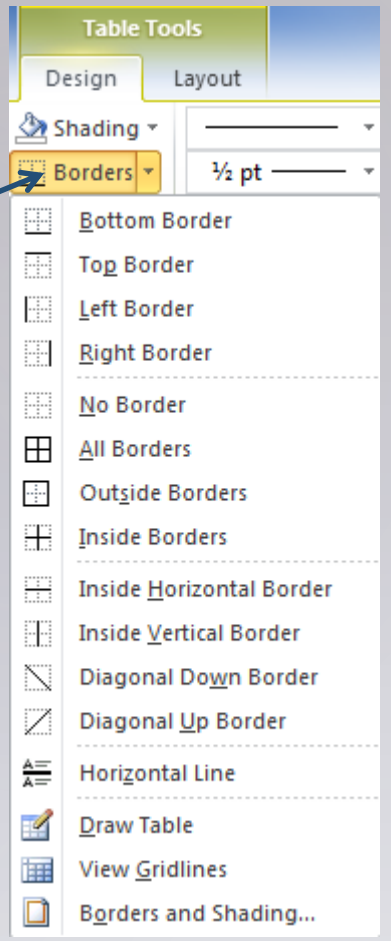
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Skill 4 - Adding Borders

To add borders:

1. Select the table or cells that you want to add borders to.

2. Under **Table** Tools, on the **Design** tab, in the **Table Styles** group, click the **Borders** arrow and select the desired option.



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Skill 5 - Adding Shading

World Ranking	Company	Industry	Revenue (billion $)
274	Garanti Bankası	Banking	9.75
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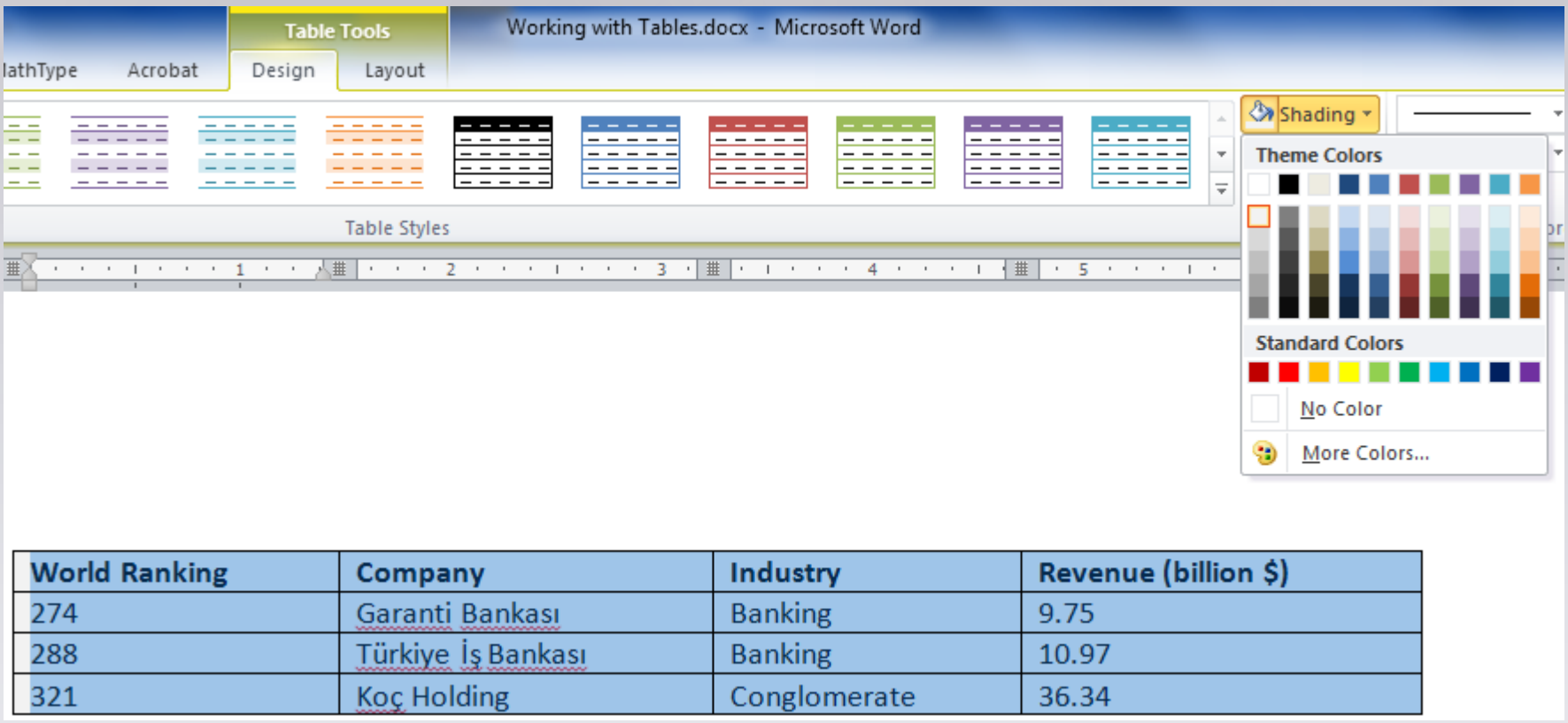
World Ranking	Company	Industry	Revenue (billion $)
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Skill 5 - Adding Shading

To add shading:

1. Select the table or cells that you want to add shading to.
2. Under **Table** Tools, on the **Design** tab, in the **Table Styles** group, click the **Shading** arrow and select the desired color.



World Ranking	Company	Industry	Revenue (billion $)
274	Garanti Bankası	Banking	9.75
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Skill 6 - Aligning Table Text

World Ranking	Company	Industry	Revenue (billion $)
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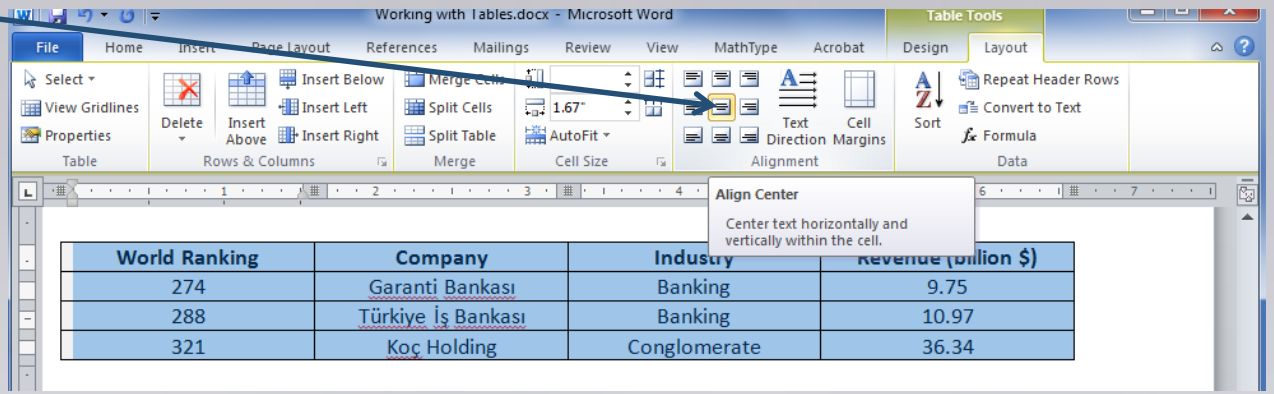
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Skill 6 - Aligning Table Text

To align text in a table:

1. Select the cells that contains the text that you want to align.

2. Under **Table Tools,** on the **Layout** tab, in the **Alignment** group, click the desired alignment button.



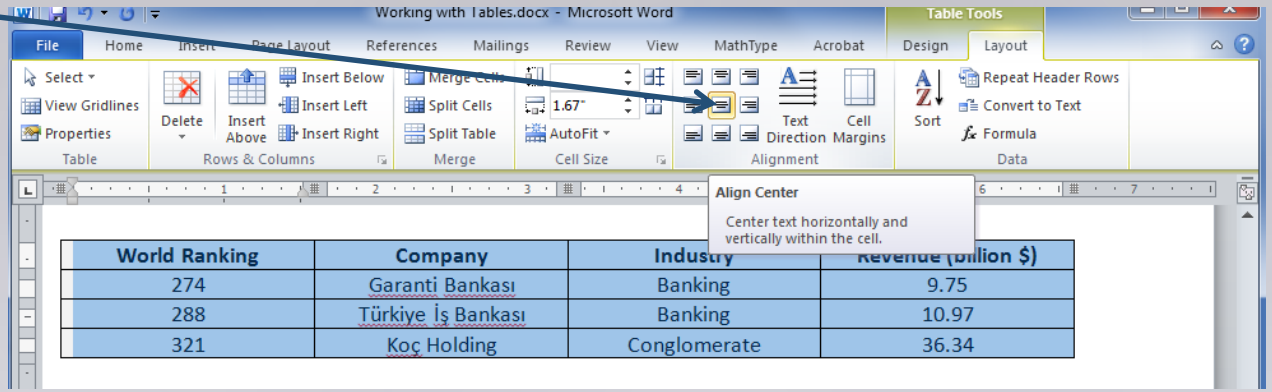
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Skill 6 - Aligning Table Text

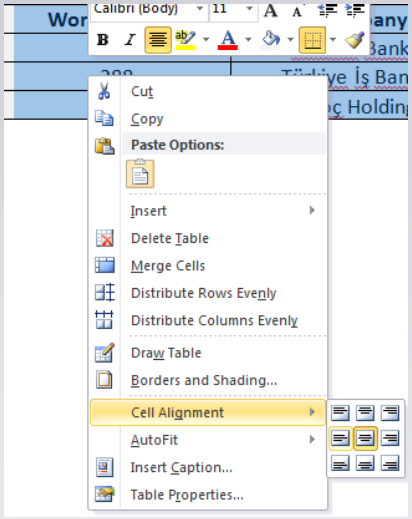
To align text in a table:

1. Select the cells that contains the text that you want to align.

2. Under **Table Tools,** on the **Layout** tab, in the **Alignment** group, click the desired alignment button.



Or, right-click on the selection, then click **Cell alignment**.



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Skill 7- Inserting Rows

Objective
Method

World Ranking	Company	Industry	Revenue (billion $)
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934	Enka İnşaat	Construction	5.87
321	Koç Holding	Conglomerate	36.34
683	Turkcell	Telecommunications	5.89

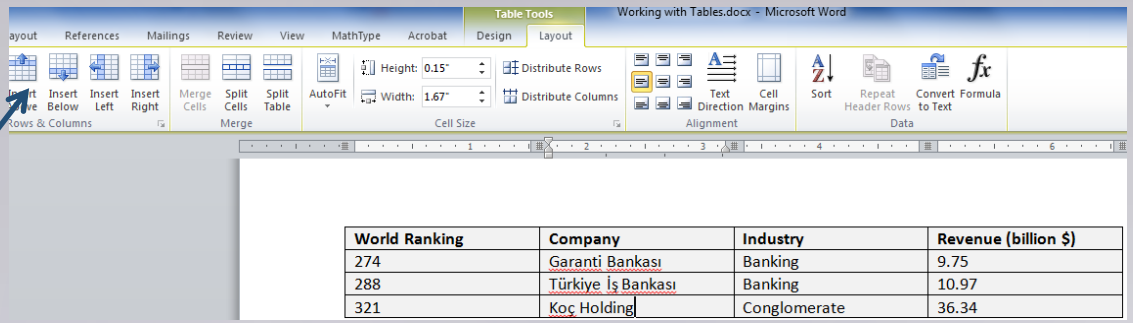
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Skill 7- Inserting Rows

To insert a row:

1. Put the cursor inside any cell belongs to the row above or below the one you want to insert.
2. Under **Table** Tools, on the **Layout** tab, in the **Rows & Columns** group, do one of the following:

- Click the **Insert Above** button to insert a new row directly above the selected row.
- Click the **Insert Below** button to insert a new row directly below the selected row.



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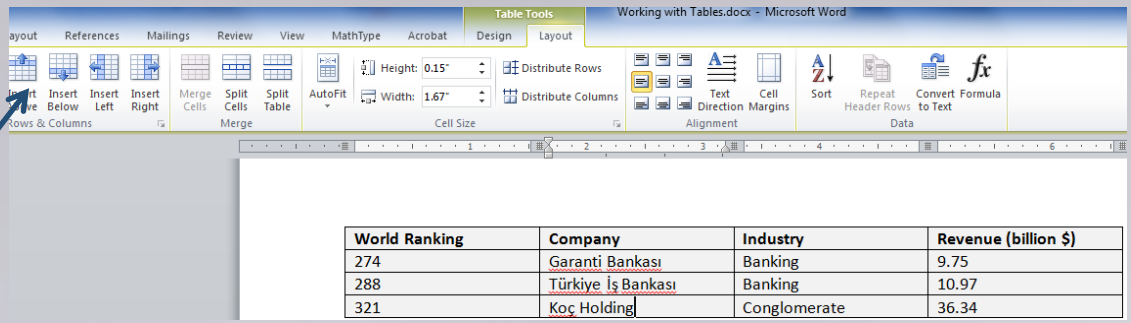
Skill 7- Inserting Rows

To insert a row:

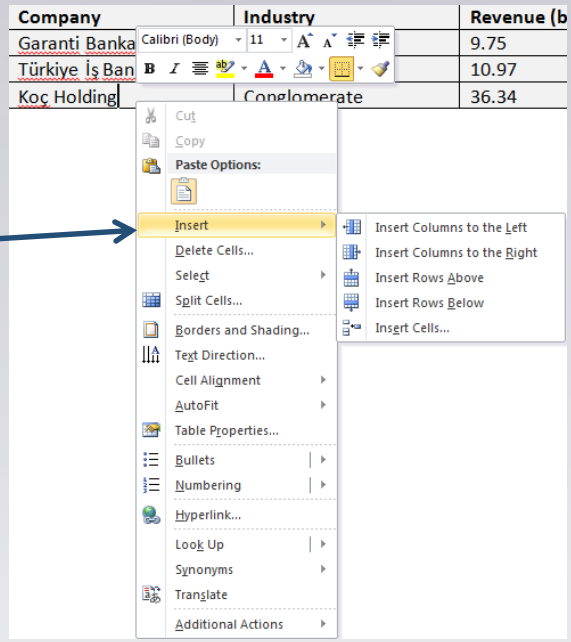
1. Put the cursor inside any cell belongs to the row above or below the one you want to insert.
2. Under **Table** Tools, on the **Layout** tab, in the **Rows & Columns** group, do one of the following:

- Click the **Insert Above** button to insert a new row directly above the selected row.
- Click the **Insert Below** button to insert a new row directly below the selected row.

Or, right-click, in any of these cells, then click **Insert,** then click the desired option.



World Ranking	Company	Industry	Revenue (billion $)
274	Garanti Bankası	Banking	9.75
288	Türkiye İş Bankası	Banking	10.97
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Skill 8 - Inserting Columns

Objective
Method

World Ranking	Company	Industry	Revenue (billion $)
274	Garanti Bankası	Banking	9.75
288	Türkiye İş Bankası	Banking	10.97
934	Enka İnşaat	Construction	5.87
321	Koç Holding	Conglomerate	36.34
683	Turkcell	Telecommunications	5.89

World Ranking	Company	Industry	Revenue (billion $)	
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288	Türkiye İş Bankası	Banking	10.97	
934	Enka İnşaat	Construction	5.87	
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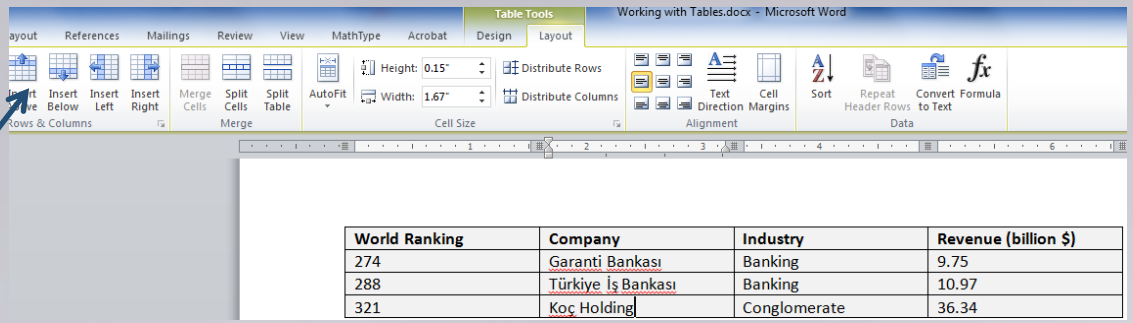
World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)
274	Garanti Bankası	Banking	9.75	16.06
288	Türkiye İş Bankası	Banking	10.97	12.60
934	Enka İnşaat	Construction	5.87	7.29
321	Koç Holding	Conglomerate	36.34	7.45
683	Turkcell	Telecommunications	5.89	13.19

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Skill 8 - Inserting Columns

To insert a column:

1. Put the cursor inside any cell belongs to the column next to the one you want to insert.
2. Under **Table** Tools, on the **Layout** tab, in the **Rows & Columns** group, do one of the following:



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- Click the **Insert Left** button to insert a new column directly to the left of the column contain that cell.
- Click the **Insert Right** button to insert a new column directly to the right of the column contain that cell.

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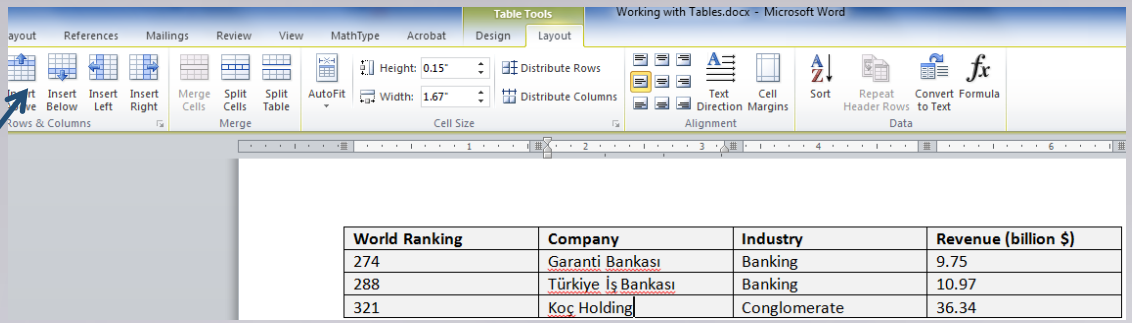
Skill 8 - Inserting Columns

To insert a column:

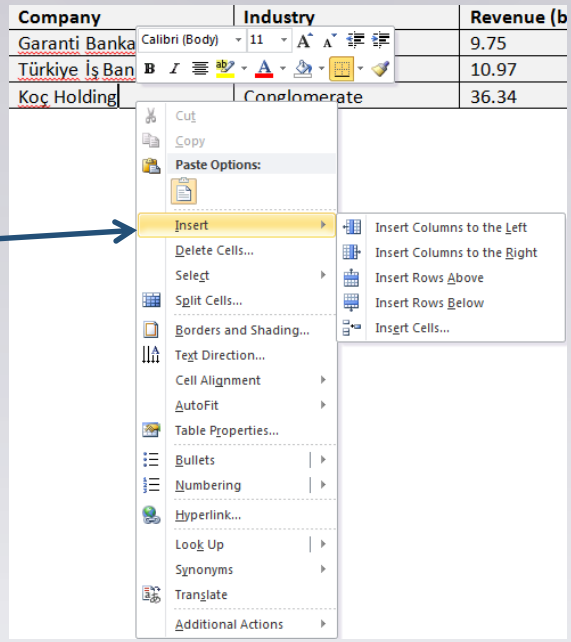
1. Put the cursor inside any cell belongs to the column next to the one you want to insert.
2. Under **Table** Tools, on the **Layout** tab, in the **Rows & Columns** group, do one of the following:

- Click the **Insert Left** button to insert a new column directly to the left of the column contain that cell.
- Click the **Insert Right** button to insert a new column directly to the right of the column contain that cell.

Or, right-click, in any of these cells, then click **Insert,** then clcik the desired option.



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Skill 9 - Resizing Rows and Columns

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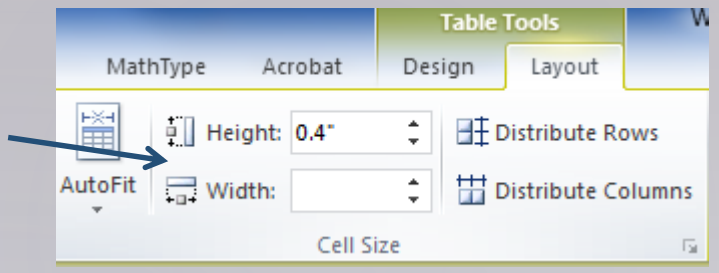
World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)
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Skill 9 - Resizing Rows and Columns

To resize rows or columns:

1. Select the rows or columns that you want to resize.
2. Under **Table Tools**, on the **Layout** tab, in the **Cell Size** group, enter the desired value in the **Height** or **Width** box.

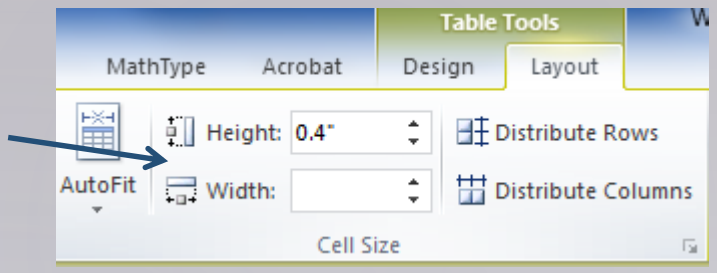


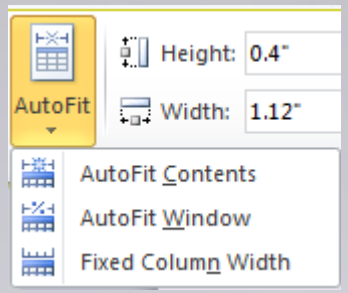
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To automatically resize a table:

1. Click anywhere in the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Cell Size** group, do one of the following:
   - To resize the table to fit its contents, click the **AutoFit** button, and then click **AutoFit Contents**.
   - To resize the table to fit the page, click the **AutoFit** button, and then click **AutoFit Window**.

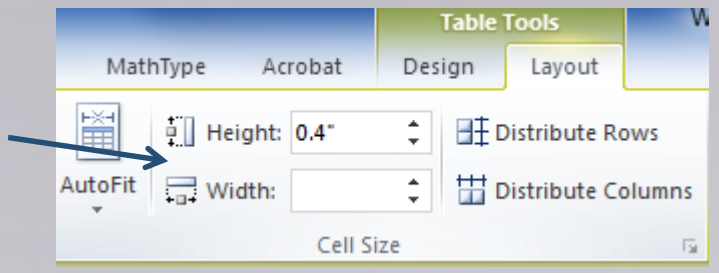
NOTE1: If you want to turn off **AutoFit**, click the **AutoFit** button, and then click **Fixed Column Width**.

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Skill 9 - Resizing Rows and Columns

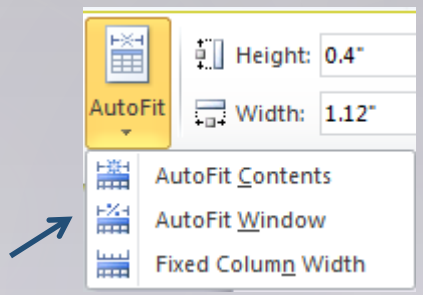
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1. Select the rows or columns that you want to resize.
2. Under **Table Tools**, on the **Layout** tab, in the **Cell Size** group, enter the desired value in the **Height** or **Width** box.



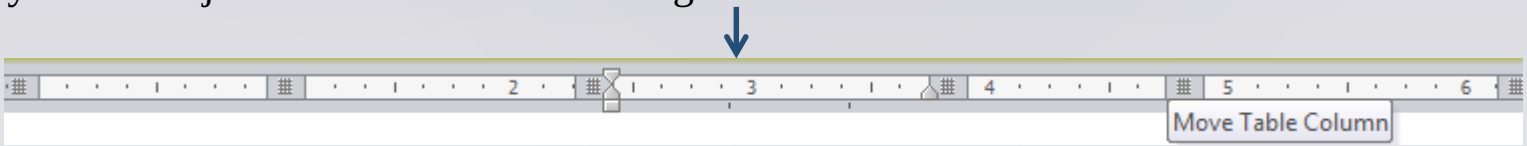
To automatically resize a table:

1. Click anywhere in the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Cell Size** group, do one of the following:
   - To resize the table to fit its contents, click the **AutoFit** button, and then click **AutoFit Contents**.
   - To resize the table to fit the page, click the **AutoFit** button, and then click **AutoFit Window**.



NOTE1: If you want to turn off **AutoFit**, click the **AutoFit** button, and then click **Fixed Column Width**.

NOTE2: you can adjust the columns width using the **move table column** slider button on the ruler.



NOTE3: you can almost do all the previous tasks using the right-click shortcut menu.

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Skill 10 - Merging and Splitting Cells

World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)
274	Garanti Bankası	Banking	9.75	16.06
288	Türkiye İş Bankası	Banking	10.97	12.60
934	Enka İnşaat	Construction	5.87	7.29
321	Koç Holding	Conglomerate	36.34	7.45
683	Turkcell	Telecommunications	5.89	13.19



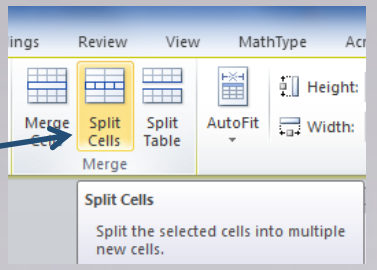
World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)	
				Before 2014	After 2014
274	Garanti Bankası	Banking	9.75	16.06	?
288	Türkiye İş Bankası	Banking	10.97	12.60	?
934	Enka İnşaat	Construction	5.87	7.29	?
321	Koç Holding	Conglomerate	36.34	7.45	?
683	Turkcell	Telecommunications	5.89	13.19	?

T.C. Adnan Menderes University Faculty of Engineering

Skill 10 - Merging and Splitting Cells

To split a cell:

1. Click in the cell that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Split Cells** button.

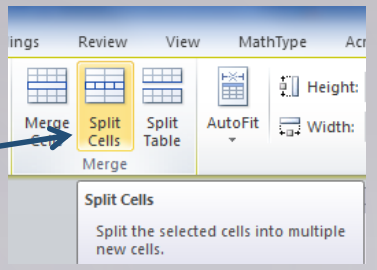


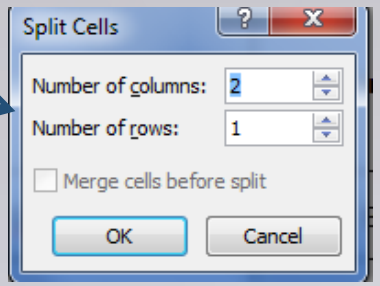
T.C. Adnan Menderes University Faculty of Engineering

Skill 10 - Merging and Splitting Cells

To split a cell:

1. Click in the cell that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Split Cells** button.
3. In the **Split Cells** dialog box, enter the number of columns and rows that you want to split the selected cell into, and then click the OK button.





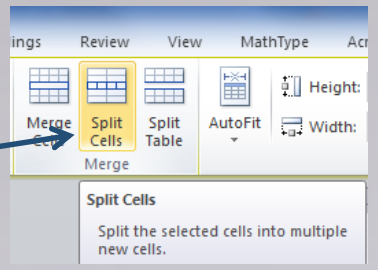
T.C. Adnan Menderes University Faculty of Engineering

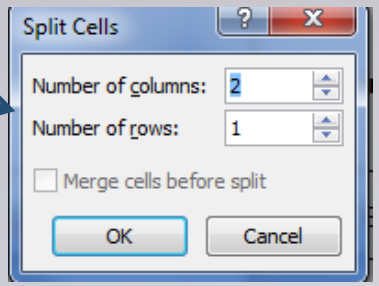
Skill 10 - Merging and Splitting Cells

To split a cell:

1. Click in the cell that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Split Cells** button.
3. In the **Split Cells** dialog box, enter the number of columns and rows that you want to split the selected cell into, and then click the OK button.

Note: you can reach the **Split Cells** dialog box by right click insede the cell, then a click on **Split Cells.**





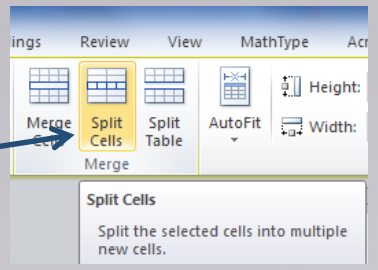
T.C. Adnan Menderes University Faculty of Engineering

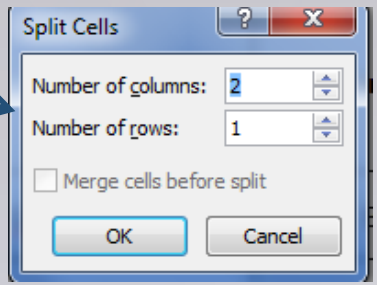
Skill 10 - Merging and Splitting Cells

To split a cell:

1. Click in the cell that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Split Cells** button.
3. In the **Split Cells** dialog box, enter the number of columns and rows that you want to split the selected cell into, and then click the OK button.

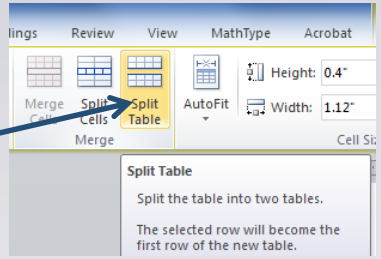
Note: you can reach the **Split Cells** dialog box by right click insede the cell, then a click on **Split Cells.**





To split a table:

1. Click in the row that you want to be the first row of the second table.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Split Table** button

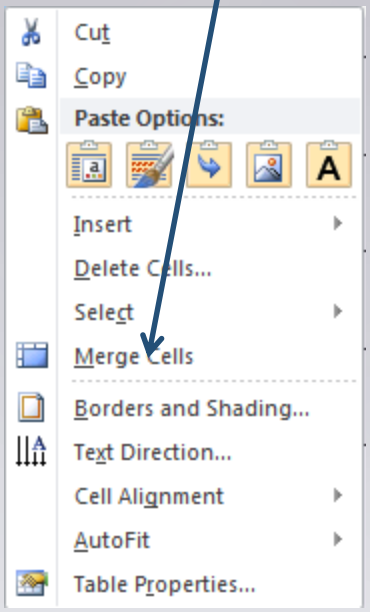


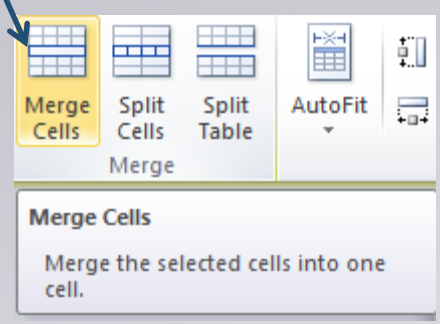
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Skill 10 - Merging and Splitting Cells

To merge cells:

1. Select the cells that you want to merge.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Merge Cells** button. Or right-click, then click **Merge Cells**.





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Skill 11 - Sorting Table Data

World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)
274	Garanti Bankası	Banking	9.75	16.06
288	Türkiye İş Bankası	Banking	10.97	12.60
934	Enka İnşaat	Construction	5.87	7.29
321	Koç Holding	Conglomerate	36.34	7.45
683	Turkcell	Telecommunications	5.89	13.19



World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)
274	Garanti Bankası	Banking	9.75	16.06
288	Türkiye İş Bankası	Banking	10.97	12.60
321	Koç Holding	Conglomerate	36.34	7.45
683	Turkcell	Telecommunications	5.89	13.19
934	Enka İnşaat	Construction	5.87	7.29

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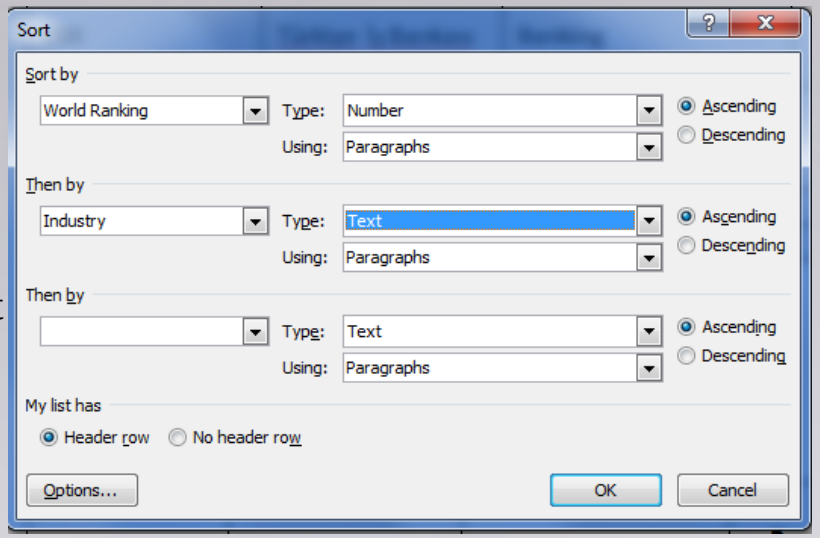
Skill 11 - Sorting Table Data

T.C. Adnan Menderes University Faculty of Engineering

To sort table data:

1. Click anywhere in the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click the **Sort** button. The **Sort** dialog box opens.
3. If the table has a header row, under **My list has**, select the **Header row** option.

NOTE: Selecting the **Header row** option prevents the header row from being sorted, and provides labels in the **Sort by** and **Then by** lists.



4. In the **Sort by** section, select the column by which you want to sort from the **Sort by** list, select the type of data stored in the column from the **Type** list, and then select the **Ascending** or **Descending** option.
5. If you want to sort by additional columns, repeat step 4 in the first and second **Then by** sections.
6. Click the **OK** button.

Skill 12 - Deleting Rows and Columns

World Ranking	Company	Industry	Revenue (billion $)	Market Value (billion $)
274	Garanti Bankası	Banking	9.75	16.06
288	Türkiye İş Bankası	Banking	10.97	12.60
321	Koç Holding	Conglomerate	36.34	7.45
683	Turkcell	Telecommunications	5.89	13.19
934	Enka İnşaat	Construction	5.87	7.29



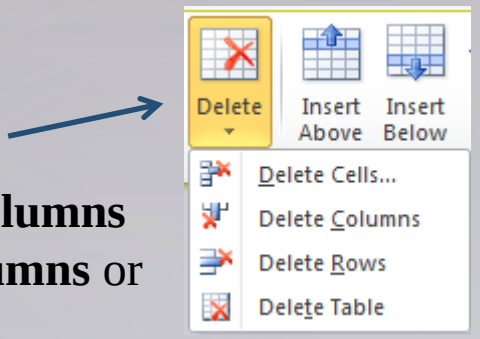
World Ranking	Company	Industry	Market Value (billion $)
274	Garanti Bankası	Banking	16.06
321	Koç Holding	Conglomerate	7.45
683	Turkcell	Telecommunications	13.19
934	Enka İnşaat	Construction	7.29

T.C. Adnan Menderes University Faculty of Engineering

Skill 12 - Deleting Rows and Columns

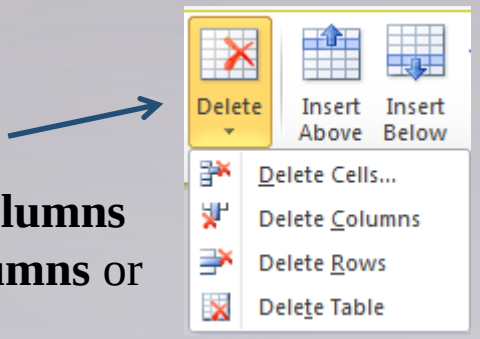
To delete a row or column:

1. Select the row or column that you want to delete.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Columns** or **Delete Rows**.



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Skill 12 - Deleting Rows and Columns



To delete a row or column:

1. Select the row or column that you want to delete.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Columns** or **Delete Rows**.

Or,

1. Right-click inside any cell of the row or the colmum.

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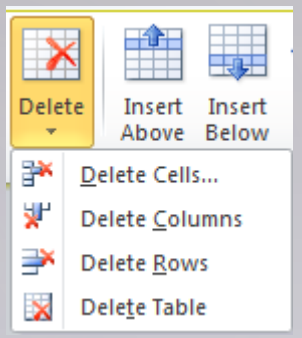
Skill 12 - Deleting Rows and Columns

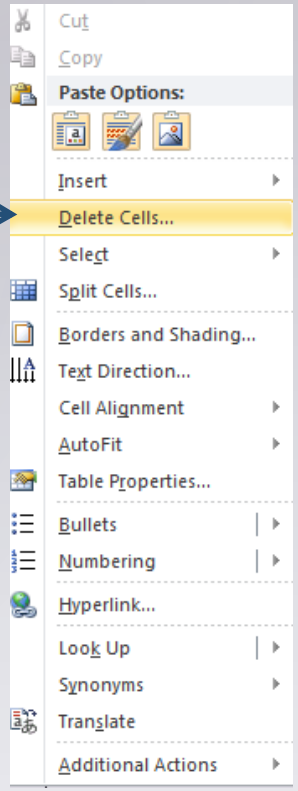
To delete a row or column:

1. Select the row or column that you want to delete.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Columns** or **Delete Rows**.

Or,

1. Right-click inside any cell of the row or the colmum.
2. Select **Delete Cells**.





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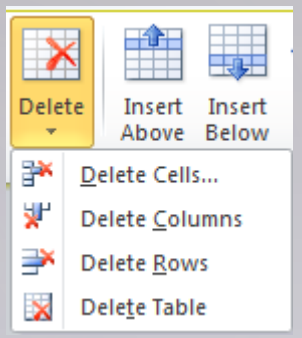
Skill 12 - Deleting Rows and Columns

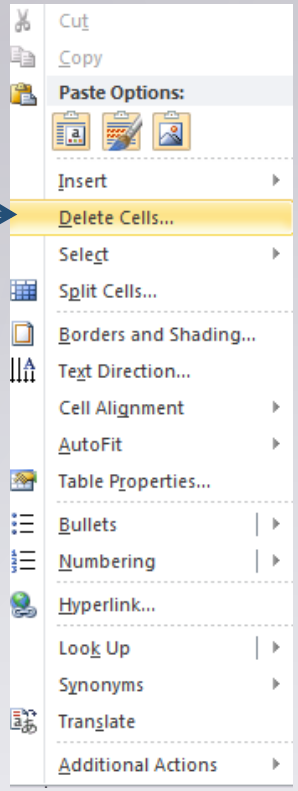
To delete a row or column:

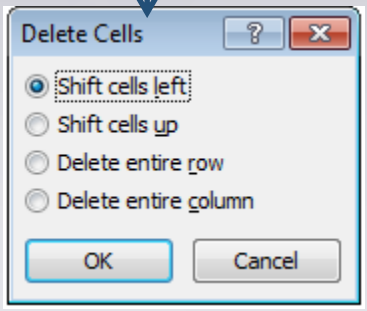
1. Select the row or column that you want to delete.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Columns** or **Delete Rows**.

Or,

1. Right-click inside any cell of the row or the colmum.
2. Select **Delete Cells**.
3. Select the desired option buton, then click **OK**.



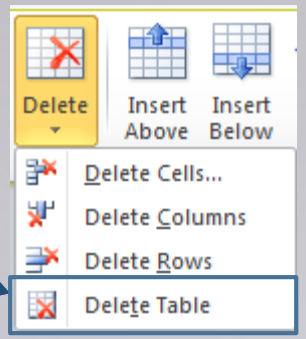




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Skill 13 - Deleting Tables

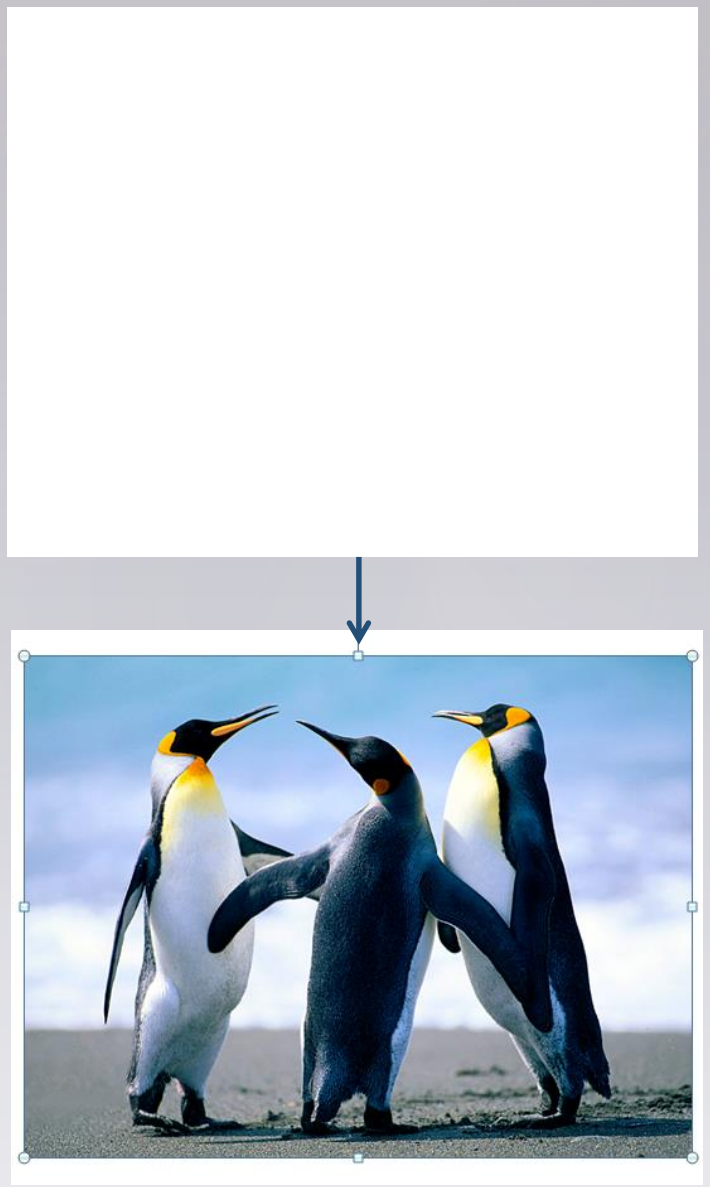
1. Click anywhere in the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Table**.



NOTE: If you want to delete the contents of a table without deleting the table itself, select the table, and then press the **Delete** key.

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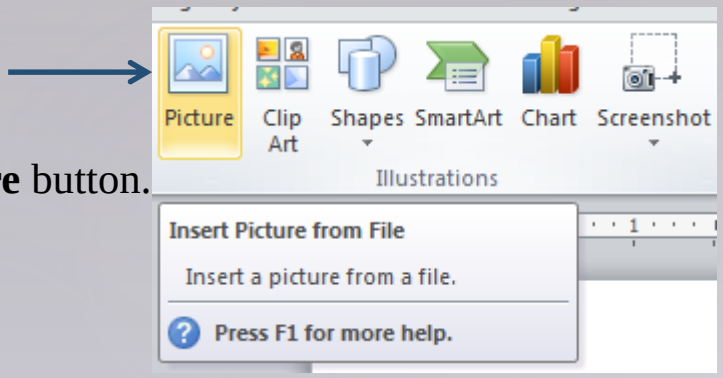
Skill 14 - Inserting Images



Skill 14 - Inserting Images

To insert an image:

1. Click in the document where you want to insert the image.
2. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button.

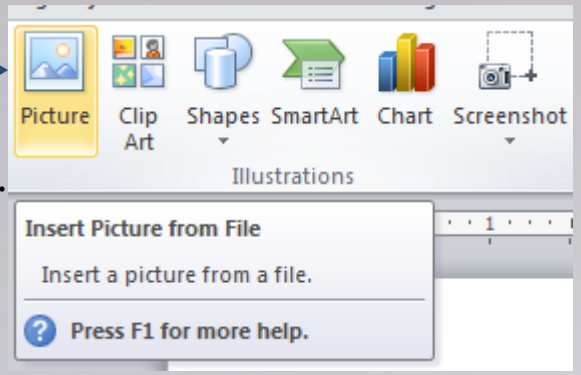


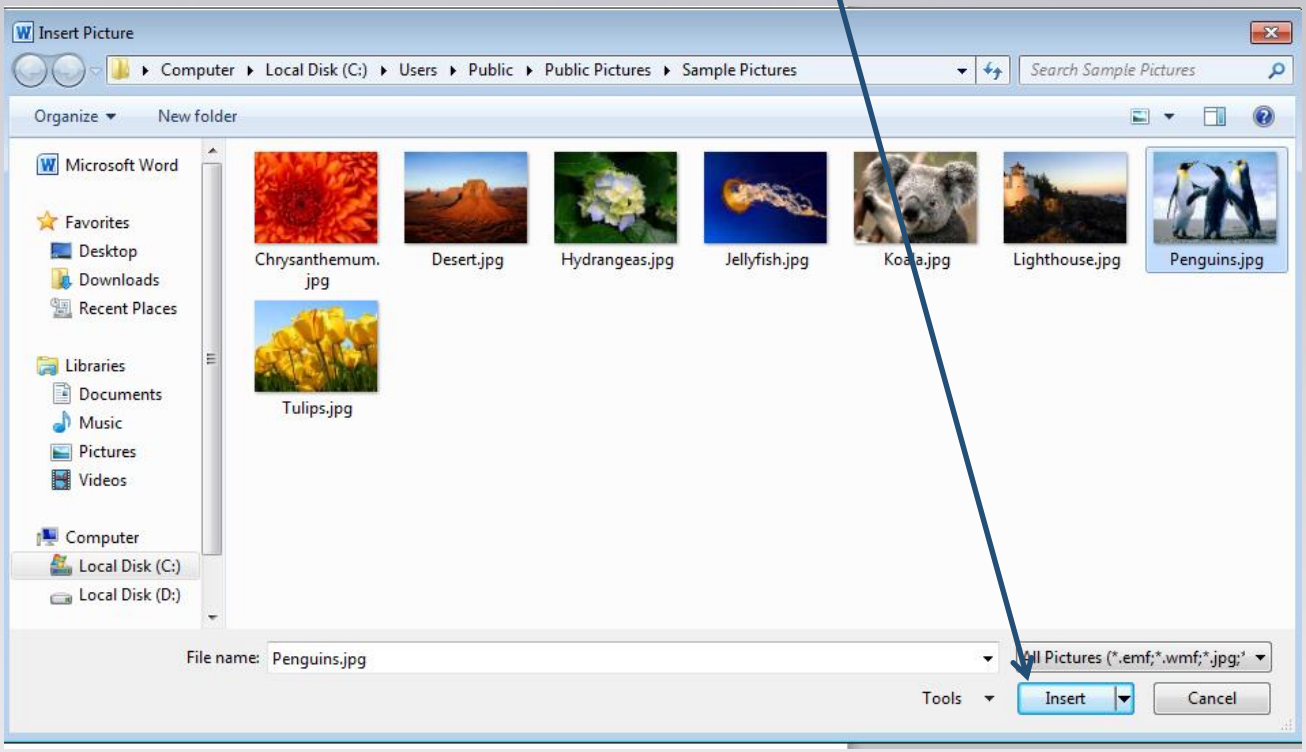
T.C. Adnan Menderes University Faculty of Engineering

Skill 14 - Inserting Images

To insert an image:

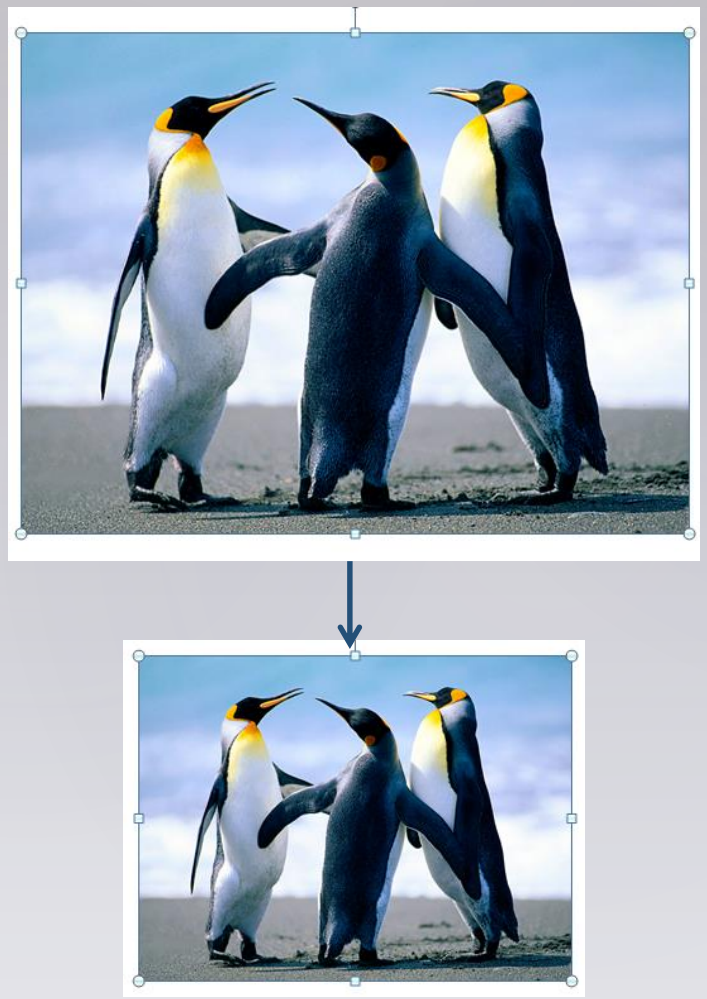
1. Click in the document where you want to insert the image.
2. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button.
3. In the **Insert Picture** dialog box, locate and select the image that you want to insert, and then click the **Insert** button.





T.C. Adnan Menderes University Faculty of Engineering

Skill 15 - Resizing Images



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Skill 15 - Resizing Images

To resize an image:

1. Select the image that you want to resize.



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Skill 15 - Resizing Images

To resize an image:

1. Select the image that you want to resize. **Sizing handles** appear at the corners and on the sides of the image.



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Skill 15 - Resizing Images

To resize an image:

1. Select the image that you want to resize. **Sizing handles** appear at the corners and on the sides of the image.
2. Drag any of the sizing handles toward the center of the image to make it smaller, or away from the center to enlarge it.



Skill 15 - Resizing Images

To resize an image:

1. Select the image that you want to resize. **Sizing handles** appear at the corners and on the sides of the image.
2. Drag any of the sizing handles toward the center of the image to make it smaller, or away from the center to enlarge it.

NOTE: The sizing handles at the corners adjust both the height and the width of the image to keep them in the same proportion (called the **aspect ratio**), but the sizing handles on the sides affect only the height or the width.



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Skill 15 - Resizing Images



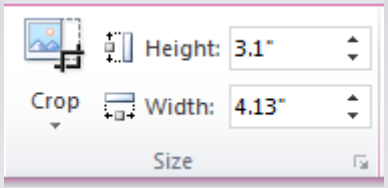
To resize an image:

1. Select the image that you want to resize. **Sizing handles** appear at the corners and on the sides of the image.
2. Drag any of the sizing handles toward the center of the image to make it smaller, or away from the center to enlarge it.

NOTE: The sizing handles at the corners adjust both the height and the width of the image to keep them in the same proportion (called the **aspect ratio**), but the sizing handles on the sides affect only the height or the width.

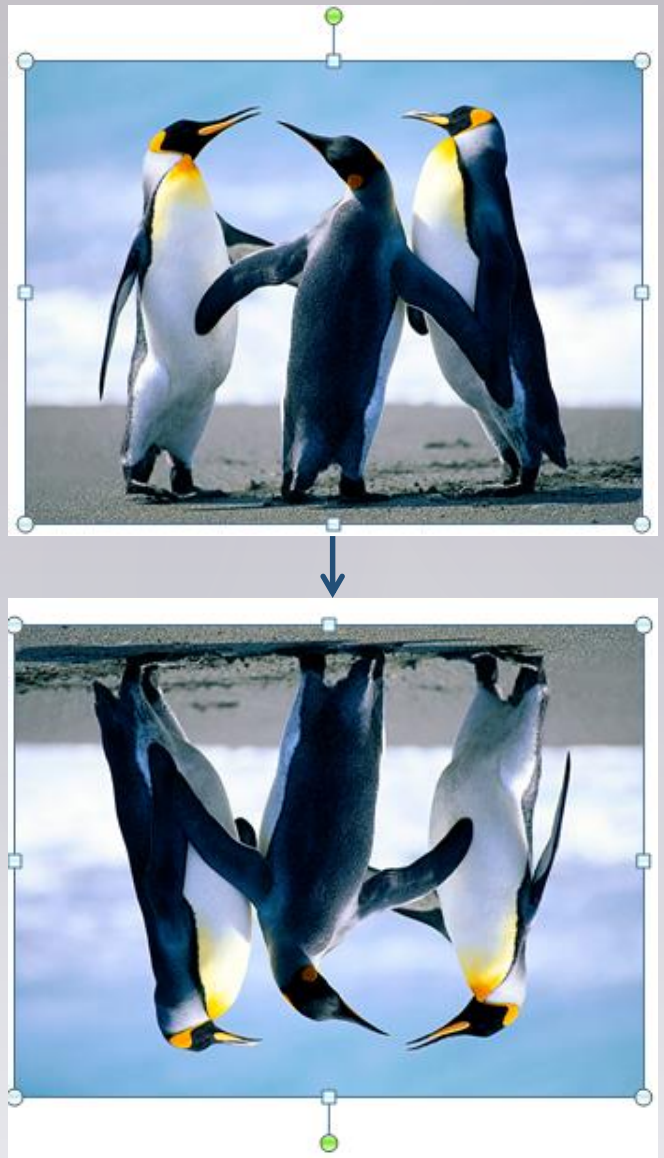
If you want to be so precise:

1. Select the image that you want to resize.
2. Under **Picture Tools,** on the **Format** tab, in the **Size** group, enter the desired measurements (in inches) in the Height and Width boxes.



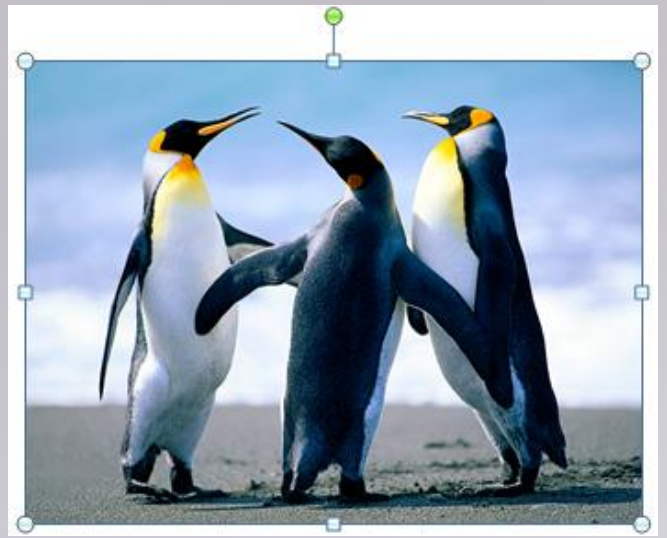
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Skill 16 - Rotating Images



T.C. Adnan Menderes University Faculty of Engineering

Skill 16 - Rotating Images



To rotate an image:

1. Select the image that you want to resize,

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Skill 16 - Rotating Images

To rotate an image:

1. Select the image that you want to resize, the **rotation handle** appears above the image.



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Skill 16 - Rotating Images

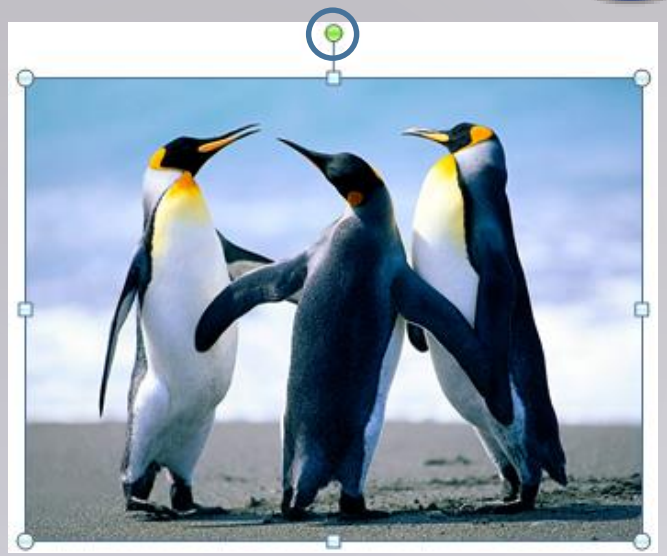
To rotate an image:

1. Select the image that you want to resize, the **rotation handle** appears above the image.
2. Drag the rotation handle in the direction that you want the image to rotate.



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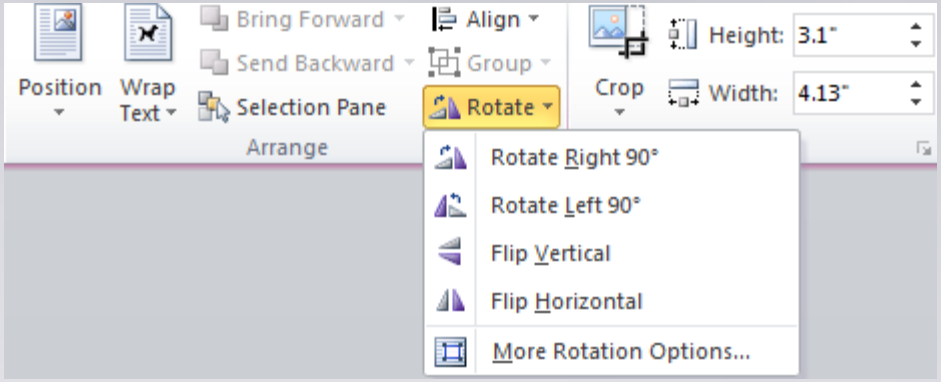
Skill 16 - Rotating Images



To rotate an image:

1. Select the image that you want to resize, the **rotation handle** appears above the image.
2. Drag the rotation handle in the direction that you want the image to rotate.

Or, Under **Picture Tools,** on the **Format** tab, in the **Arrange** group, click the **Rotate** button, and then select the desired option.



T.C. Adnan Menderes University Faculty of Engineering

Skill 17 - Cropping Images



T.C. Adnan Menderes University Faculty of Engineering

Skill 17 - Cropping Images

To crop an image:

1. Select the image that you want to crop.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the **Crop** button. **Cropping handles** appear at the corners and on the sides of the image



T.C. Adnan Menderes University Faculty of Engineering

Skill 17 - Cropping Images

To crop an image:

1. Select the image that you want to crop.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the **Crop** button. **Cropping handles** appear at the corners and on the sides of the image
3. Drag any of the cropping handles toward the center of the image. The parts that will be removed are shaded.
   - To crop equally on two sides at once, hold down the **Ctrl** key while you drag the
   - center cropping handle on either side inward.
   - To crop equally on all four sides at once, hold down the **Ctrl** key while you drag a corner cropping handle inward.





T.C. Adnan Menderes University Faculty of Engineering

Skill 17 - Cropping Images

To crop an image:

1. Select the image that you want to crop.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the **Crop** button. **Cropping handles** appear at the corners and on the sides of the image
3. Drag any of the cropping handles toward the center of the image. The parts that will be removed are shaded.
   - To crop equally on two sides at once, hold down the **Ctrl** key while you drag the
   - center cropping handle on either side inward.
   - To crop equally on all four sides at once, hold down the **Ctrl** key while you drag a corner cropping handle inward.
4. When you are finished, click outside the image or press the **Esc** key.





T.C. Adnan Menderes University Faculty of Engineering

Skill 18 - Positioning Images

T.C. Adnan Menderes University Faculty of Engineering

forms of sealife caught while swimming underwater. They spend about half of their lives on land and half in the oceans.



Although all penguin species are native to the Southern Hemisphere, they are not found only in cold

penguin (*Eudyptula minor*), also known as the fairy penguin, which stands around 40 cm (16 in) tall and weighs 1 kg (2.2 lb). Among extant penguins, larger penguins inhabit colder regions, while smaller penguins are generally tropical climates (*see*
Some prehistoric species attained or as heavy as an adult human. Antarctic regions; on the harboured high diversity, and at in a region not quite 2,000 km climate decidedly warmer than



found in temperate or even *also* Bergmann's rule). enormous sizes, becoming as tall These were not restricted to contrary subantarctic regions least one giant penguin occurred south of the equator 35 mya, in a today.

south of the equator 35 mya, in a climate decidedly warmer than today.



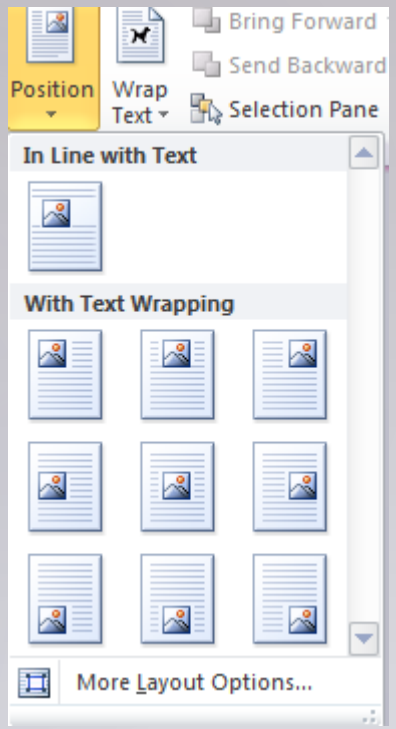
Penguins (order **Sphenisciformes**, family **Spheniscidae**) are a group of aquatic, flightless birds living almost exclusively in the Southern Hemisphere, especially in Antarctica. Highly adapted for life in the water, penguins havecountershaded dark and white plumage, and their wings have evolved into flippers. Most penguins feed on krill, fish, squid and other forms of sealife caught while swimming underwater. They spend about half of their lives on land and half in the oceans.

Although all penguin species are native to the Southern Hemisphere, they are not found only in cold climates, such as Antarctica. In fact, only a few species of penguin live so far south. Several species are found in thetemperate zone, and

Skill 18 - Positioning Images

To position an image:

1. Select the image that you want to position.
2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click the **Position** button, and then select the desired option under **With Text Wrapping.**

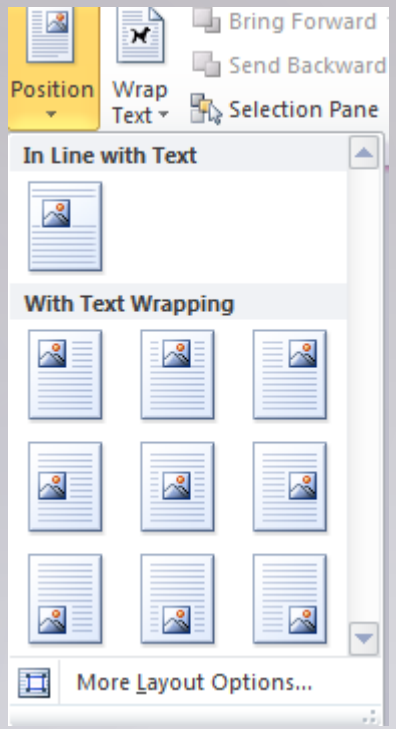


T.C. Adnan Menderes University Faculty of Engineering

Skill 18 - Positioning Images

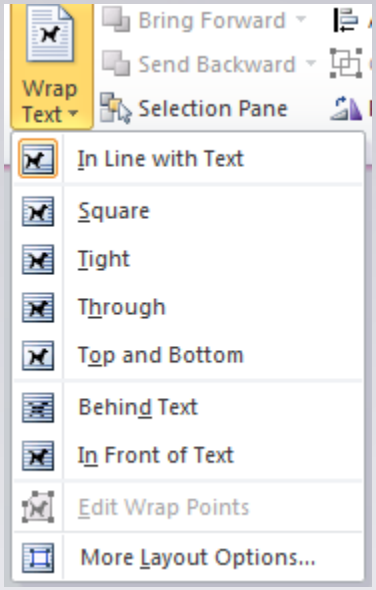
To position an image:

1. Select the image that you want to position.
2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click the **Position** button, and then select the desired option under **With Text Wrapping.**



To wrap text around an image:

1. Select the image that you want to wrap text around.
2. Under Picture Tools, on the **Format** tab, in the **Arrange** group, click the **Wrap Text** button, and then select the desired option.



T.C. Adnan Menderes University Faculty of Engineering

Skill 19 – Inserting Equations

Objective
Method

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$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right)$$

$$T(x,y) = 2\sum_{n=1}^{\infty} \frac{(-)1^{n+1}}{n} \sin(nx) \frac{\sinh(ny)}{\sin(n\pi)}$$

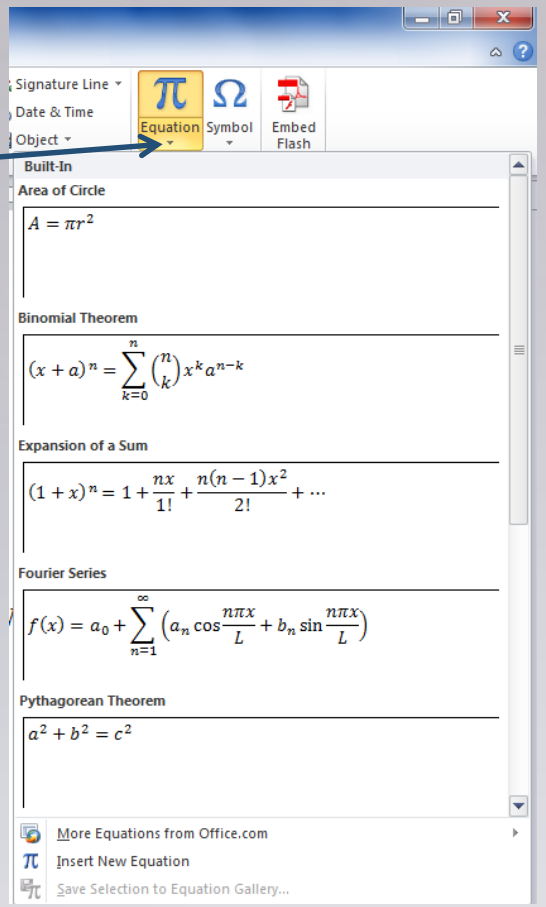
$$_{SN}(X) = \frac{A_0}{2} + \sum_{n=1}^{N} A_n . \sin\left(\frac{2\pi nx}{p} + \Phi_n\right), \quad \text{for integer } N \geq 1.$$

Skill 19 – Inserting Equations
1- Built-in Equation

Objective
Method

To insert a built-in equation:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the arrow under **Equation** button.



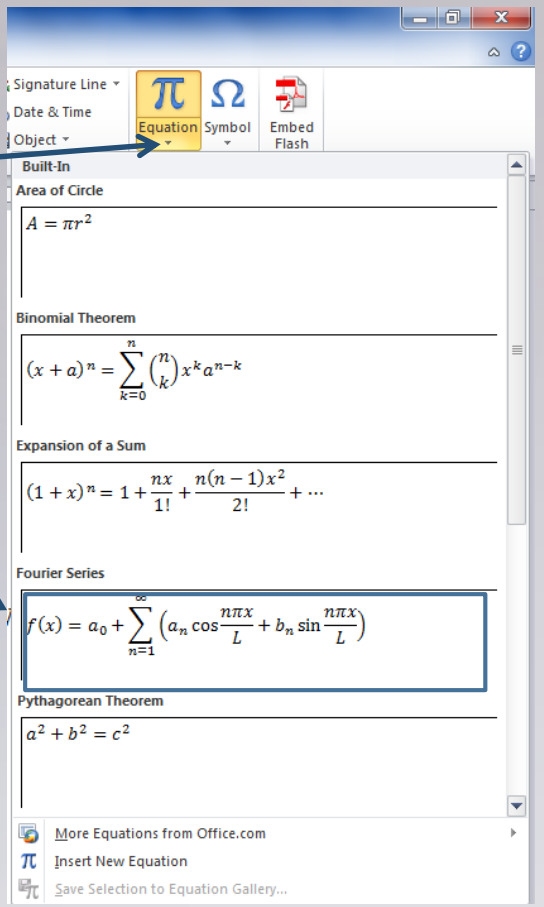
T.C. Adnan Menderes University Faculty of Engineering

Skill 19 – Inserting Equations
1- Built-in Equation

Objective
Method

To insert a built-in equation:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the arrow under **Equation** button.
3. Select an equation from the gallery.



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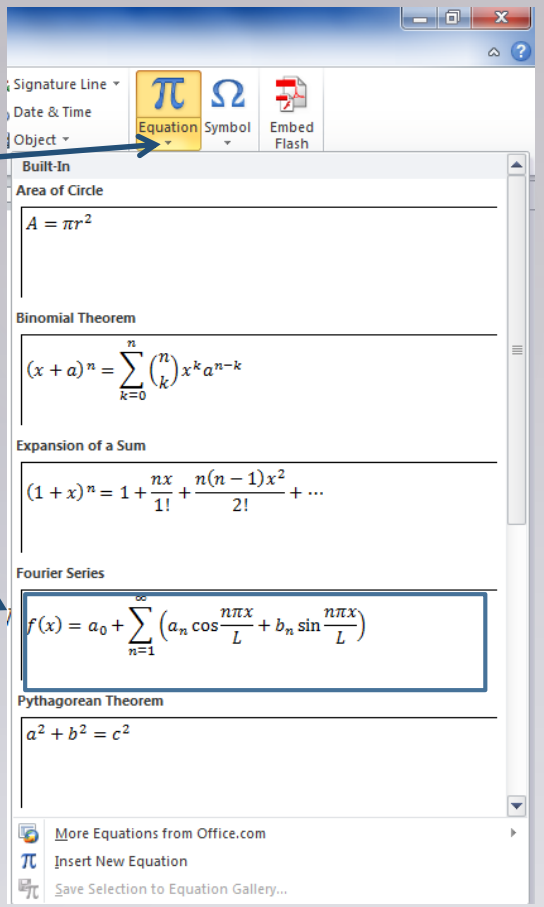
Skill 19 – Inserting Equations
1- Built-in Equation

Objective
Method

To insert a built-in equation:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the arrow under **Equation** button.
3. Select an equation from the gallery.
4. The **Equation Editor** box will appear containing the equation.

$$f(x) = a_0 + \sum_{n=1}^{\infty}\left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L}\right)$$



T.C. Adnan Menderes University Faculty of Engineering

Skill 19 – Inserting Equations
1- Built-in Equation

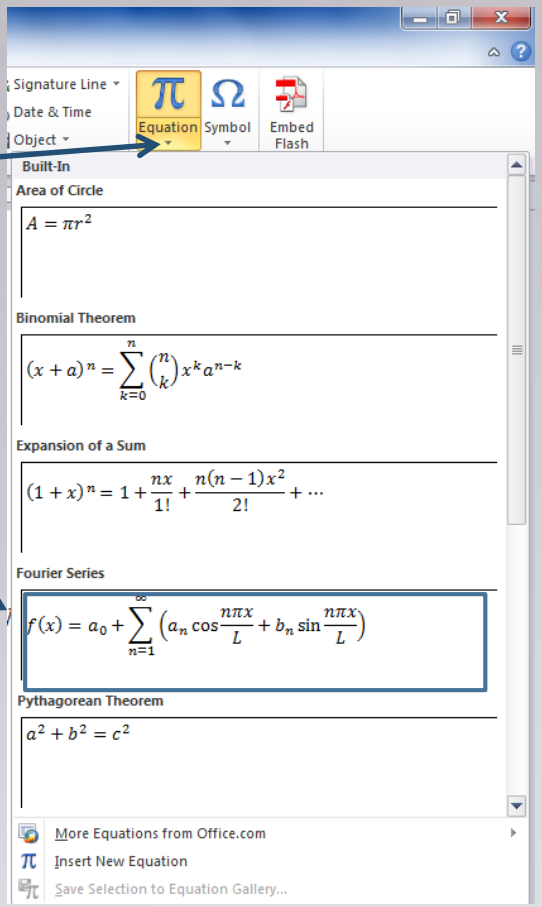
Objective
Method

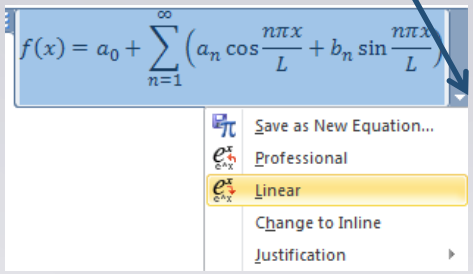
To insert a built-in equation:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the arrow under **Equation** button.
3. Select an equation from the gallery.
4. The **Equation Editor** box will appear containing the equation.

$$f(x) = a_0 + \sum_{n=1}^{\infty}\left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L}\right)$$

5. To Change the equation layout, click on the arrow in the **Equations Editor** box, then select the layout that fits you.





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Skill 19 – Inserting Equations
1- Built-in Equation

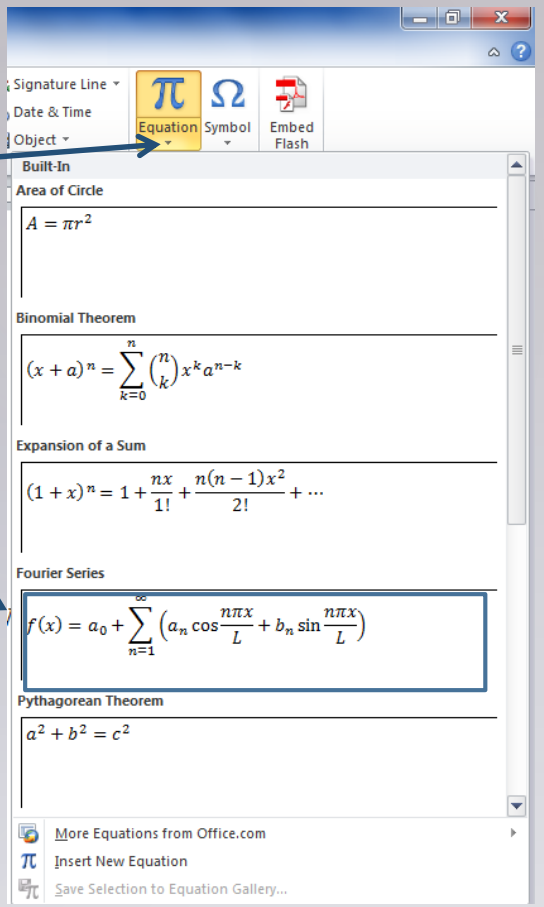
Objective
Method

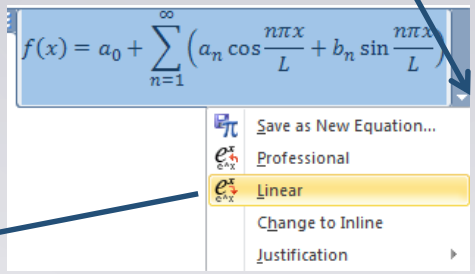
To insert a built-in equation:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the arrow under **Equation** button.
3. Select an equation from the gallery.
4. The **Equation Editor** box will appear containing the equation.

$$f(x) = a_0 + \sum_{n=1}^{\infty}\left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L}\right)$$

5. To Change the equation layout, click on the arrow in the **Equations Editor** box, then select the layout that fits you.





$f(x) = a_0 + \sum_(n = 1)^{\infty} (a_n \cos [n\pi x/L] + b_n \sin [n\pi x/L])$

T.C. Adnan Menderes University Faculty of Engineering

Skill 19 – Inserting Equations

2-New Equation Using the Equation Tools Tab

Objective

Method

To insert a new equation from scratch:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the **Equation** button.



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Skill 19 – Inserting Equations

2-New Equation Using the Equation Tools Tab

Objective

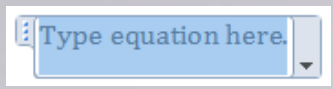
Method

To insert a new equation from scratch:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the **Equation** button.



3. An empty **Equation Editor** box will appear to allow you to start typing your equation.



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Skill 19 – Inserting Equations

2-New Equation Using the Equation Tools Tab

Objective

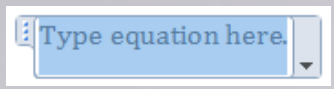
Method

To insert a new equation from scratch:

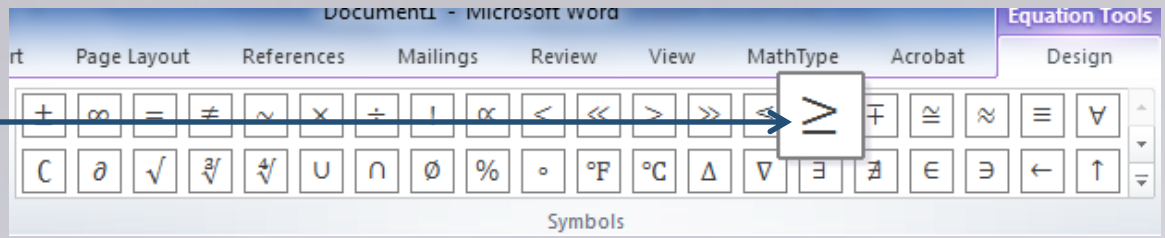
1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the **Equation** button.



3. An empty **Equation Editor** box will appear to allow you to start typing your equation.



4. To insert a symbol, click on the desired one from the **Symbols** group in the **Design** tab.



T.C. Adnan Menderes University Faculty of Engineering

Skill 19 – Inserting Equations

2-New Equation Using the Equation Tools Tab

Objective

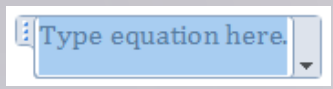
Method

To insert a new equation from scratch:

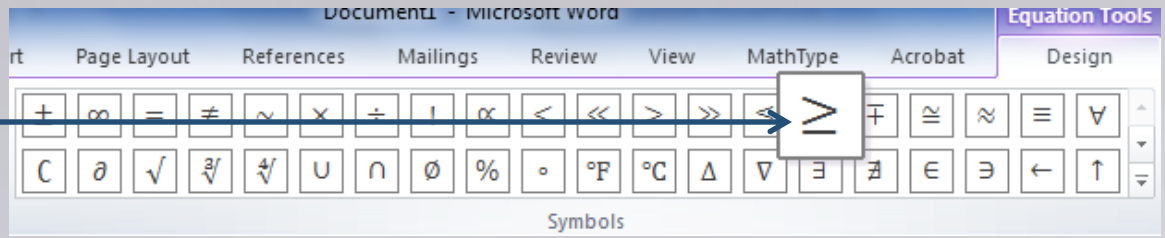
1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Symbols** group, click on the **Equation** button.



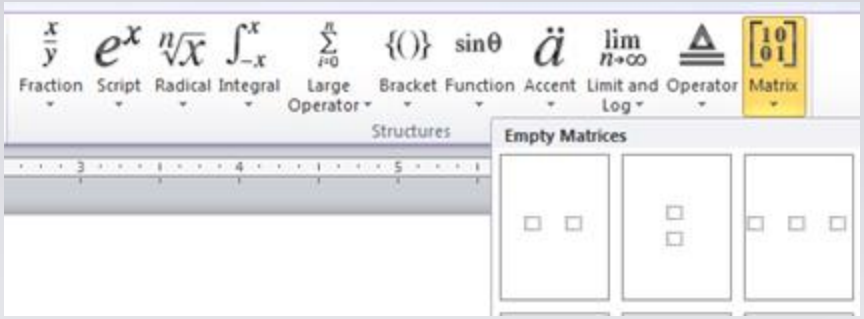
3. An empty **Equation Editor** box will appear to allow you to start typing your equation.



4. To insert a symbol, click on the desired one from the **Symbols** group in the **Design** tab.



4. To insert a structure, click on the desired one from the **Structures** group in the **Design** tab.



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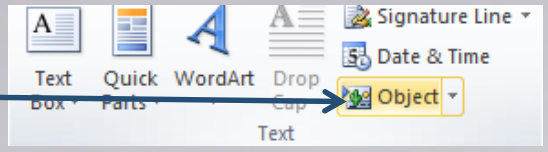
Skill 19 – Inserting Equations
3-New Equation using MathType

Objective
Method

T.C. Adnan Menderes University Faculty of Engineering

To insert a new equation from scratch as an object:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Text** group, click on the **Insert Object** button.



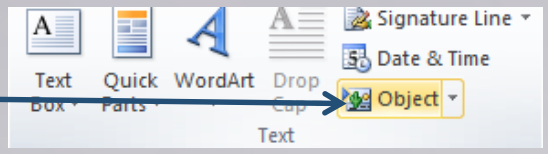
Skill 19 – Inserting Equations
3-New Equation using MathType

Objective
Method

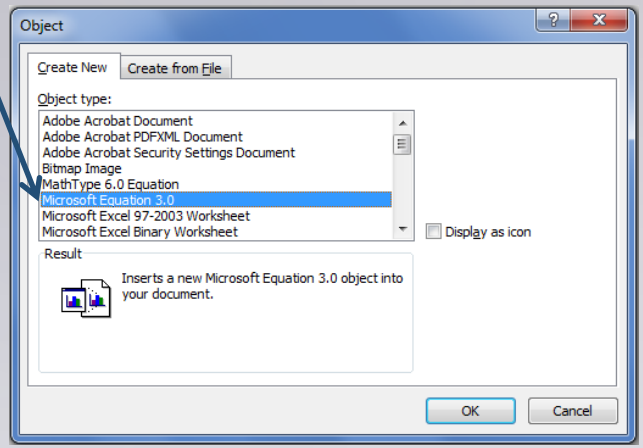
T.C. Adnan Menderes University Faculty of Engineering

To insert a new equation from scratch as an object:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Text** group, click on the **Insert Object** button.



3. From the object dialog box select the **Microsoft Equation 3.0**, then click **Ok**.



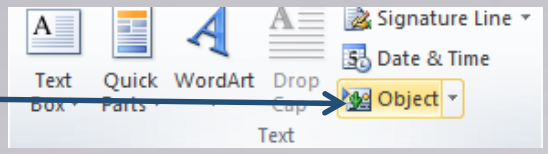
Skill 19 – Inserting Equations
3-New Equation using MathType

Objective
Method

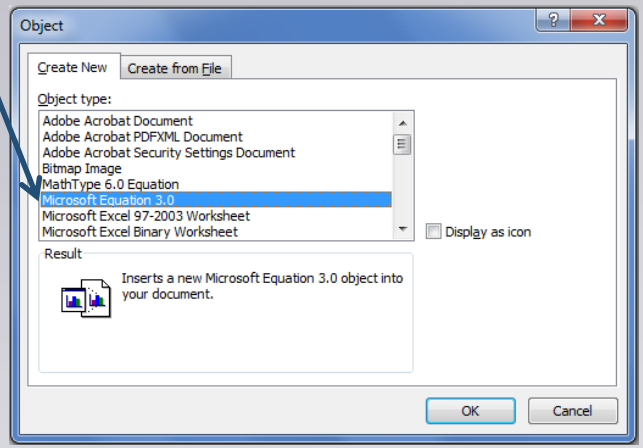
T.C. Adnan Menderes University Faculty of Engineering

To insert a new equation from scratch as an object:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Text** group, click on the **Insert Object** button.



3. From the object dialog box select the **Microsoft Equation 3.0**, then click **Ok**.



4. An **Equation Editor window** will appear to allow you to start typing your equation.

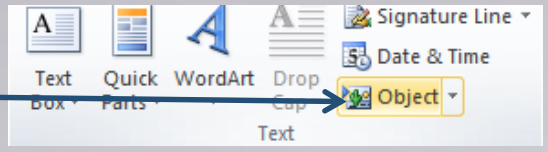
Skill 19 – Inserting Equations
3-New Equation using MathType

Objective
Method

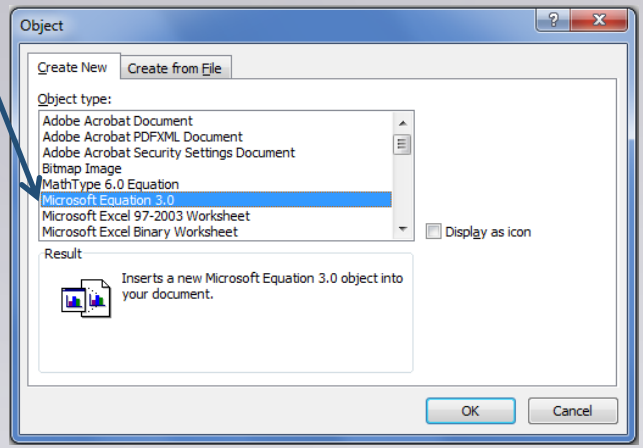
T.C. Adnan Menderes University Faculty of Engineering

To insert a new equation from scratch as an object:

1. Click in the document where you want to insert the equation.
2. On the **Insert** tab, in the **Text** group, click on the **Insert Object** button.



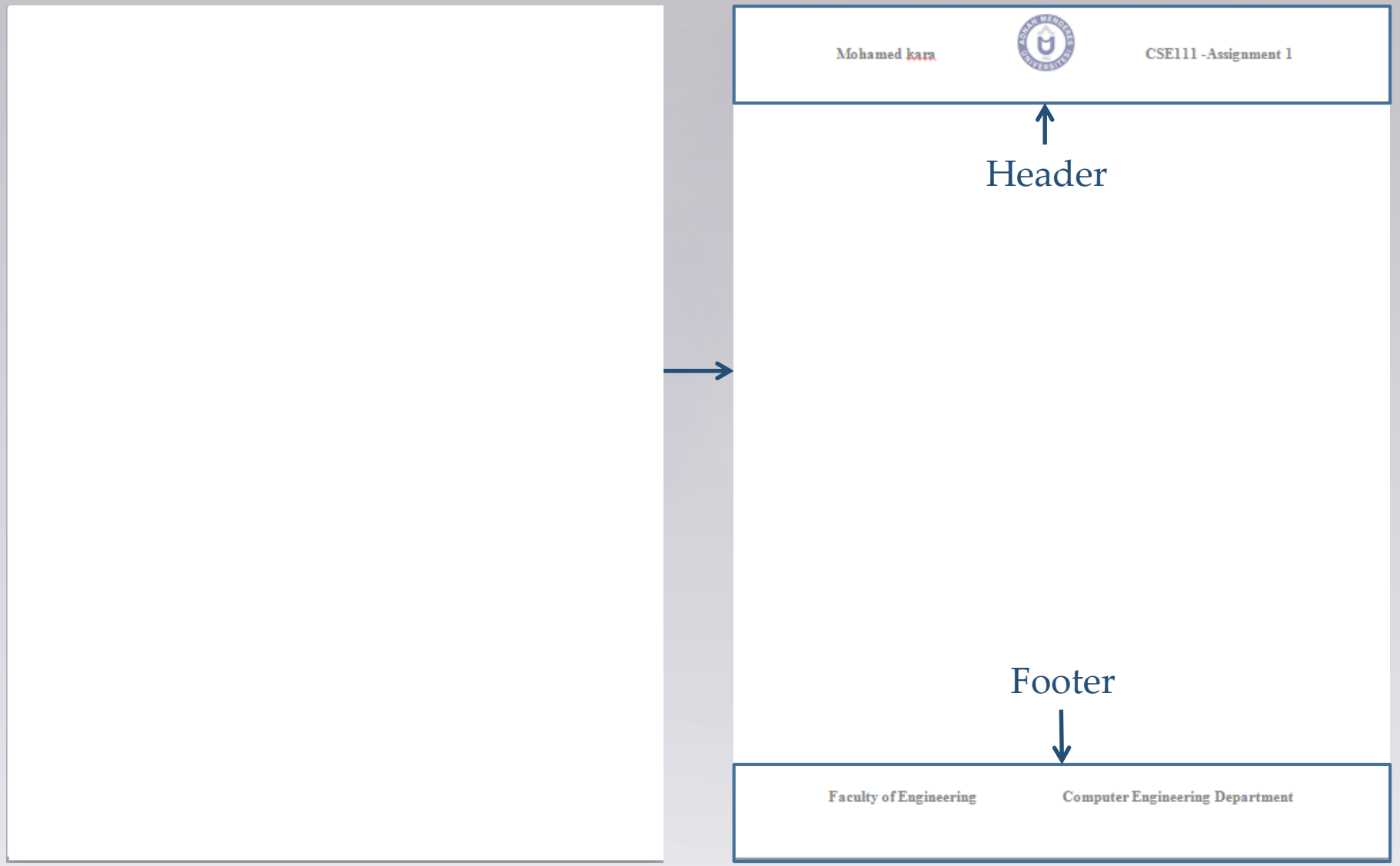
3. From the object dialog box select the **Microsoft Equation 3.0**, then click **Ok**.



4. An **Equation Editor window** will appear to allow you to start typing your equation.

Note: The Equation Editor included with Word and is a watered down version of the full **MathType** editor by Design Science, you may consider purchasing the full version of it.

Skill 20 – Inserting Headers and Footers

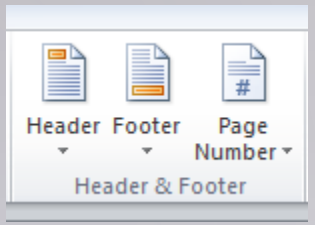


T.C. Adnan Menderes University Faculty of Engineering

Skill 20 – Inserting Headers and Footers

To insert a header or footer:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button to open the corresponding menu, and then select the desired option.

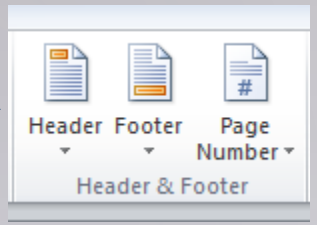


T.C. Adnan Menderes University Faculty of Engineering

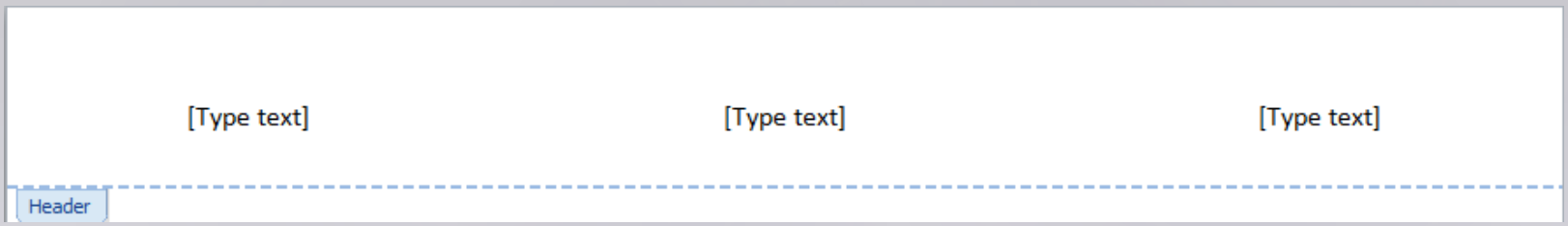
Skill 20 – Inserting Headers and Footers

To insert a header or footer:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button to open the corresponding menu, and then select the desired option.



Word 2010 displays dotted borders to indicate the header and footer areas.

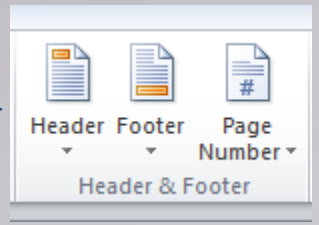


T.C. Adnan Menderes University Faculty of Engineering

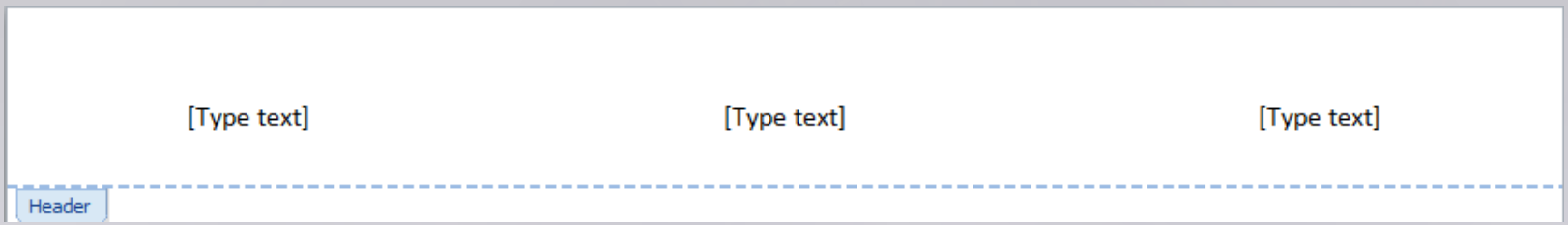
Skill 20 – Inserting Headers and Footers

To insert a header or footer:

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Word 2010 displays dotted borders to indicate the header and footer areas.



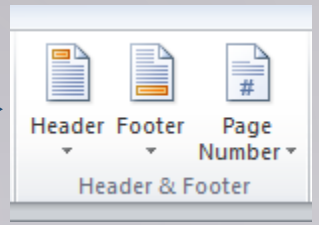
2. Replace any placeholder text with your own text, or you may delete it and add a page numbers, the document title, the time and date, the author's name, or a logo.
3. When you are finished, double-click anywhere in the document area to return to the main document.

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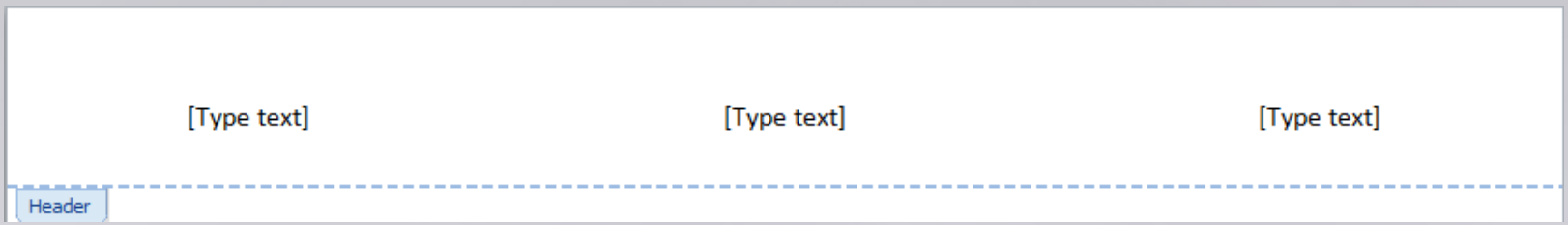
Skill 20 – Inserting Headers and Footers

To insert a header or footer:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button to open the corresponding menu, and then select the desired option.



Word 2010 displays dotted borders to indicate the header and footer areas.



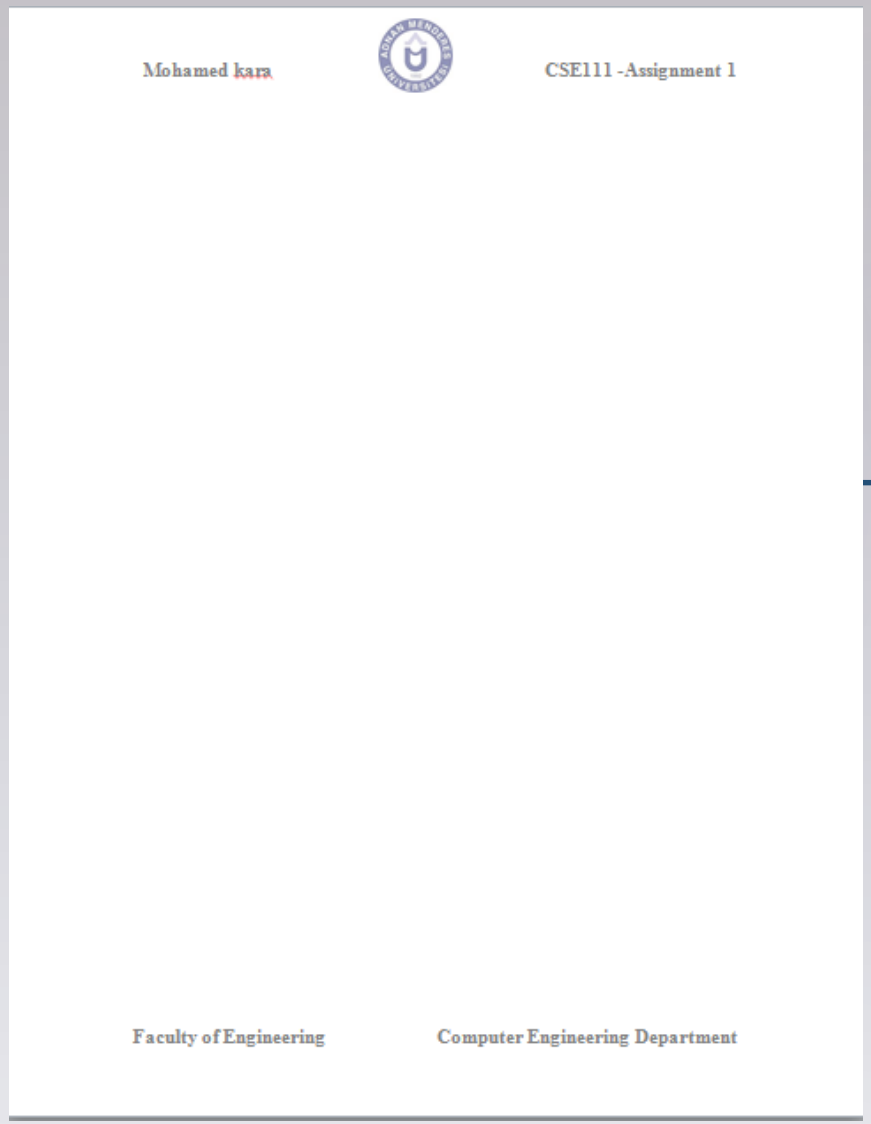
2. Replace any placeholder text with your own text, or you may delete it and add a page numbers, the document title, the time and date, the author's name, or a logo.
3. When you are finished, double-click anywhere in the document area to return to the main document.

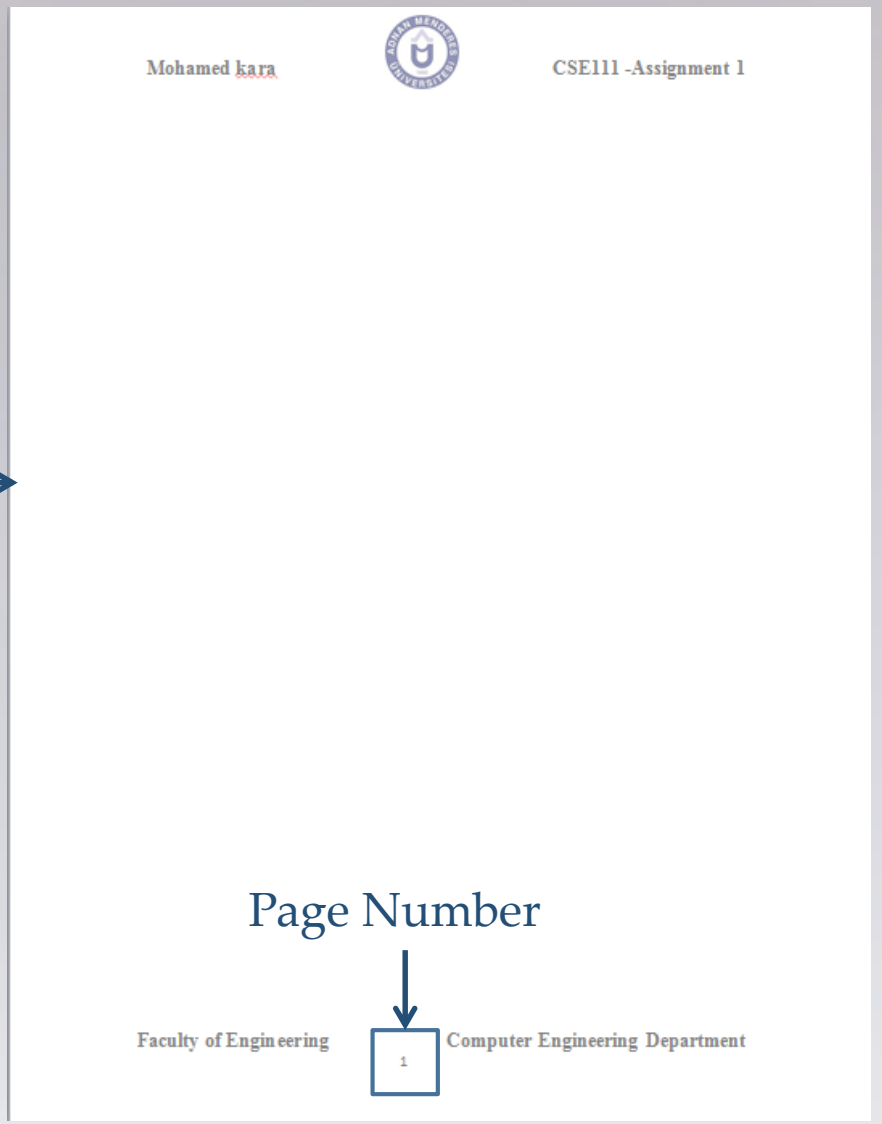
NOTE:

- To edit a header or footer, double-click in the header or footer area and make the desired changes.
- To remove a header or footer, on the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button to open the corresponding menu, and then click **Remove Header** or **Remove Footer**.

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Skill 21 – Inserting Page Numbers





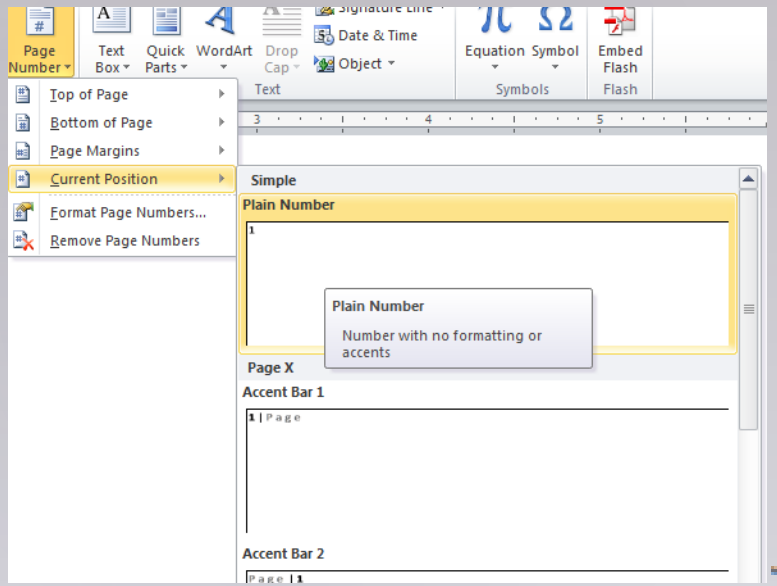
T.C. Adnan Menderes University Faculty of Engineering

Skill 21 – Inserting Page Numbers

To insert page numbers:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, then click the desired option.

NOTE: The **Page Number** options include **Page X of Y** formats in which **Y** is the total number of pages in the document.



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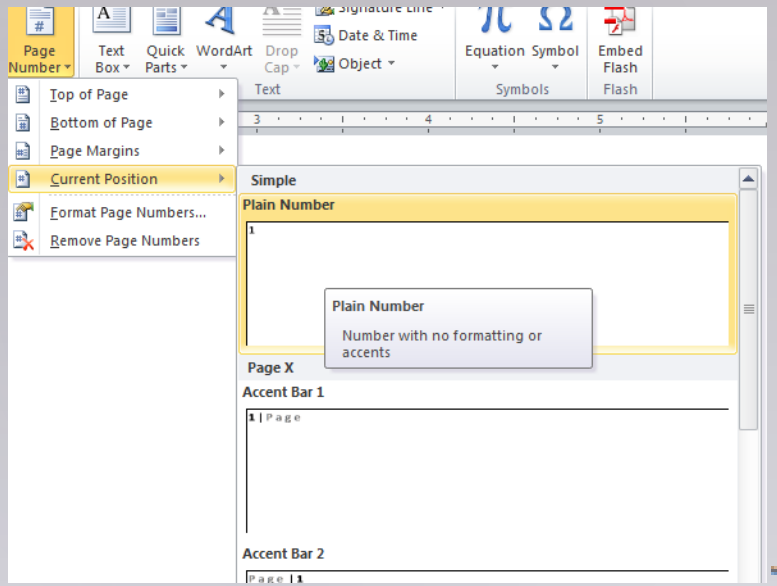
Skill 21 – Inserting Page Numbers

To insert page numbers:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, then click the desired option.

NOTE: The **Page Number** options include **Page X of Y** formats in which **Y** is the total number of pages in the document.

2. When you are finished, double-click anywhere in the document area to return to the main document.



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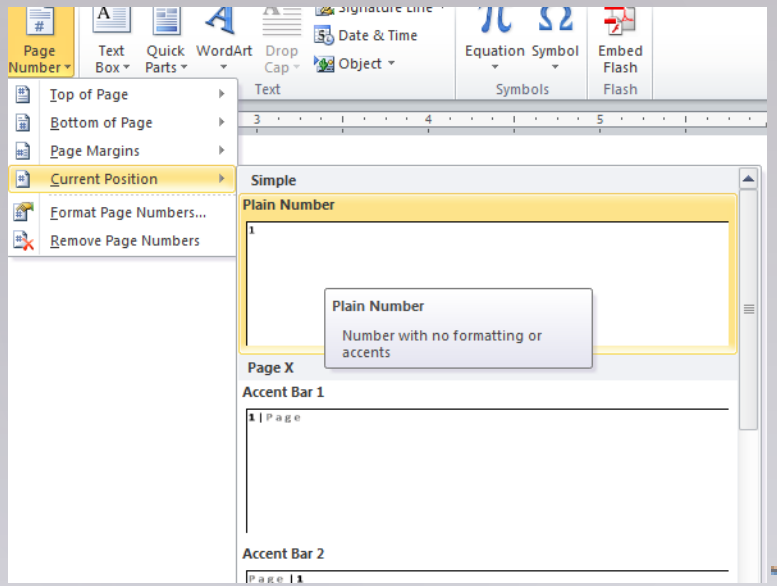
Skill 21 – Inserting Page Numbers

To insert page numbers:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, then click the desired option.

NOTE: The **Page Number** options include **Page X of Y** formats in which **Y** is the total number of pages in the document.

2. When you are finished, double-click anywhere in the document area to return to the main document.



To format page numbers:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, and then click **Format Page Numbers.**

T.C. Adnan Menderes University Faculty of Engineering

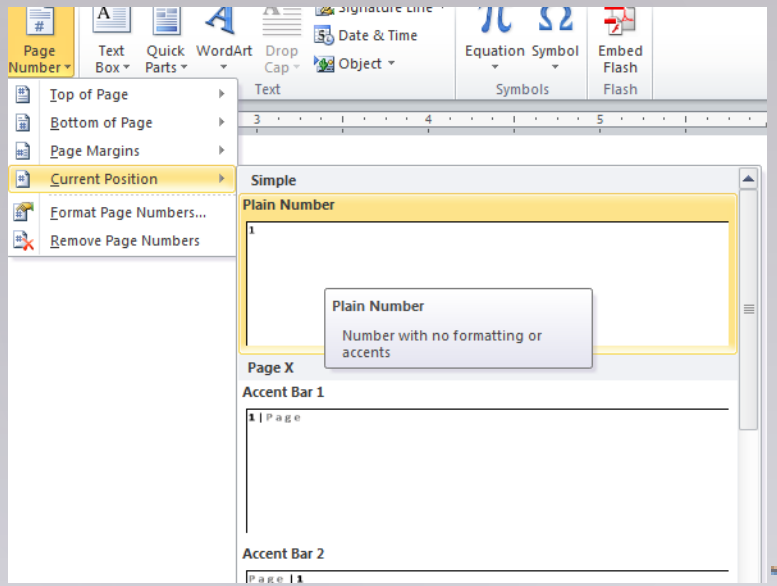
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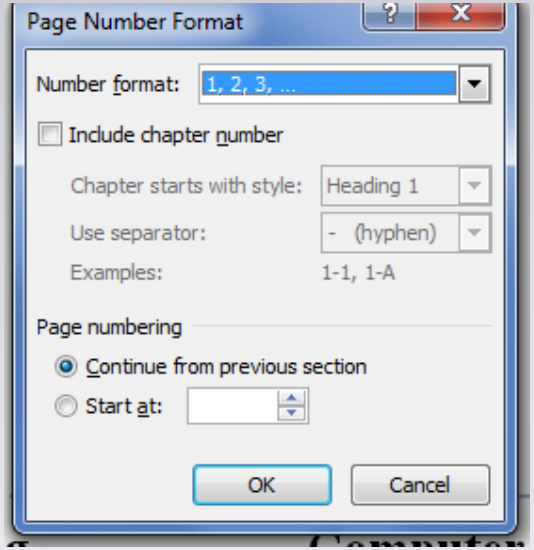
2. When you are finished, double-click anywhere in the document area to return to the main document.



To format page numbers:

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, and then click **Format Page Numbers.**

2. In the **Page Number Format** dialog box, select the desired options, and then click the **OK** button.



T.C. Adnan Menderes University
Faculty of Engineering

Skill 22 – Changing the Page Margins

"The Higher Education System in Turkey"

The Council of Higher Education

Ankara, 2010

1. Education in Turkey

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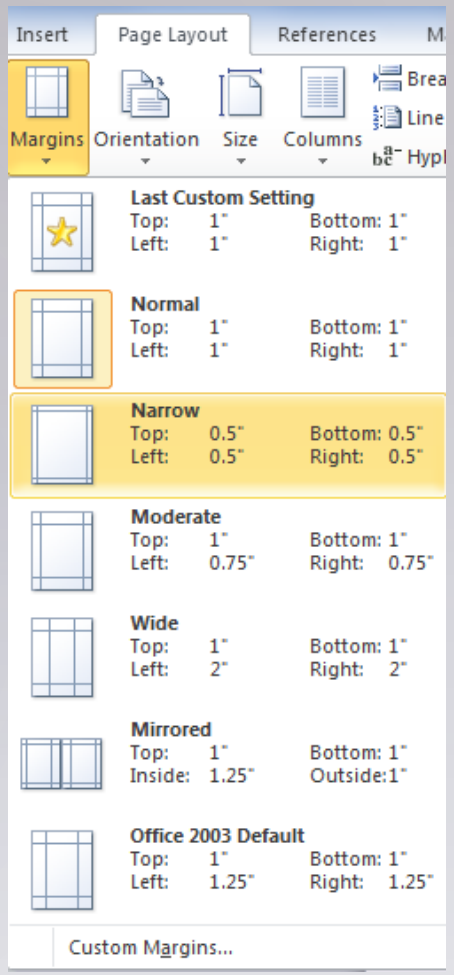
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Skill 22 – Changing the Page Margins

To change the page margins:

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button, and then select the desired margin setting



T.C. Adnan Menderes University Faculty of Engineering

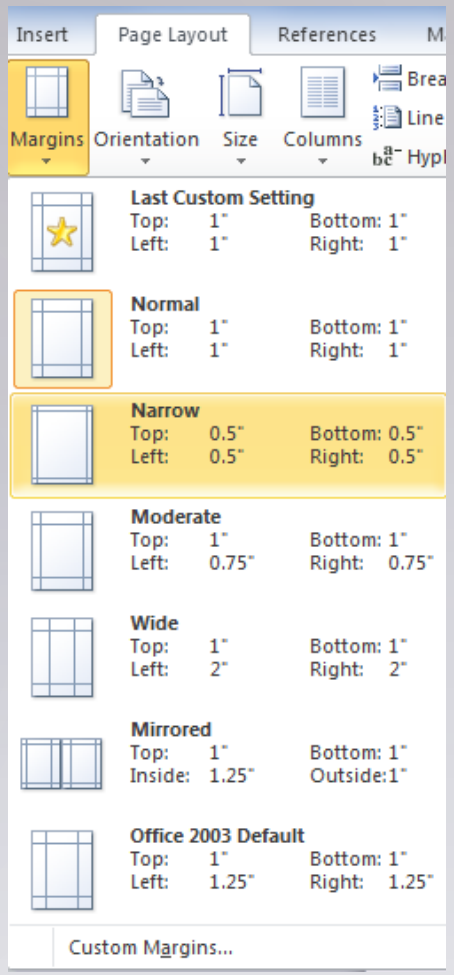
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T.C. Adnan Menderes University Faculty of Engineering

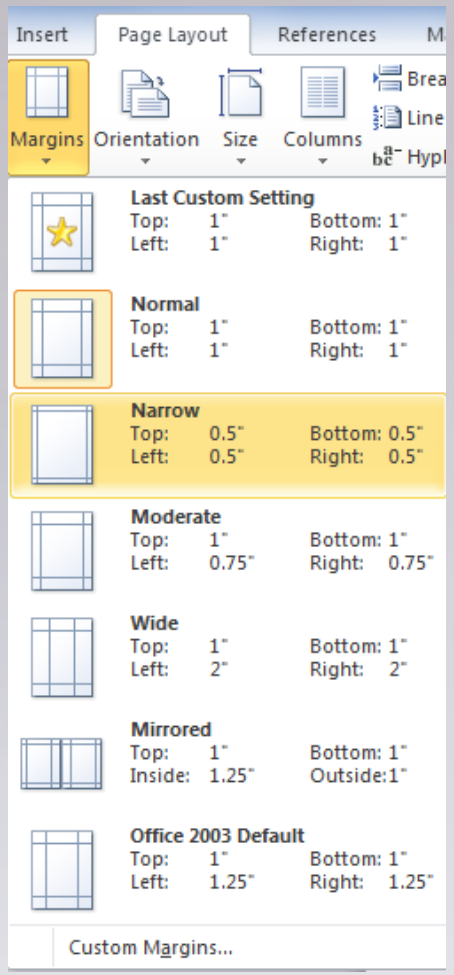
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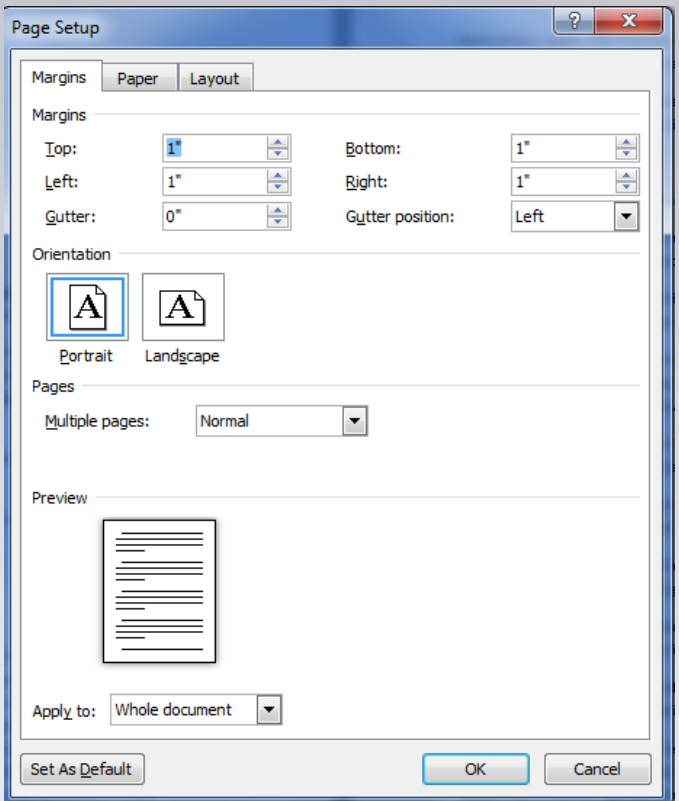
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1. On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button, and then click **Custom Margins** at the bottom of the **Margins** menu.



2. In the **Page Setup** dialog box, on the **Margins** tab, in the **Margins** section, enter the desired values in the **Top**, **Bottom**, **Left**, and **Right** boxes.

3. Click the **OK** button.



T.C. Adnan Menderes University Faculty of Engineering

Skill 23 – Changing the Page Orientation

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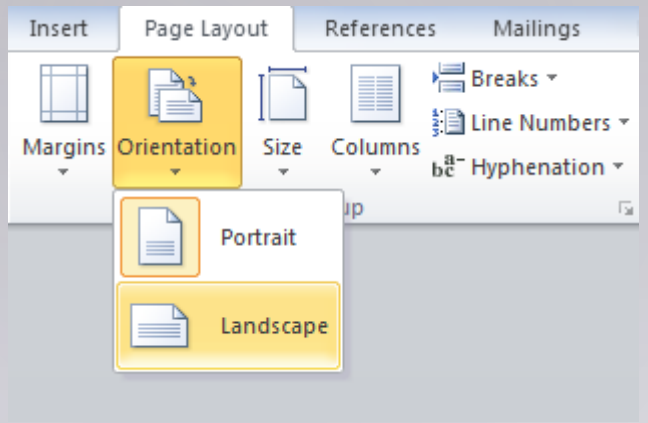
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Skill 23 – Changing the Page Orientation

T.C. Adnan Menderes University Faculty of Engineering

To change the page orientation:

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button, and then click **Portrait** or **Landscape.**



Skill 24 – Changing the Page Size

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The Council of Higher Education

Ankara, 2010

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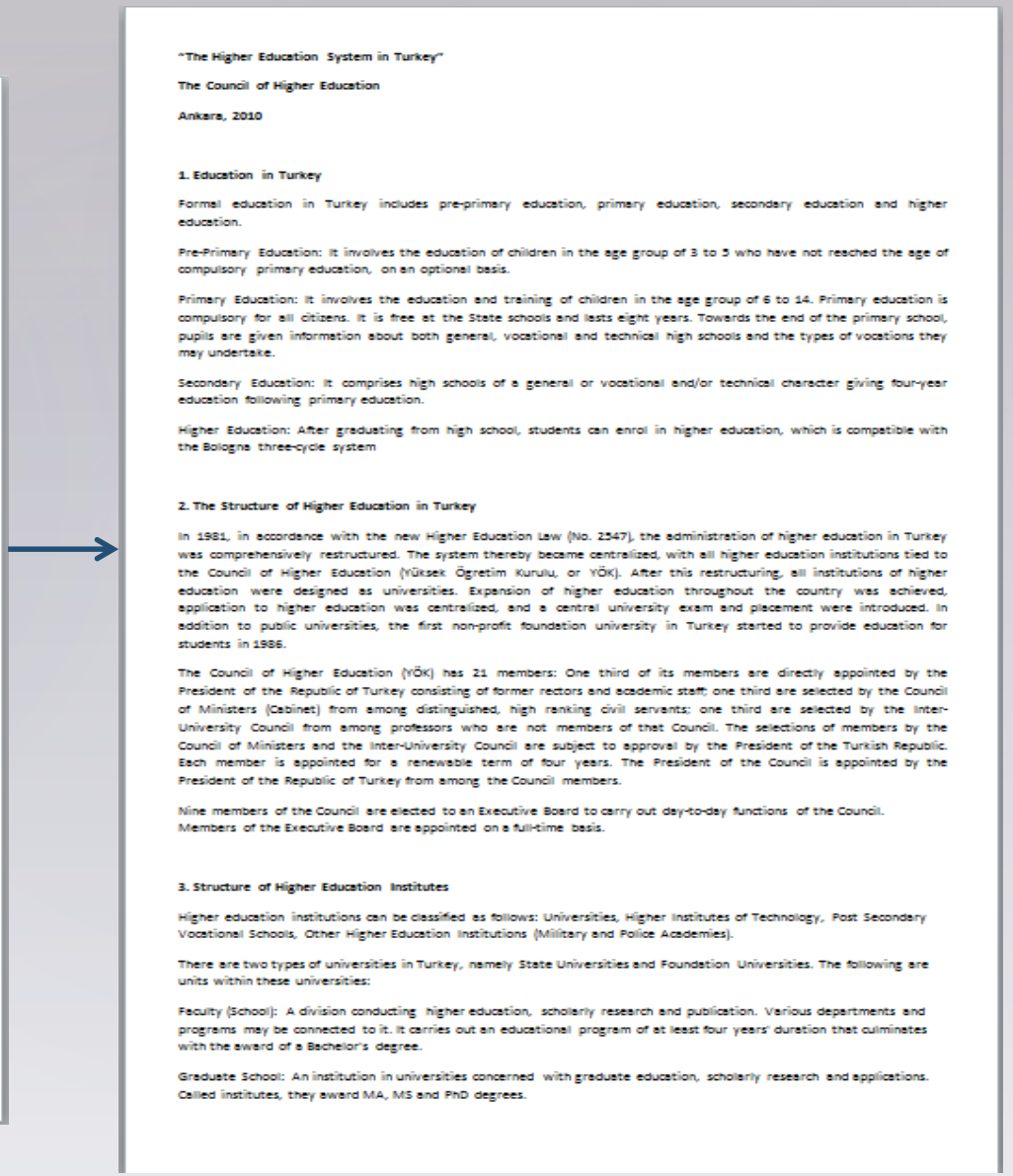
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3. Structure of Higher Education Institutes

Higher education institutions can be classified as follows: Universities, Higher Institutes of Technology, Post Secondary Vocational Schools, Other Higher Education Institutions (Military and Police Academies).

There are two types of universities in Turkey, namely State Universities and Foundation Universities. The following are units within these universities:

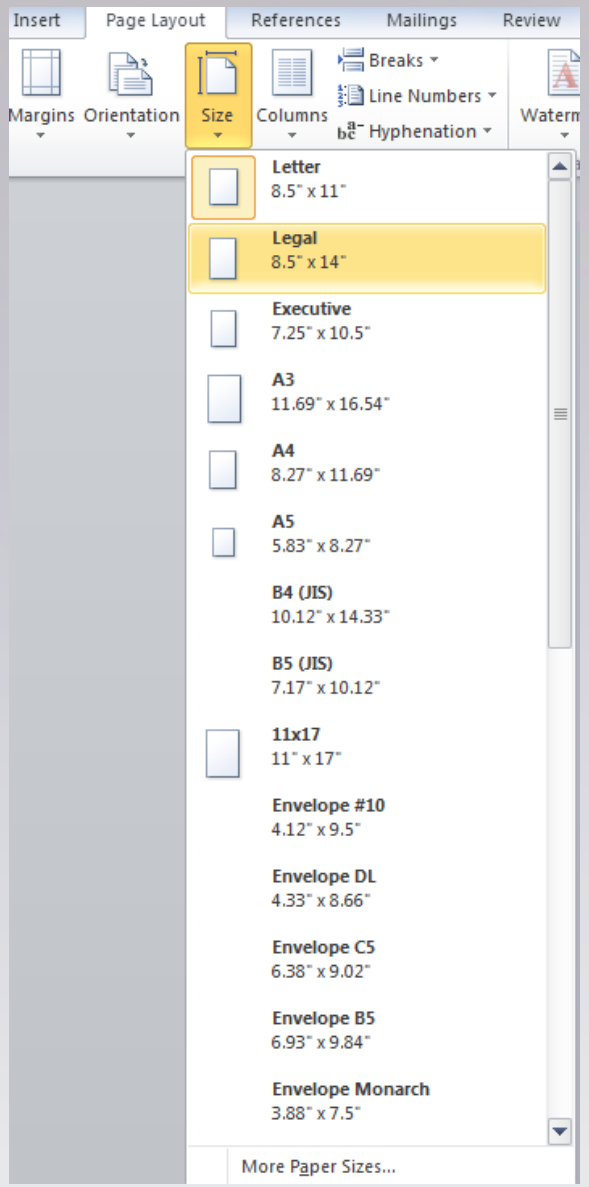
Faculty (School): A division conducting higher education, scholarly research and publication. Various departments and programs may be connected to it. It carries out an educational program of at least four years' duration that culminates with the award of a Bachelor's degree.

Graduate School: An institution in universities concerned with graduate education, scholarly research and applications. Called institutes, they award MA, MS and PhD degrees.

Skill 24 – Changing the Page Size

To change the page size:

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Size** button, and then select the desired page size.



T.C. Adnan Menderes University Faculty of Engineering

Skill 25 – Changing the Number of Columns

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Ankara, 2010

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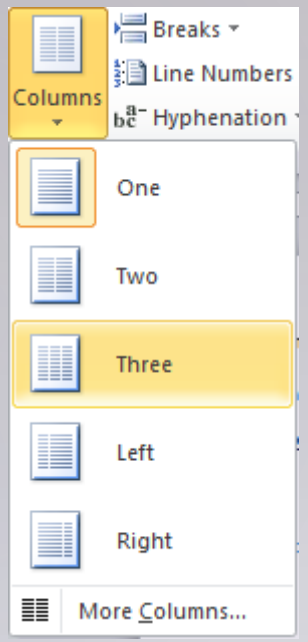
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Skill 25 – Changing the Number of Columns

To change the number of columns:

1. Select the text or graphics that you want to flow into columns.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Columns** button, and then select the desired layout. You can select one, two, or three columns of equal width, or two columns of unequal width.

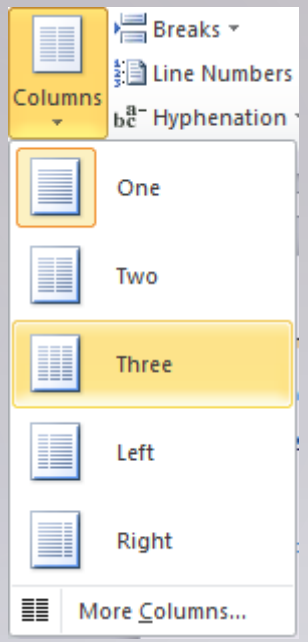


T.C. Adnan Menderes University Faculty of Engineering

Skill 25 – Changing the Number of Columns

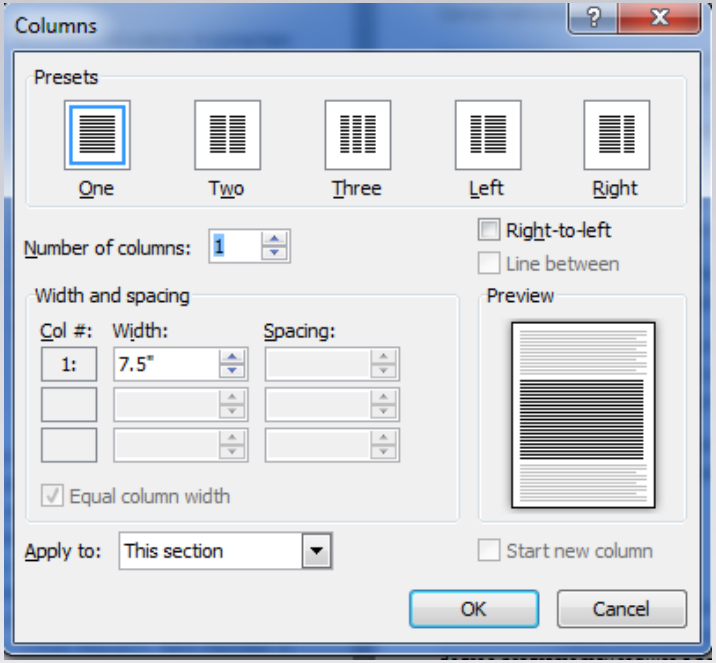
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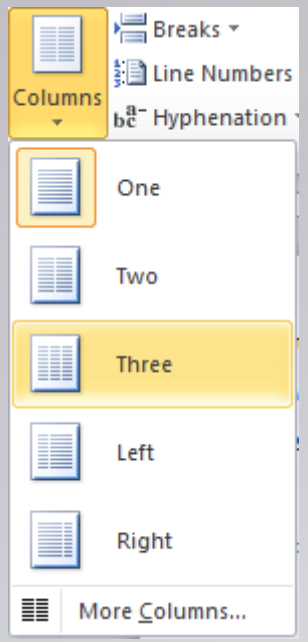


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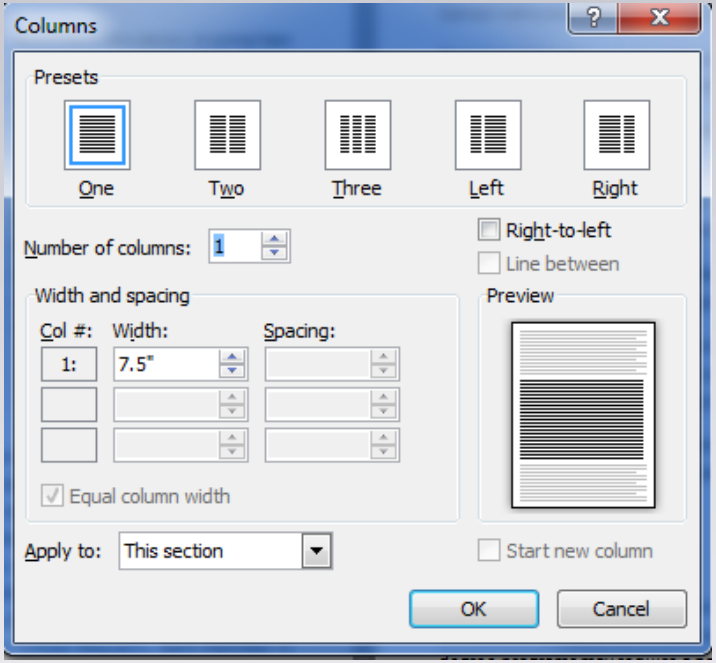
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You can use the dialog box to specify the number of columns, adjust the column width and spacing, and even add a vertical line between columns.



T.C. Adnan Menderes University Faculty of Engineering

Skill 26 – Inserting Page Breaks

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Higher Education: After graduating from high school, students can enrol in higher education, which is compatible with the Bologna three-cycle system

2. The Structure of Higher Education in Turkey

In 1981, in accordance with the new Higher Education Law (No. 2547), the administration of higher education in Turkey was comprehensively restructured. The system thereby became centralized, with all higher education institutions tied to the Council of Higher Education (Yüksek Öğretim Kurulu, or YÖK). After this restructuring, all institutions of higher education were designed as universities. Expansion of higher education throughout the country was achieved, application to higher education was centralized, and a central university exam and placement were introduced. In addition to public universities, the first non-profit foundation university in Turkey started to provide education for students in 1986.

The Council of Higher Education (YÖK) has 21 members: One third of its members are directly appointed by the President of the Republic of Turkey consisting of former rectors and academic staff; one third are selected by the Council of Ministers (Cabinet) from among distinguished, high ranking civil servants; one third are selected by the Inter University Council from among professors who are not members of that Council. The selections of members by the Council of Ministers and the Inter University Council are subject to approval by the President of the Turkish Republic. Each member is appointed for a renewable

"The Higher Education System in Turkey"

The Council of Higher Education

Ankara, 2010

1. Education in Turkey

Formal education in Turkey includes pre-primary education, primary education, secondary education and higher education.

Pre-Primary Education: It involves the education of children in the age group of 3 to 5 who have not reached the age of compulsory primary education, on an optional basis.

Primary Education: It involves the education and training of children in the age group of 6 to 14. Primary education is compulsory for all citizens. It is free at the State schools and lasts eight years. Towards the end of the primary school, pupils are given information about both general, vocational and technical high schools and the types of vocations they may undertake.

Secondary Education: It comprises high schools of a general or vocational and/or technical character giving four-year education following primary education.

Higher Education: After graduating from high school, students can enrol in higher education, which is compatible with the Bologna three-cycle system

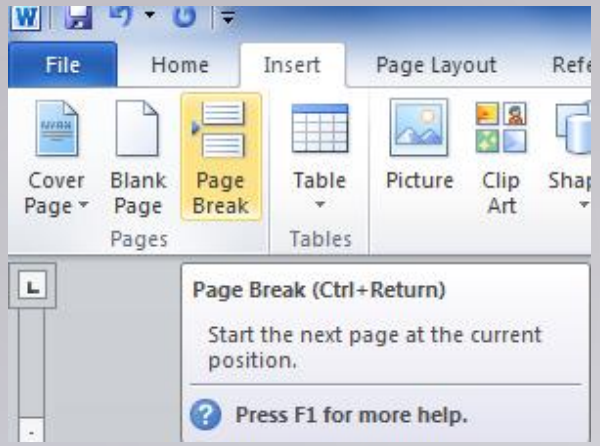
Page Break

Page Break

Skill 26 – Inserting Page Breaks

To insert a page break:

1. Click in the document where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click the **Page Break** button. .Or, press **Ctrl+Enter**.



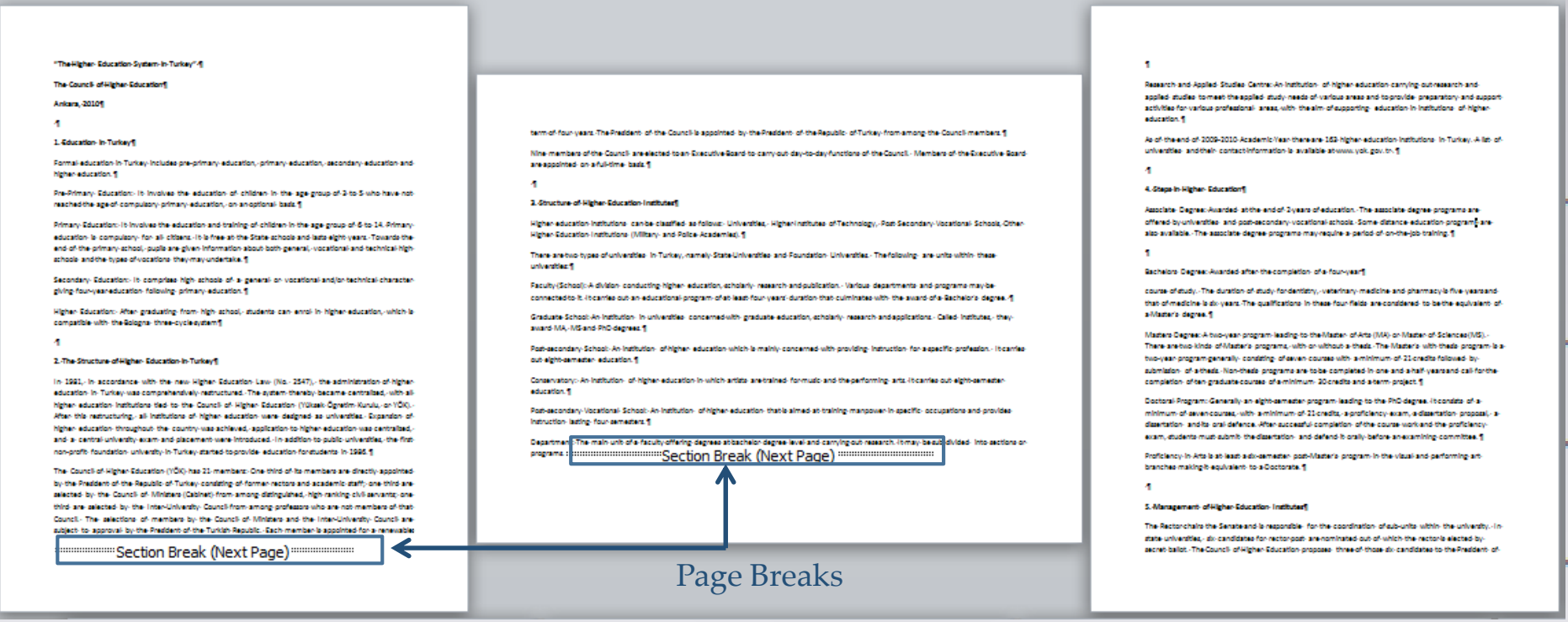
NOTE:

You can delete any page break that you insert manually by selecting the page break, and then pressing the **Delete** key.

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Skill 27 – Inserting Section Breaks

When you create a new document, there are no section breaks because the entire document consists of one section. You can insert section breaks to divide the document into multiple sections. This will allow you to set specific page layout and formatting options (such as **page orientation**, **margins**, **number of columns**, **page number**, or **headers and footers**) for different parts of the document.

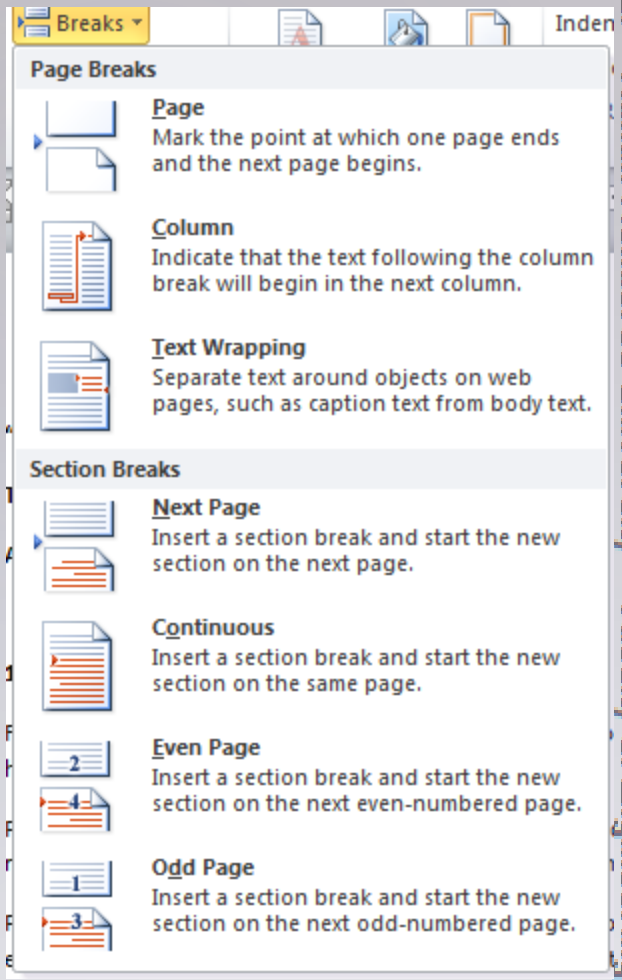


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Skill 27 – Inserting Section Breaks

To insert a section break:

1. Click in the document where you want to start a new section.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then select the desired section break



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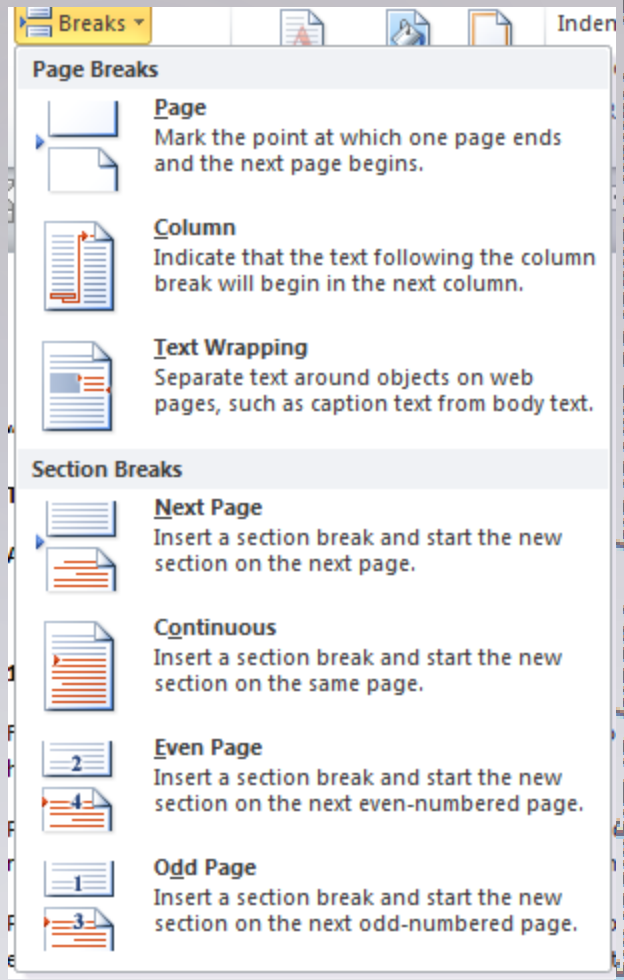
Skill 27 – Inserting Section Breaks

To insert a section break:

1. Click in the document where you want to start a new section.
2. On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then select the desired section break

Note:

- A ***Next Page*** section break starts the new section on the next page.
- A ***Continuous*** section break starts the new section on the same page.
- An ***Even Page*** section break starts the new section on the next even-numbered page.
- An ***Odd Page*** section break starts the new section on the next odd-numbered page



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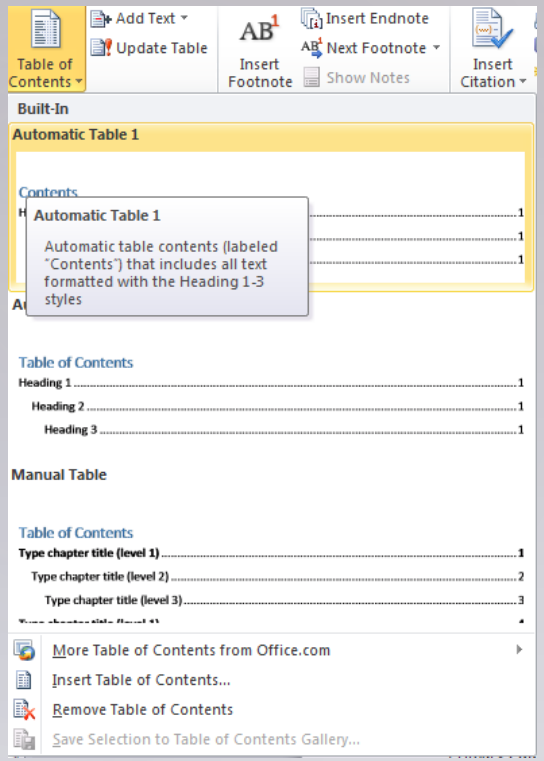
Skill 28 – Inserting a Table of Contents

To create a table of contents:

1. Click in the document where you want to insert the table of contents.
2. On the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button, and then select the desired option.

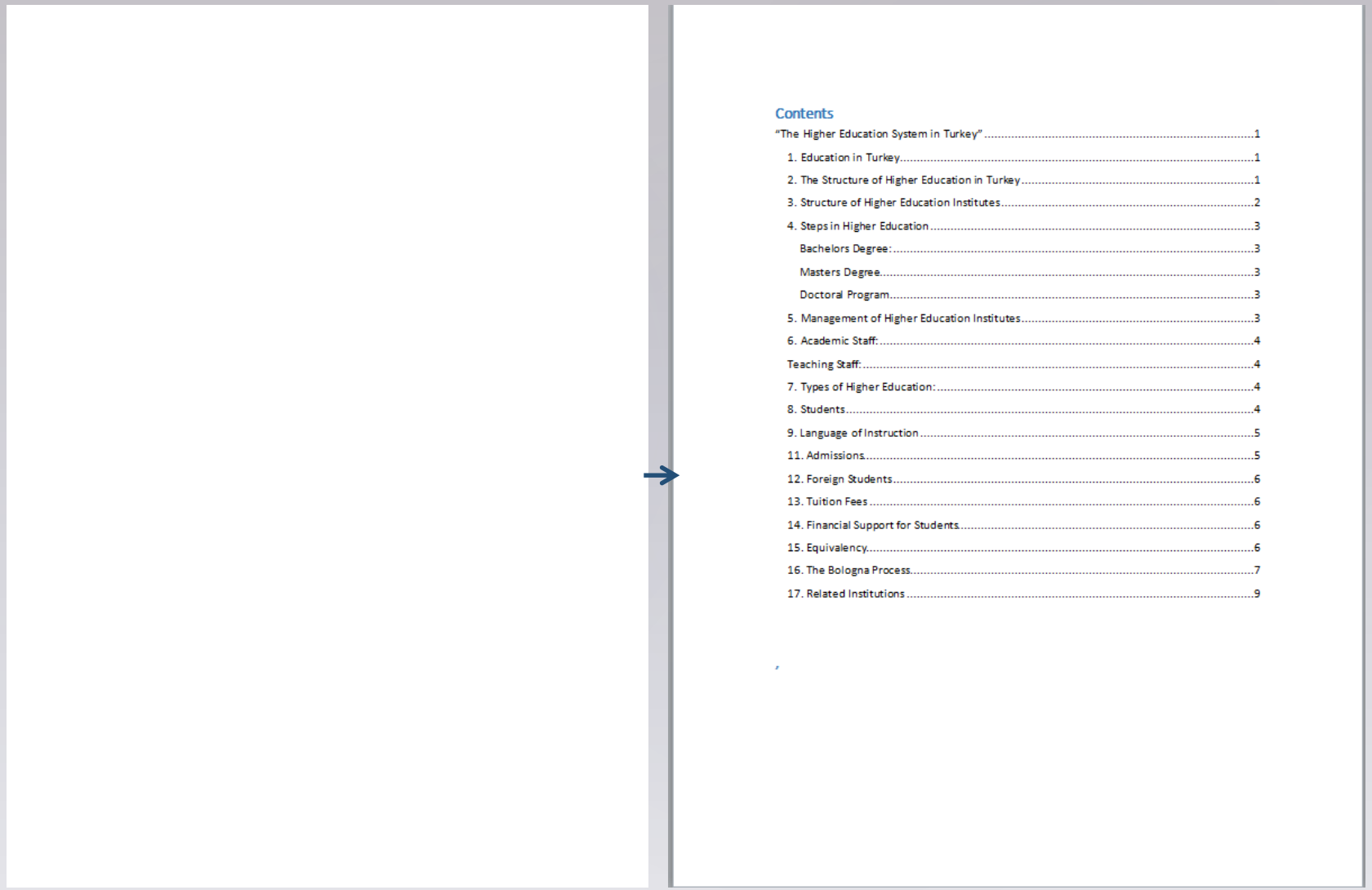
NOTE:

If you want to specify more options (e.g., how many heading levels to show), click the **Table of Contents** button, and then click **Insert Table of Contents** to open the **Table of Contents** dialog box.



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Skill 28 – Inserting a Table of Contents



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2. The Structure of Higher Education in Turkey 1
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6. Academic Staff: 4
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8. Students 4
9. Language of Instruction 5
11. Admissions 5
12. Foreign Students 6
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17. Related Institutions 9

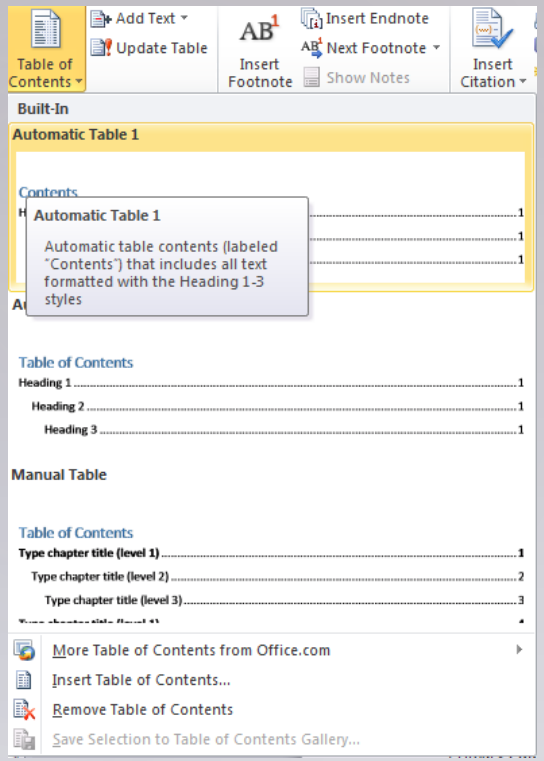
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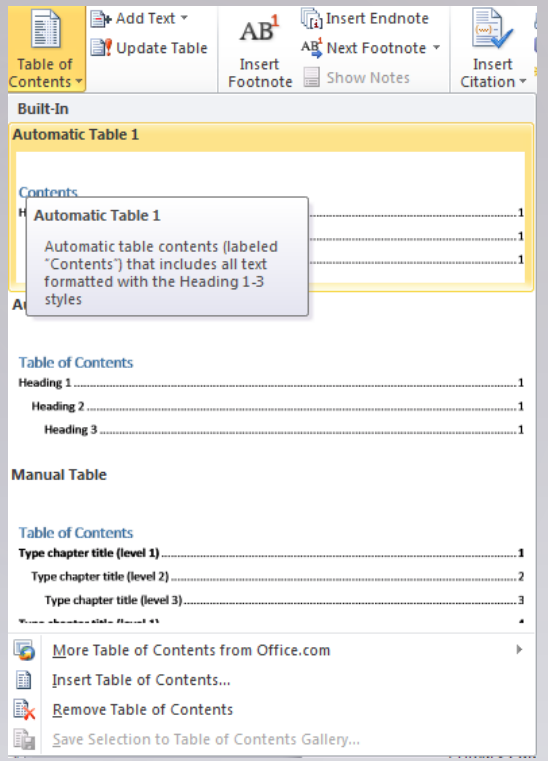
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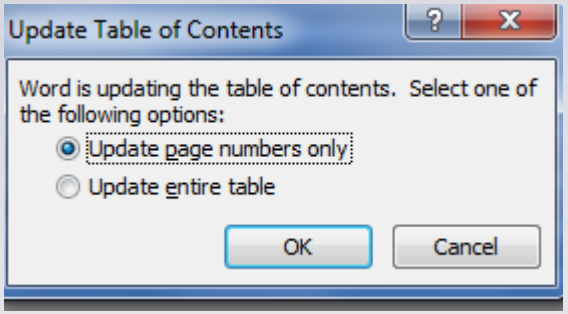
NOTE:

If you want to specify more options (e.g., how many heading levels to show), click the **Table of Contents** button, and then click **Insert Table of Contents** to open the **Table of Contents** dialog box.



To update a table of contents:

1. On the **References** tab, in the **Table of Contents** group, click the **Update Table** button . Or, right-click anywhere in the table of contents, and then click **Update Field** on the shortcut menu.
2. In the **Update Table of Contents** dialog box, select the **Update page numbers only** or **Update entire table** option, and then click the **OK** button



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References

- California State University, Los Angelos, Information Technology Services, Microsoft Word 2010 Part 1: Introduction to Word. https://www.calstatela.edu/its/training/pdf/**word2010**p2.pdf
- Microsoft Word 2010 Help.

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Next Lecture

Introduction to Microsoft Power Point 2010-Part 1

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