

HW #2: Preparation of the course syllabus in Microsoft Word.

Due Date: 10.10.2019 – 23.00 pm

SYLLABUS																																											
Course Name	ENGR 100 COMPUTER SKILLS																																										
Semester	2018 – 2019 Fall																																										
Pre-requisite	-																																										
Lecturer	Assist. Prof. Fatih Ertugrul Öz E-mail: fatihertugruloz@sehird.edu.tr																																										
Classroom	ACAD BUILD 3 #3302																																										
Textbook	-																																										
Supplementary Books	-																																										
Weekly Schedule	<table border="1"><tr><td>1.</td><td>Microsoft Word: Introduction</td><td></td></tr><tr><td>2.</td><td>Microsoft Word: Article Preparation</td><td>(HW)</td></tr><tr><td>3.</td><td>Microsoft Excel: Introduction</td><td></td></tr><tr><td>4.</td><td>Microsoft Excel: Tables and Formatting</td><td>(HW)</td></tr><tr><td>5.</td><td>Microsoft Excel: Charts</td><td></td></tr><tr><td>6.</td><td>Microsoft Excel: Formulas and Functions</td><td>(HW)</td></tr><tr><td>7.</td><td>Microsoft Excel: Conditional Formatting</td><td>(HW)</td></tr><tr><td>8.</td><td>Microsoft PowerPoint: Introduction</td><td></td></tr><tr><td>9.</td><td>Microsoft PowerPoint: Presentations</td><td></td></tr><tr><td>10.</td><td>Microsoft PowerPoint: Presentation Development</td><td>(Project)</td></tr><tr><td>11.</td><td>Matlab: Introduction</td><td></td></tr><tr><td>12.</td><td>Matlab: Computations</td><td></td></tr><tr><td>13.</td><td>Matlab: Plotting</td><td></td></tr><tr><td>14.</td><td>Matlab: M-files</td><td>(HW)</td></tr></table>	1.	Microsoft Word: Introduction		2.	Microsoft Word: Article Preparation	(HW)	3.	Microsoft Excel: Introduction		4.	Microsoft Excel: Tables and Formatting	(HW)	5.	Microsoft Excel: Charts		6.	Microsoft Excel: Formulas and Functions	(HW)	7.	Microsoft Excel: Conditional Formatting	(HW)	8.	Microsoft PowerPoint: Introduction		9.	Microsoft PowerPoint: Presentations		10.	Microsoft PowerPoint: Presentation Development	(Project)	11.	Matlab: Introduction		12.	Matlab: Computations		13.	Matlab: Plotting		14.	Matlab: M-files	(HW)
1.	Microsoft Word: Introduction																																										
2.	Microsoft Word: Article Preparation	(HW)																																									
3.	Microsoft Excel: Introduction																																										
4.	Microsoft Excel: Tables and Formatting	(HW)																																									
5.	Microsoft Excel: Charts																																										
6.	Microsoft Excel: Formulas and Functions	(HW)																																									
7.	Microsoft Excel: Conditional Formatting	(HW)																																									
8.	Microsoft PowerPoint: Introduction																																										
9.	Microsoft PowerPoint: Presentations																																										
10.	Microsoft PowerPoint: Presentation Development	(Project)																																									
11.	Matlab: Introduction																																										
12.	Matlab: Computations																																										
13.	Matlab: Plotting																																										
14.	Matlab: M-files	(HW)																																									
Grading	<table border="1"><tr><td>Attendance</td><td>: 40 %</td><td></td></tr><tr><td>Homeworks</td><td>: 40 % (5 x 8 %)</td><td></td></tr><tr><td>Project</td><td>: 20 %</td><td></td></tr></table>	Attendance	: 40 %		Homeworks	: 40 % (5 x 8 %)		Project	: 20 %																																		
Attendance	: 40 %																																										
Homeworks	: 40 % (5 x 8 %)																																										
Project	: 20 %																																										

Style Name: HEADING2
Font: 12,
Paragraph spacing: 1.15

Style Name: HEADING1
Font: 14,
Paragraph spacing: 1.15

Style Name: Table Content
Font: 12,
Paragraph spacing: 1.15

HW #2: Preparation of the course syllabus in Microsoft Word.

Due Date: 10.10.2019 – 23.00 pm

- Prepare the syllabus of the course (you have) on an *A4 size* paper in *portrait* orientation,
- The syllabus is shown in previous page:
- Hints are shown in red for you to help you understand:
 - distance of the table from paper edges,
 - cell sizes,
 - where to split some cells,
- You will create 3 styles:
 - One for the main titles. (HEADING1)
 - One for the titles on the left side of the syllabus (HEADING2)
 - One for the main contents of the table. (Table Content)
- Alignments and font styles are not stated within the hints since you are supposed to understand them.
- **Be careful with the units of the dimensions. You should check measurement settings in Microsoft Word.**
 - https://wordribbon.tips.net/T006698_Changing_Measurement_Units.html
- Save your document in word format and upload it LMS or send to fatihertugruloz@sehir.edu.tr before the deadline.
 - **Late submissions will not be accepted!**