

CS 102 *Spring 2020/21*

Project  
Group **G2C**

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Criteria	TA/Grader	Instructor
Presentation		
Overall		

## ~ LabConnect ~

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### Report Type

(report subtype/version)

**March 12, 2021**

## 1 INTRODUCTION

View this template in “Print Layout” form. To use it, begin by editing the preceding section to include information related to your project & the report you are writing (for help, press F1 when the text cursor is in a field.)

Using Styles

As far as possible, do not change any of the formatting, but rather use the existing styles. For example, place the cursor in the text “Using Styles” above. Notice the Style is “Paragraph”. Try changing it to “Heading 2”, then to “Heading 1”. Note the numbering of subsequent sections is changed automatically.

## 2 DETAILS

The real work goes here! Replace section titles with something relevant to your report.

## 2.1 Subsections

## 2.2 Using References

Don't forget to acknowledge any sources that you make use of. Claiming other people's work & ideas as your own is considered cheating and carries severe penalties. Make it very clear what is your work and what help, words, ideas, etc., you have taken from elsewhere. Be sure to put quotation marks around any sections of text you copy from elsewhere and add a reference to the original source (see [1] for general information and [2] and [3] for examples of information required for book, journal and web-based sources).

You can insert references in the text by selecting "Insert—Reference-Footnotes... Endnotes." This template uses sequential numbers for references, the most common format used for technical articles. The template includes a macro, "Create\_Reference" which should insert a link in-to the text and a corresponding entry into the References section at the end of the document, which you can then edit. You can invoke the macro by pressing Control-R (but you may need to "Tools—Unprotect Document" and/or Enable-Macros first!) Note: newer versions of Word may now include this reference style-check the help.

## 2.3 And Outlines?

Once you understand the basics, you may want to switch to "Outline" view to sort out your ideas before returning to the "Page Layout" view to write the actual content. If you learn to use styles, outlines and endnotes properly, then Word sorts out the numbering, formatting, etc. for you. Try inserting and deleting some of the references from the text and notice again how the other numbers change automatically. Having the machine do the layout and such numbering automatically, enables you to concentrate on what is really important, the content. Neat and very professional looking, eh?

## 3 SUMMARY & CONCLUSIONS

And finally... Don't forget that Word can help to check your spelling (and grammar!)

Maintaining lists of research references that can be reused when writing journal articles can be a real pain, especially when citation styles vary so much from journal to journal. When you have time, I suggest you look at reference managers (e.g., JabRef for BibTeX, or websites such as CiteSeer), as well as other document creation options (e.g., LyX, L<sup>A</sup>T<sub>E</sub>X and OpenOffice.)

Good Luck.

## REFERENCES

- [1] David Davenport & Derya Davenport. *The Short Guide to Avoiding Plagiarism*. <http://www.cs.bilkent.edu.tr/~david/plagiarism/>. Last visited: 21/02/2021.
- [2] David Davenport. *David's Note 1*. Reference books and journals by providing sufficient information about the source so that someone can easily find it. Include: title, author, journal, publisher & publication date (page no's too, if applicable.)
- [3] David Davenport. *David's Note 2*. Reference web-based resources by giving their title, author, URL and date (posted & visited.)