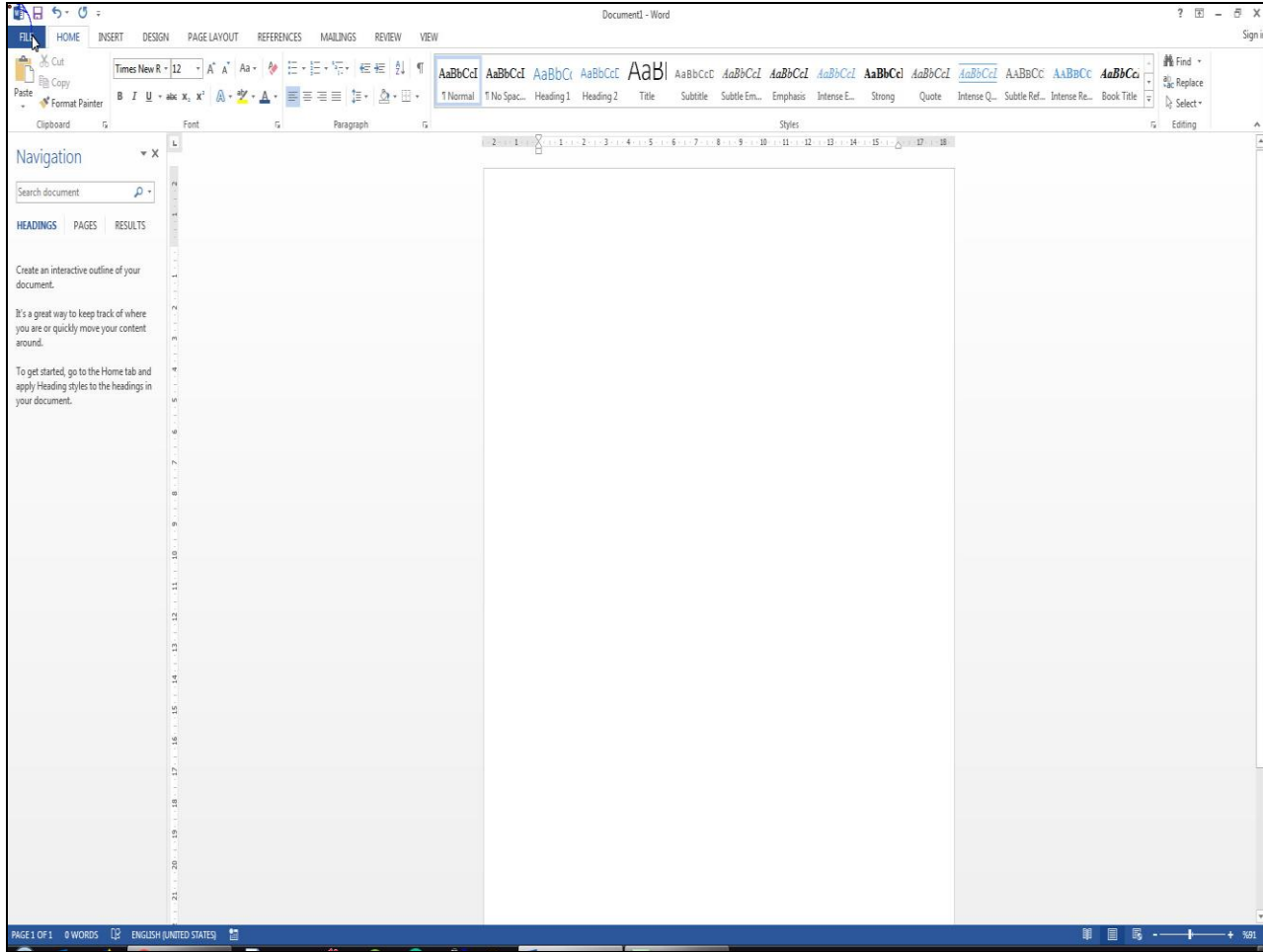


## 1. HAFTA – MS WORD

Bu derste MS WORD programının temel kullanımını öğreneceğiz. Temel kullanım parametreleri adım adım slaytlarda gösterilmiştir.

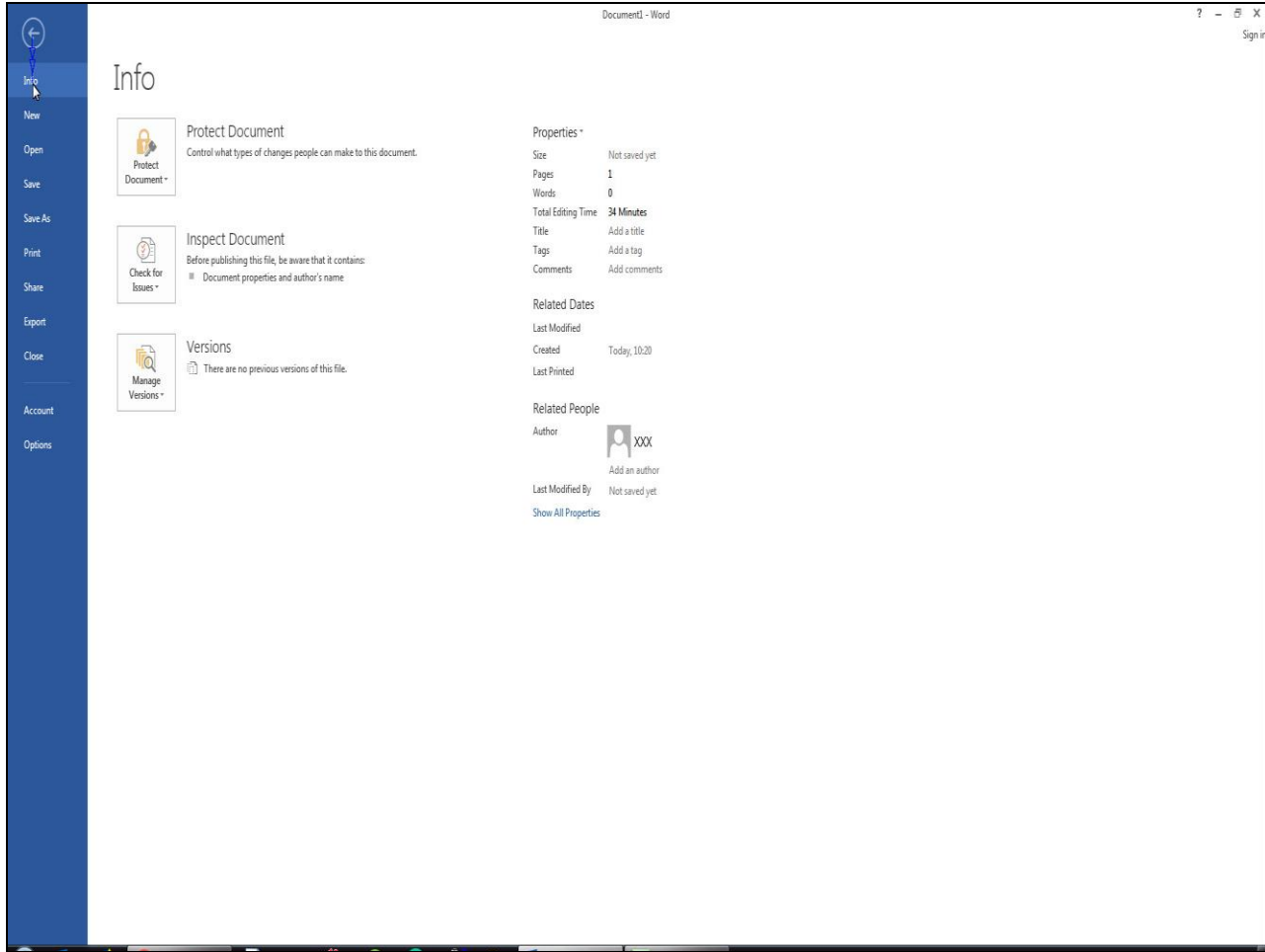
## Slide 1 - Slide 1



## Text Captions

Click the **File Tab** button

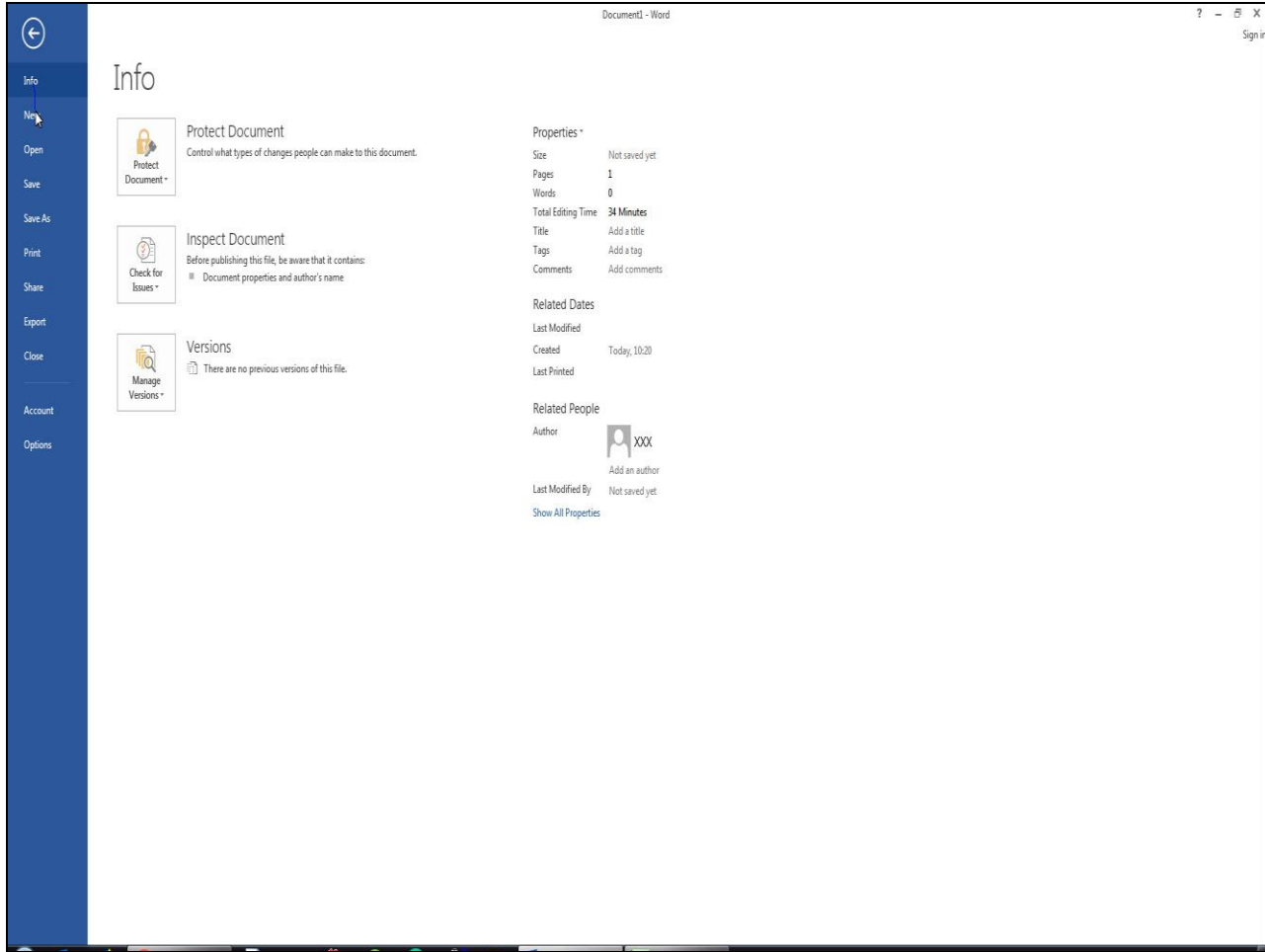
Slide 2 - Slide 2



Text Captions

Select the **Info** tab

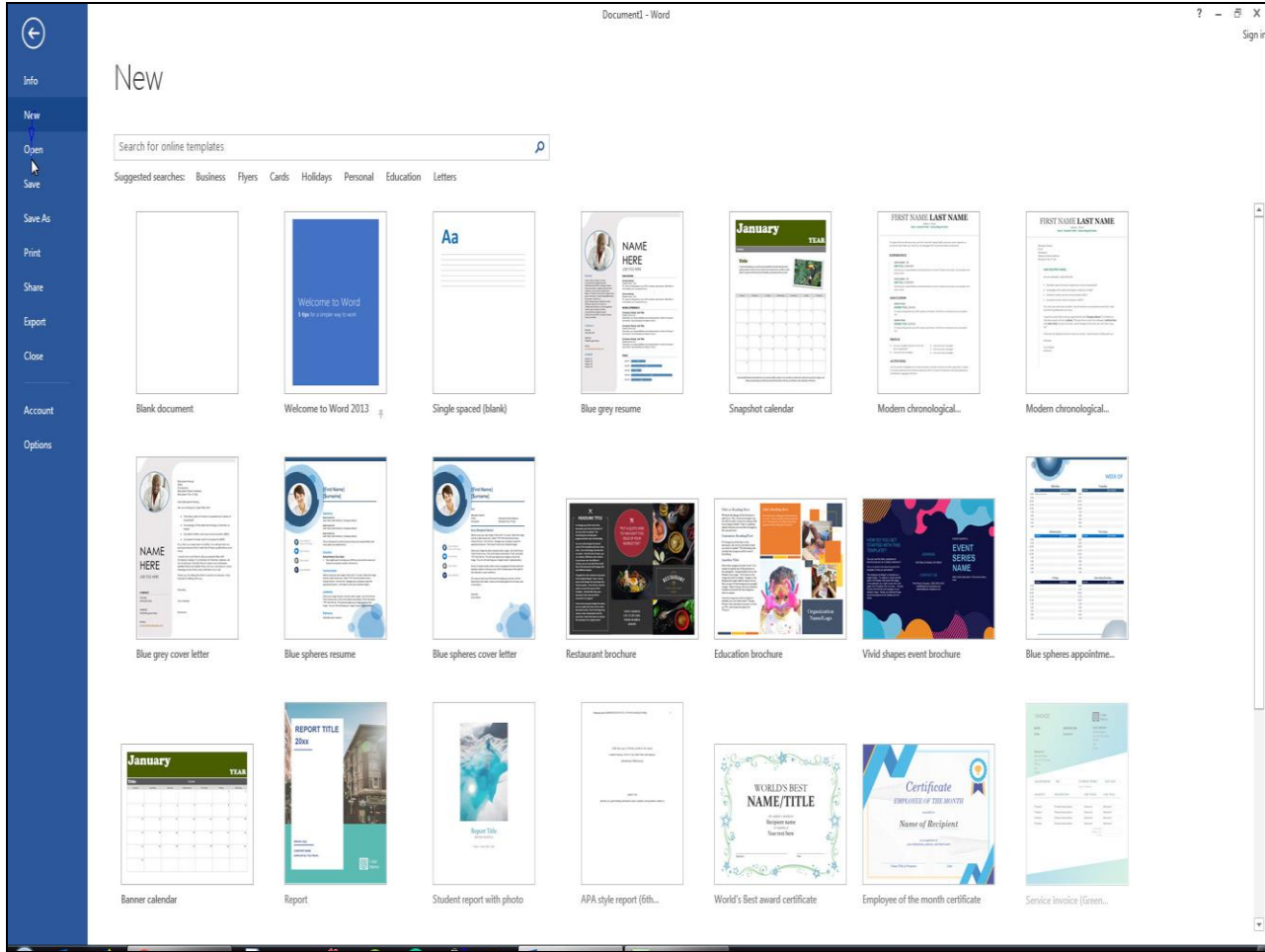
Slide 3 - Slide 3



Text Captions

Select the **New** tab

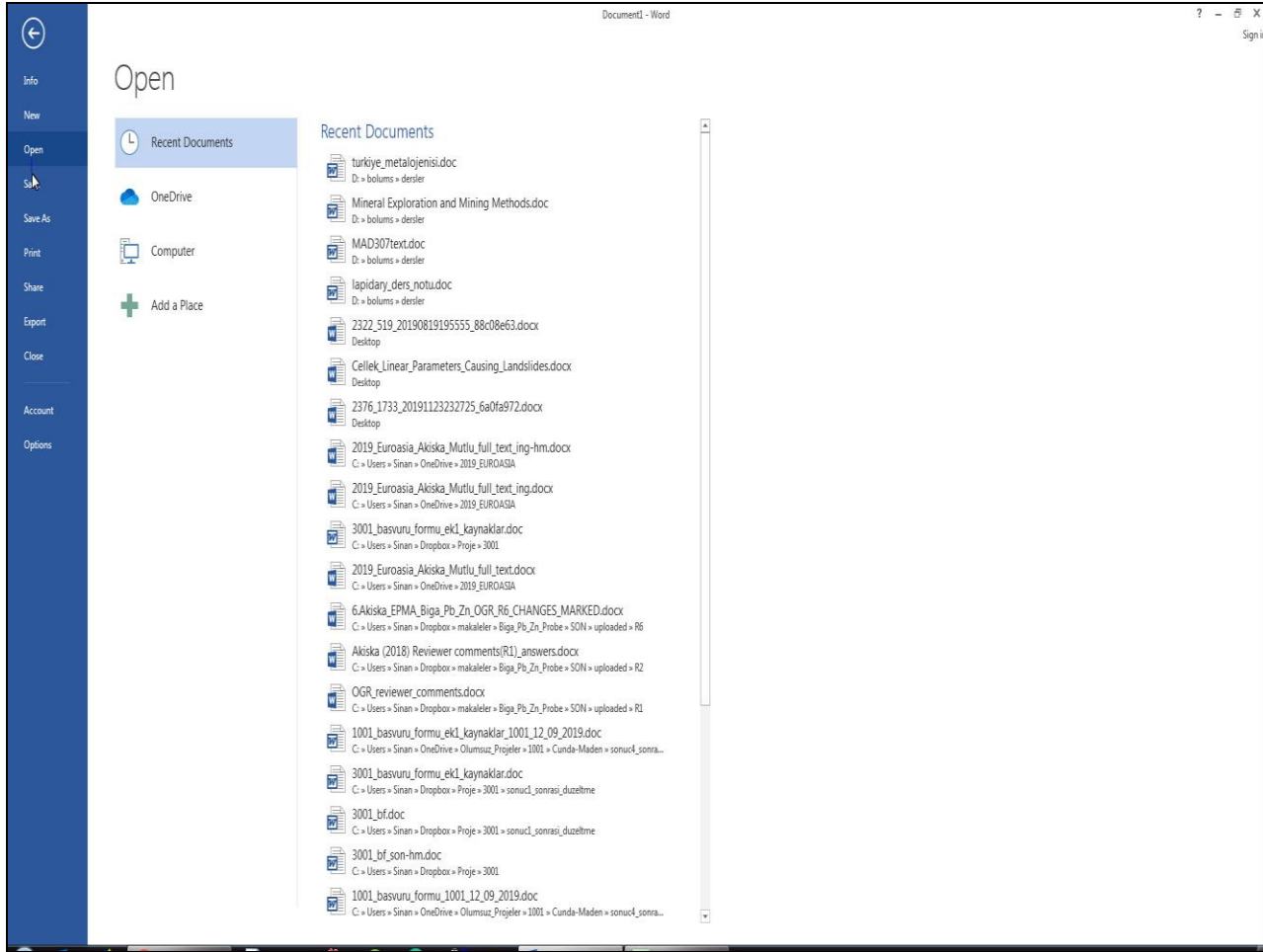
Slide 4 - Slide 4



Text Captions

Select the **Open** tab

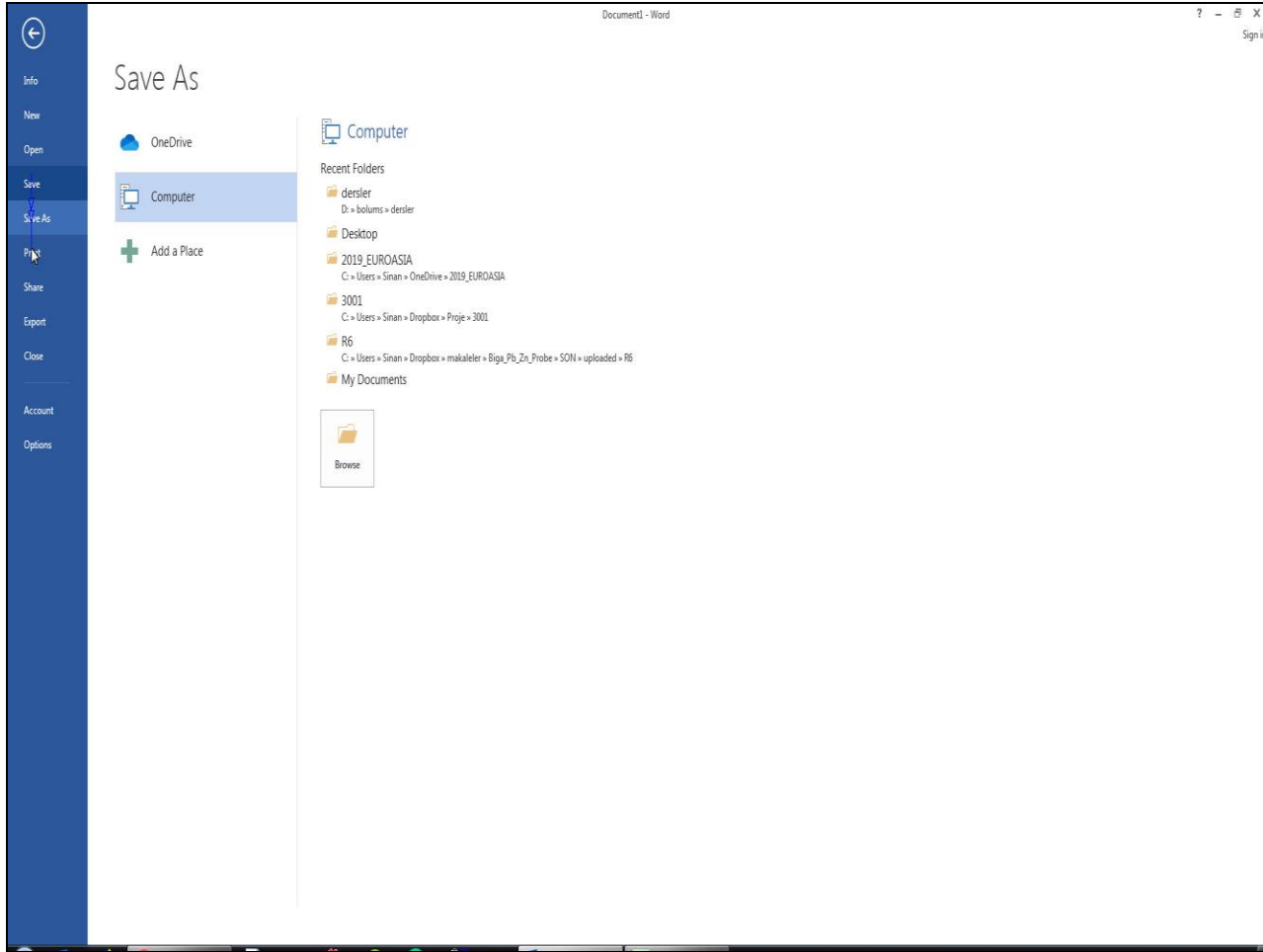
## Slide 5 - Slide 5



## Text Captions

Select the **Save** menu item

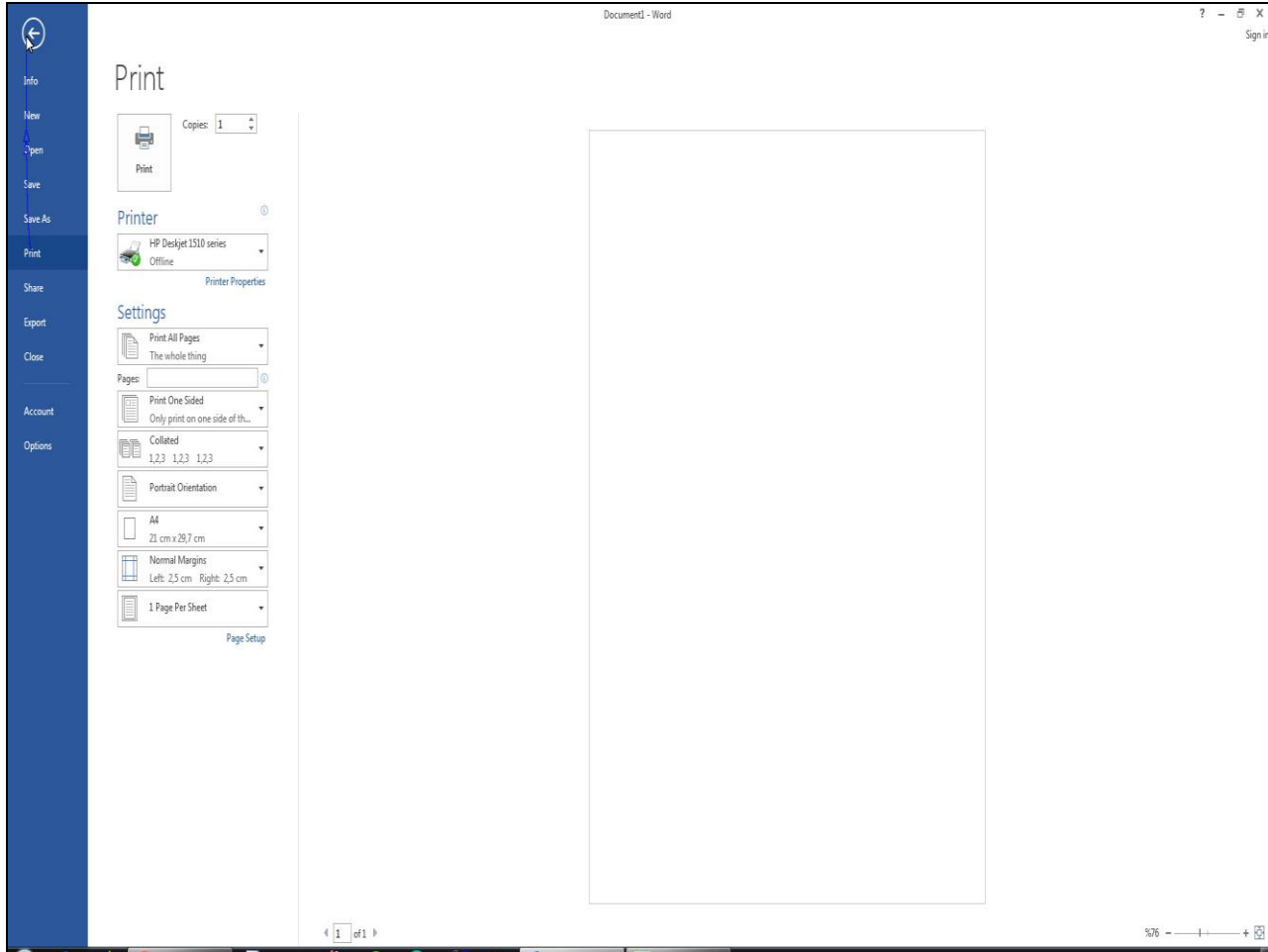
## Slide 6 - Slide 6



## Text Captions

Select the **Print** tab

## Slide 7 - Slide 7

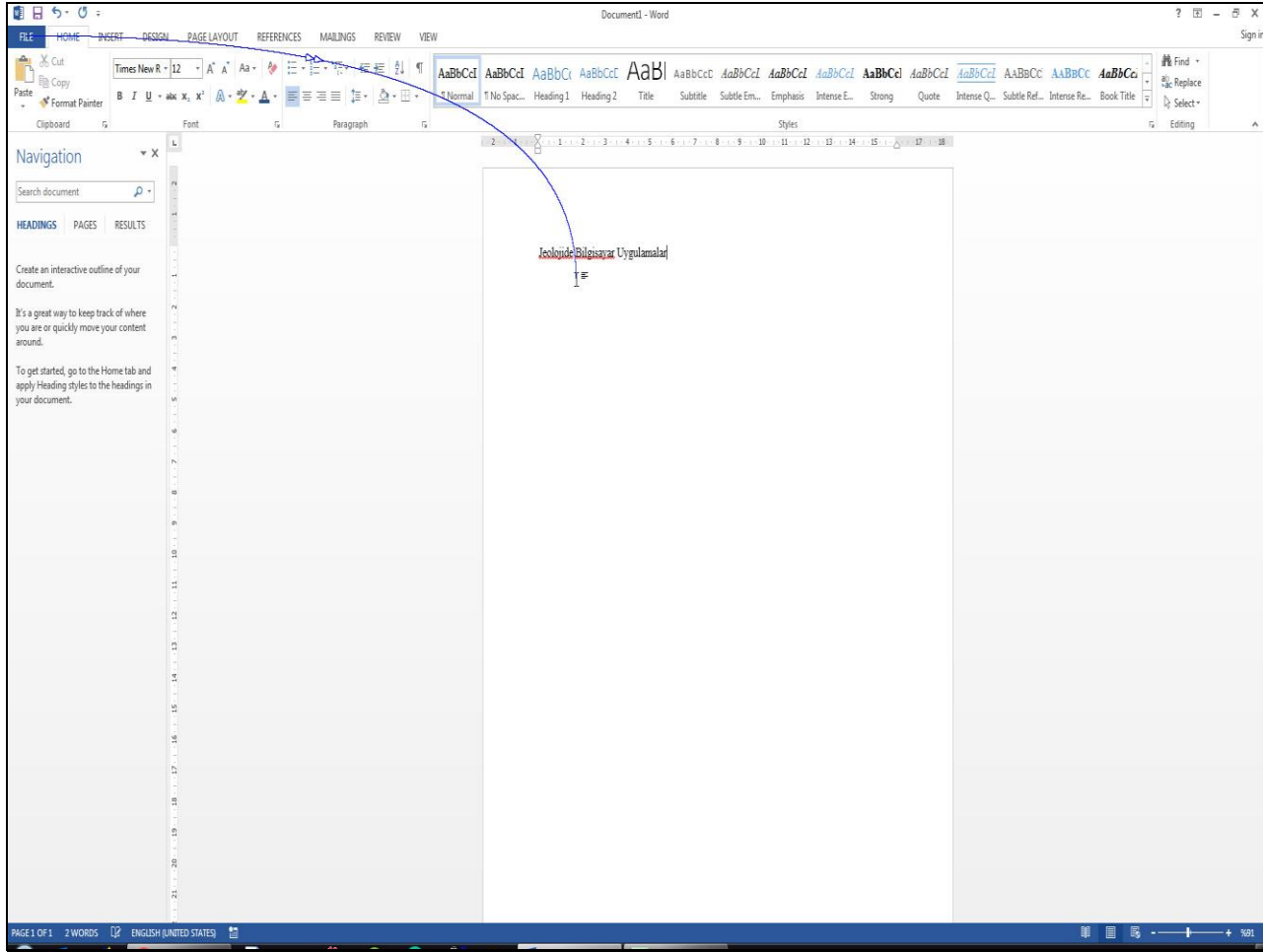


## Text Captions

Click the **Back** button

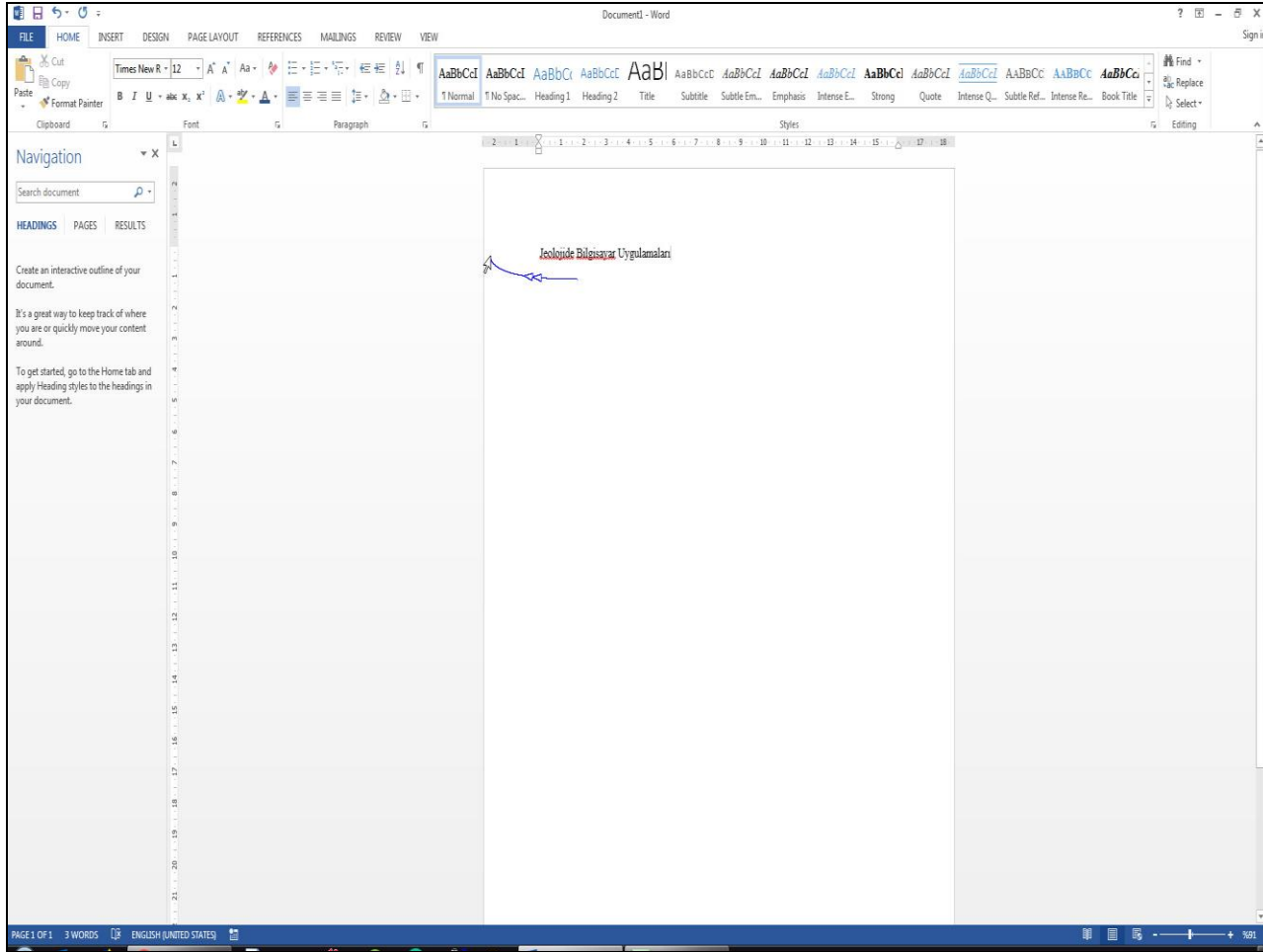


Slide 8 - Slide 8



Text Captions

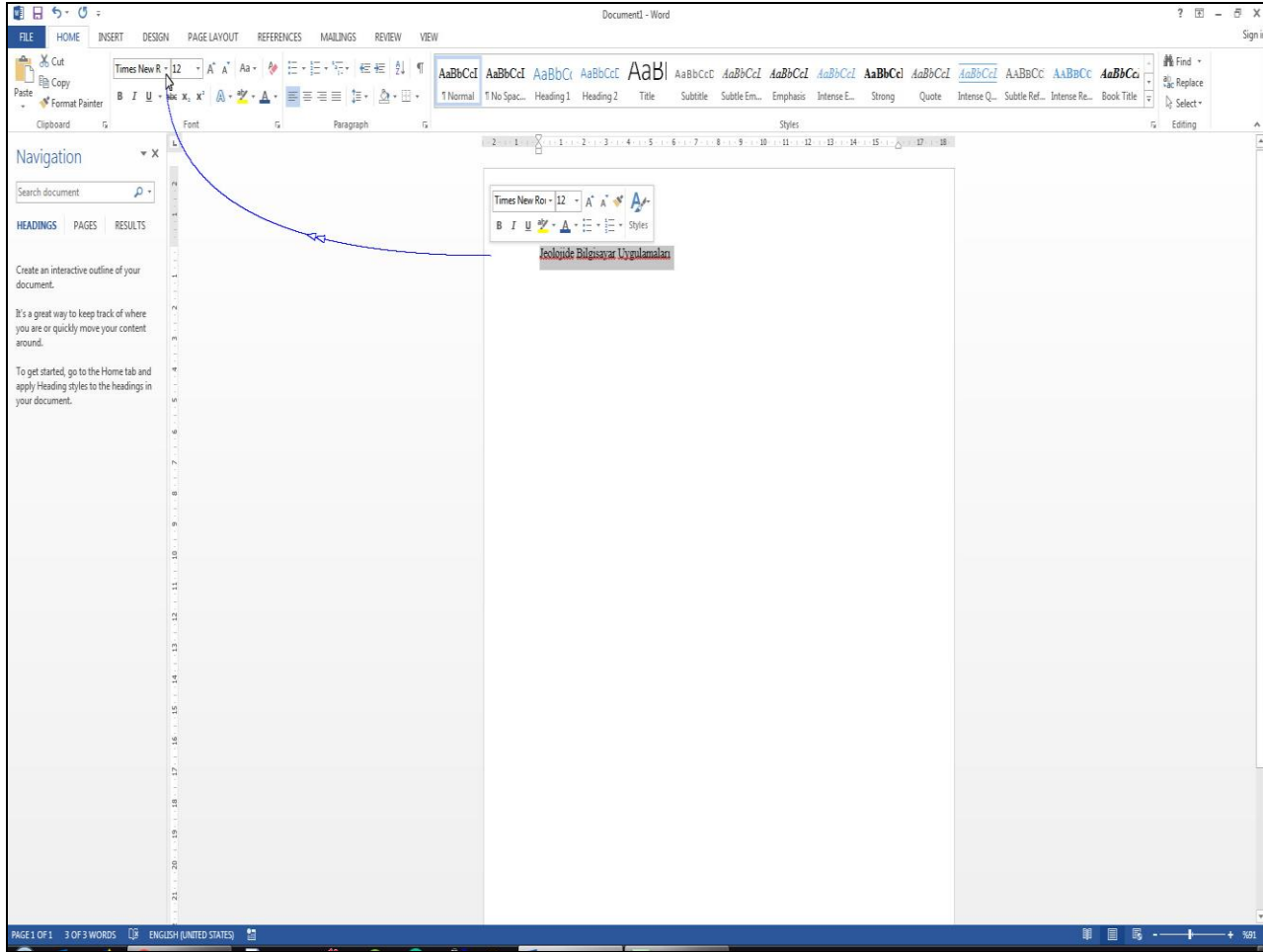
## Slide 9 - Slide 9



## Text Captions

Select **Microsoft Word Document**

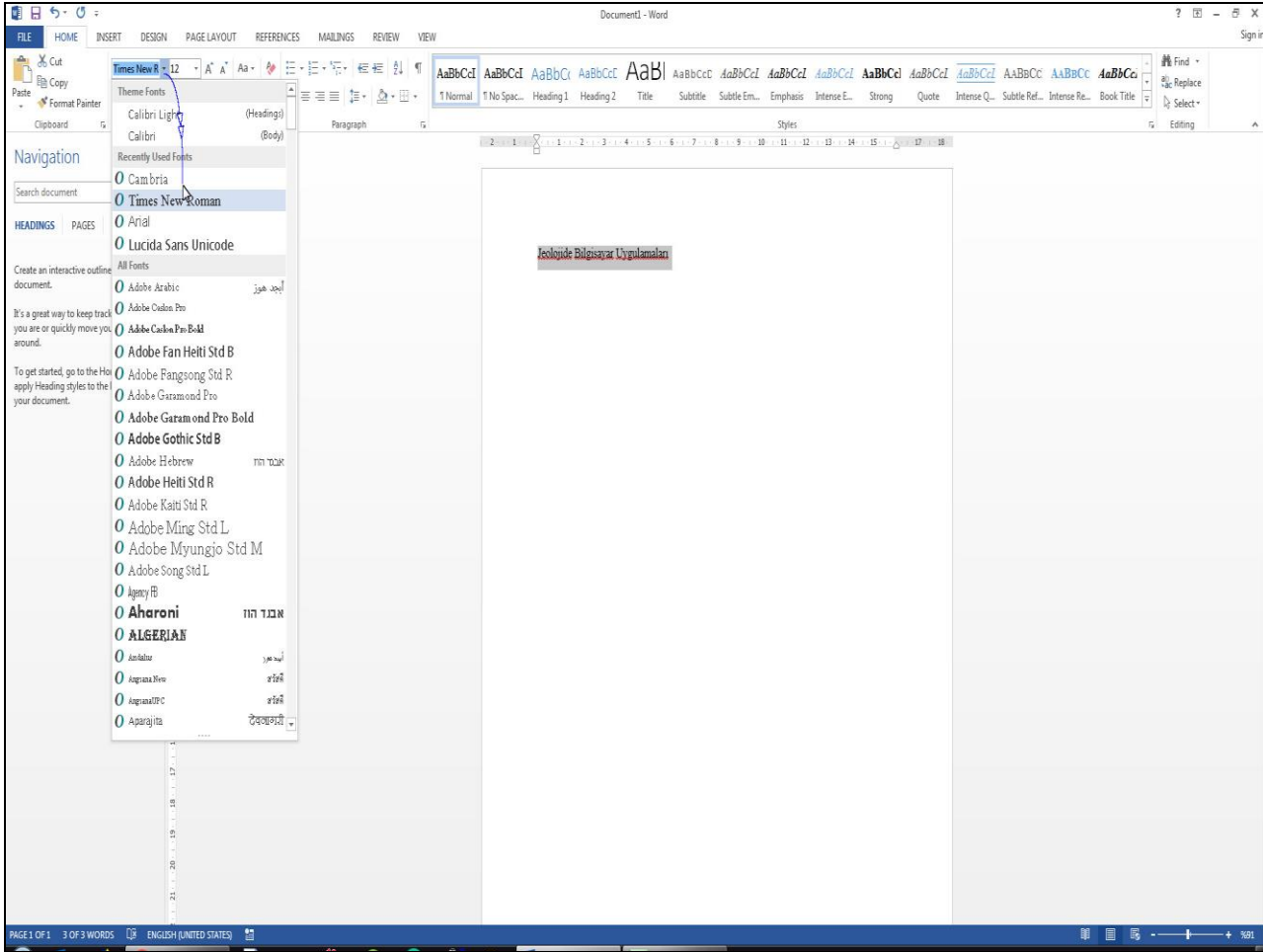
## Slide 10 - Slide 10



## Text Captions

Click the **Open** button

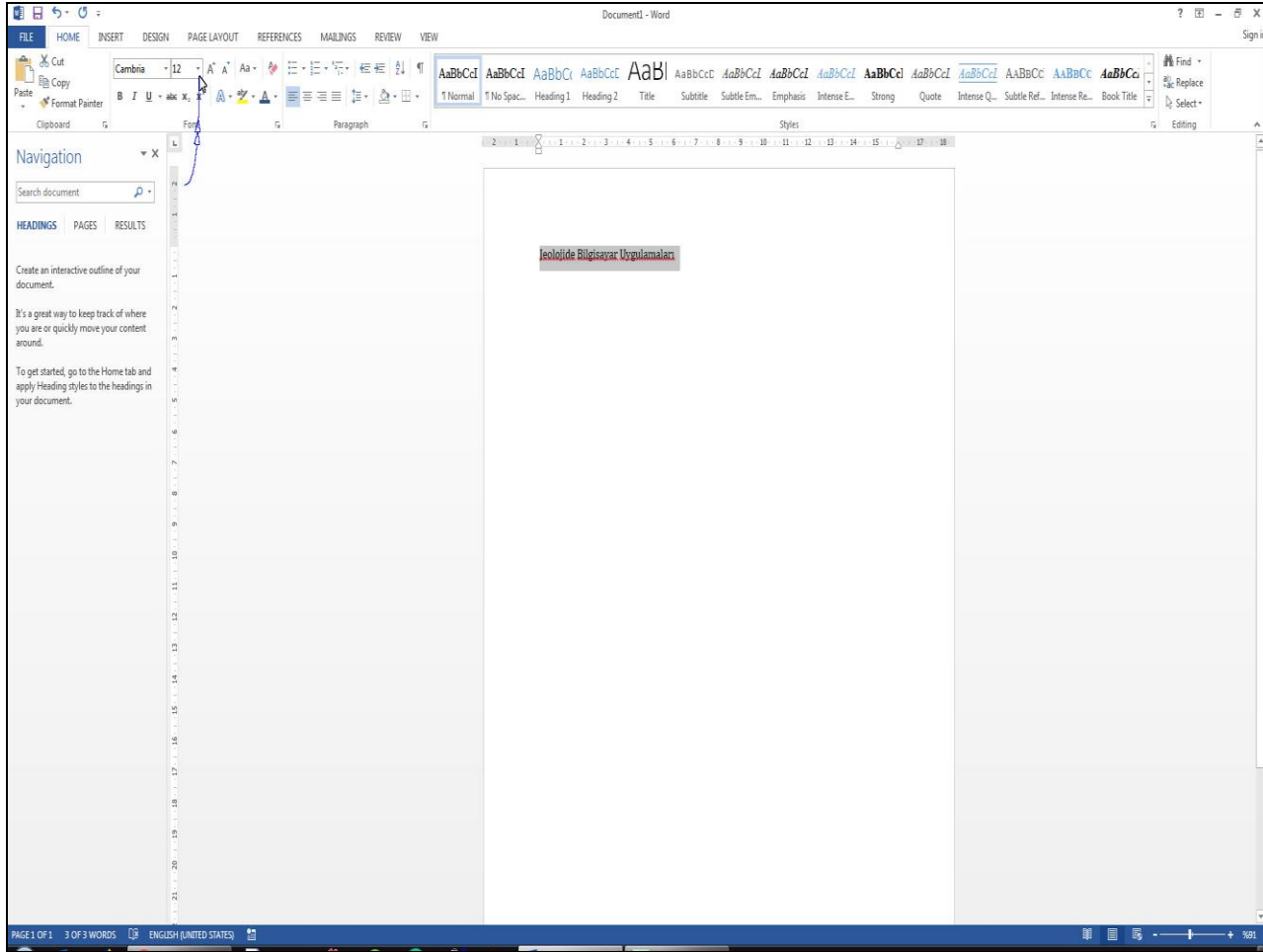
Slide 11 - Slide 11



Text Captions

Select the **Cambria** item

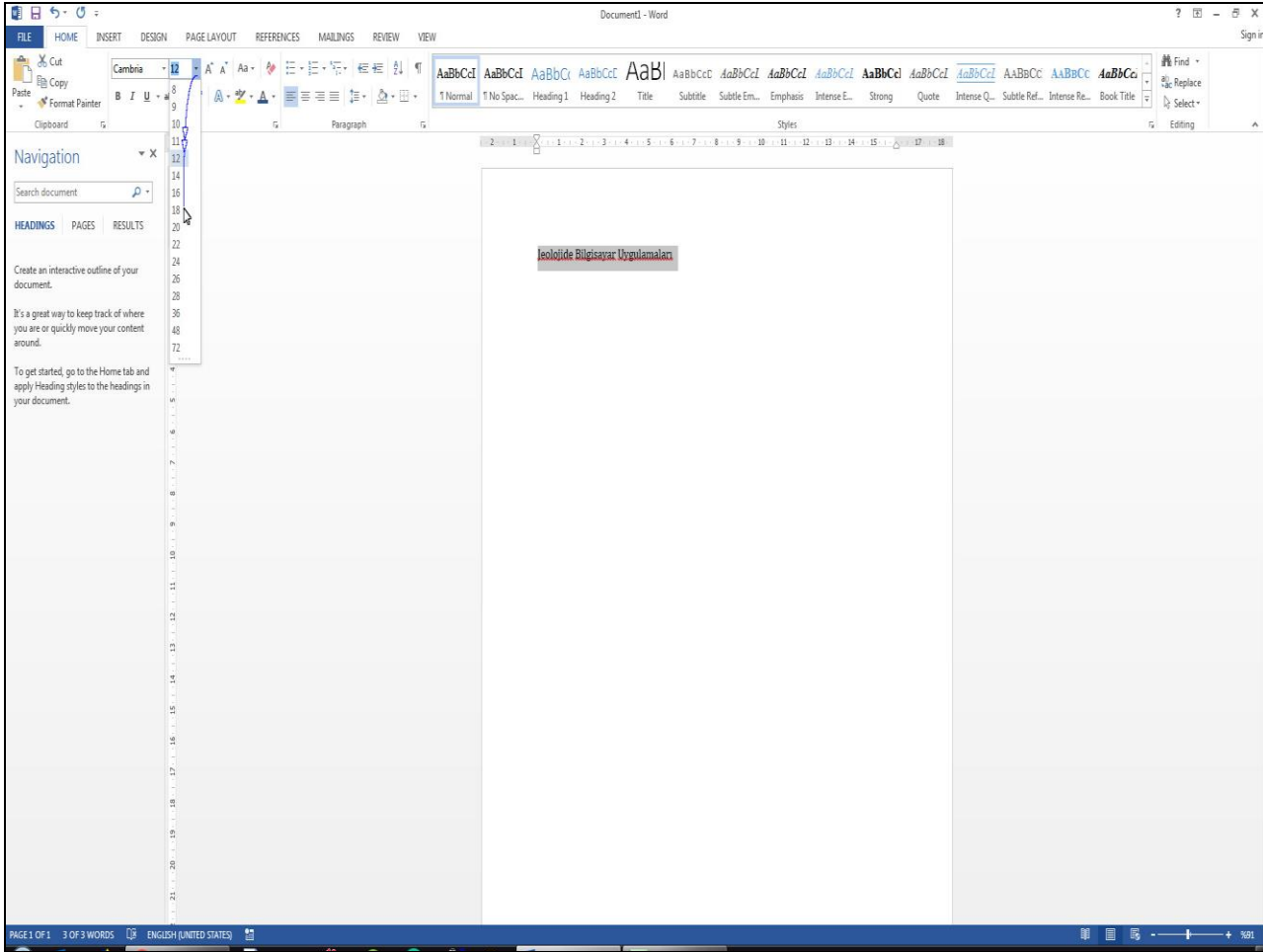
## Slide 12 - Slide 12



## Text Captions

Click the **Open** button

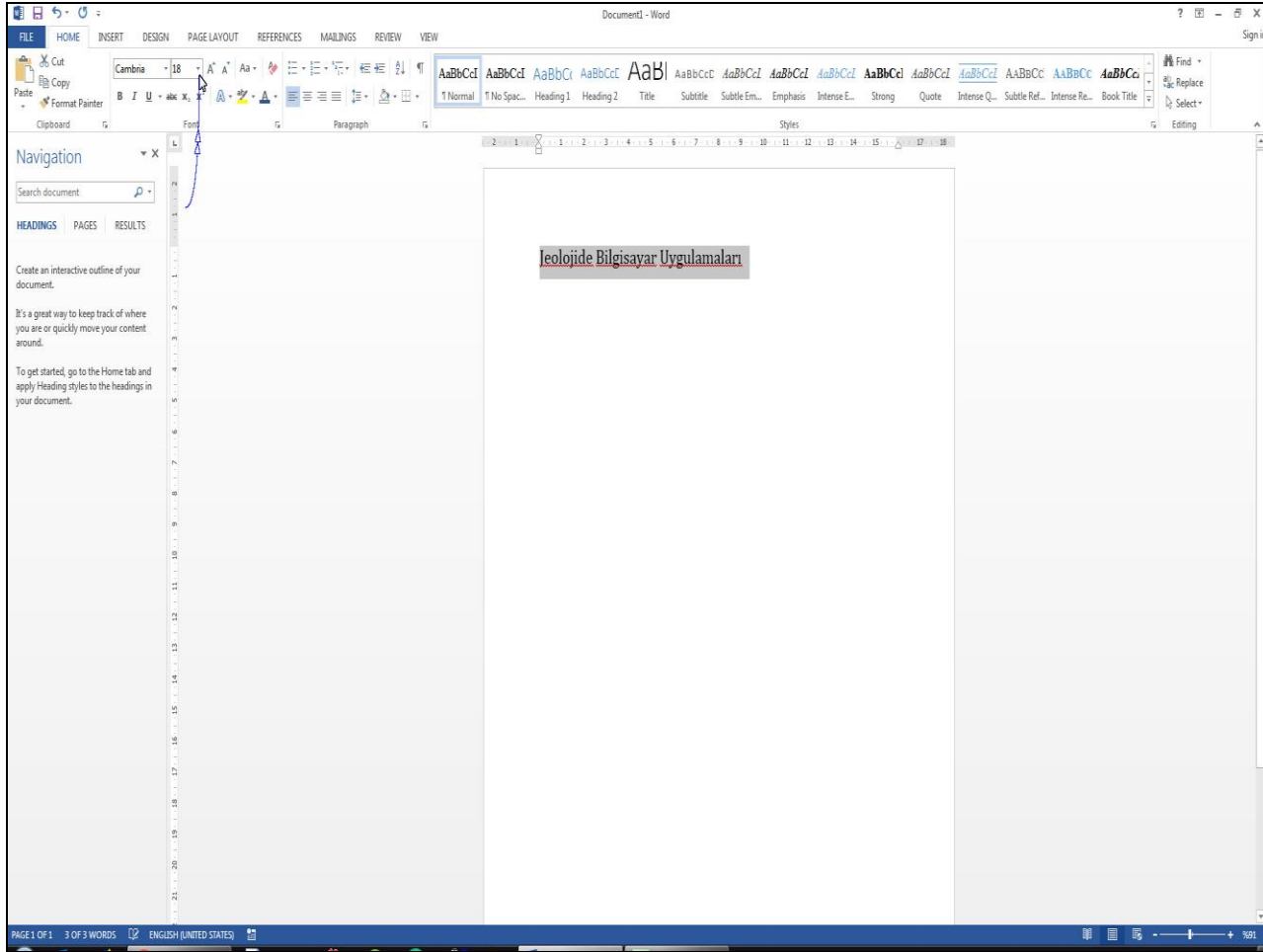
## Slide 13 - Slide 13



## Text Captions

Select the **18** item

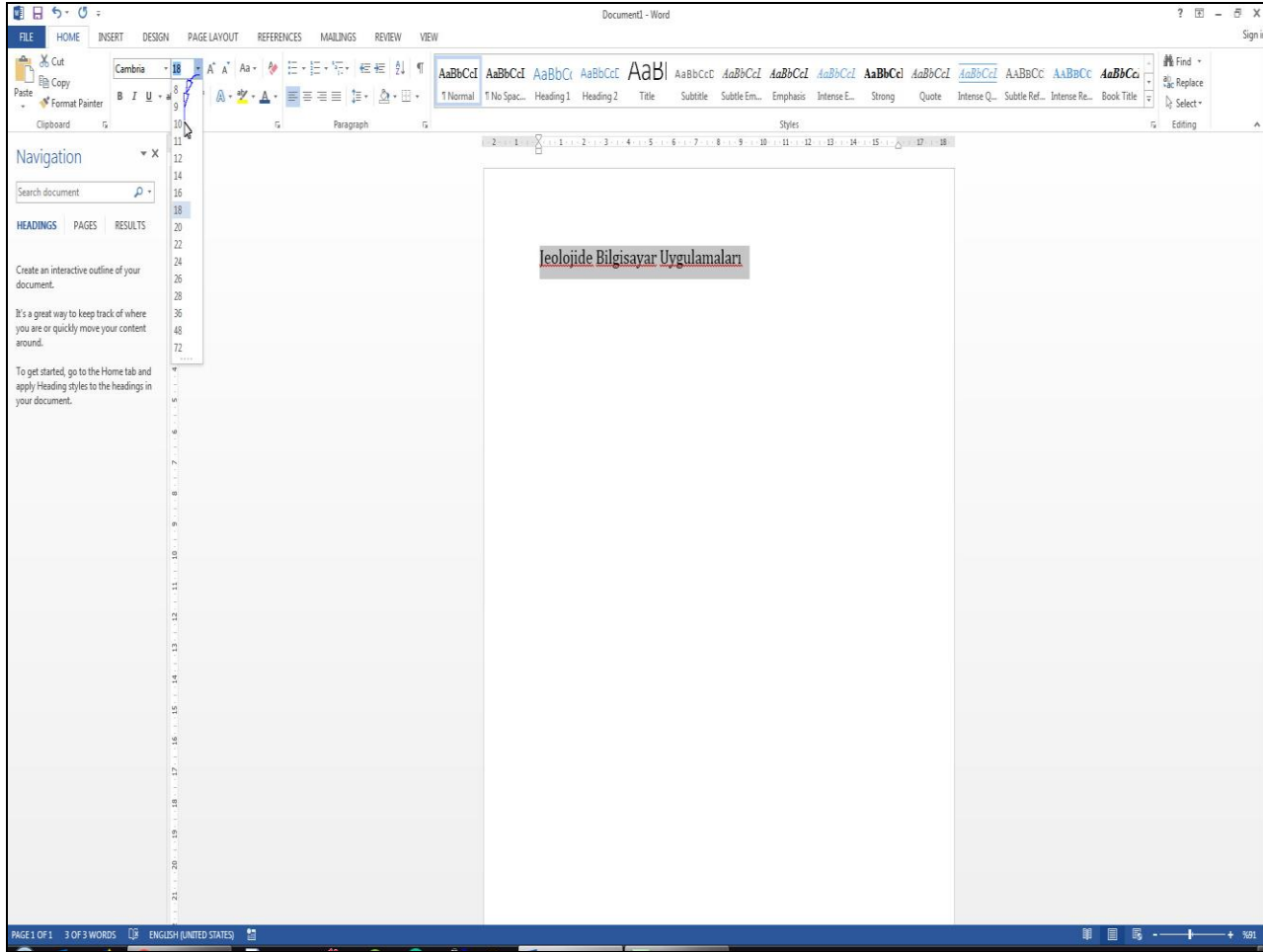
## Slide 14 - Slide 14



## Text Captions

Click the **Open** button

## Slide 15 - Slide 15

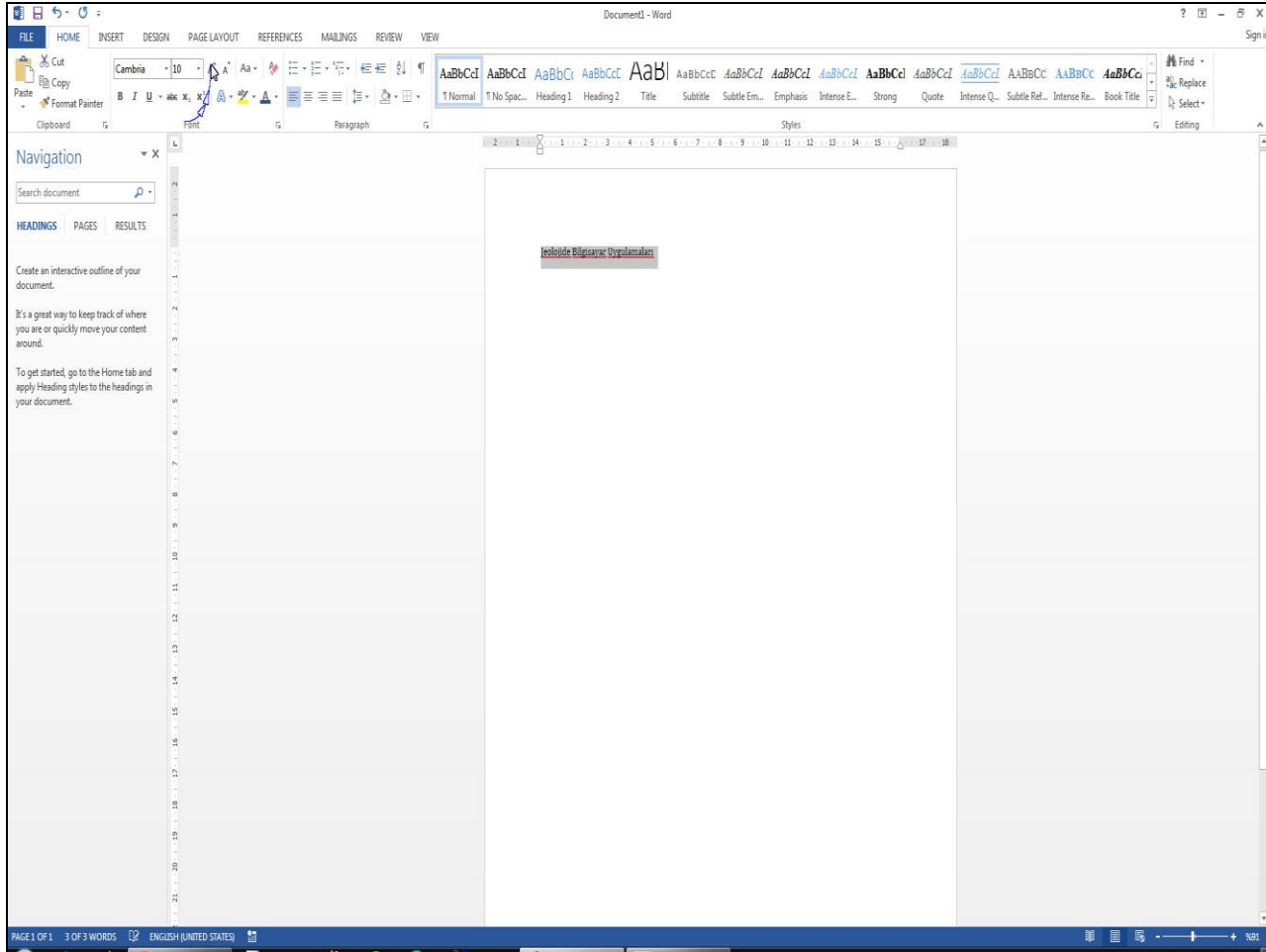


## Text Captions

Select the **10** item



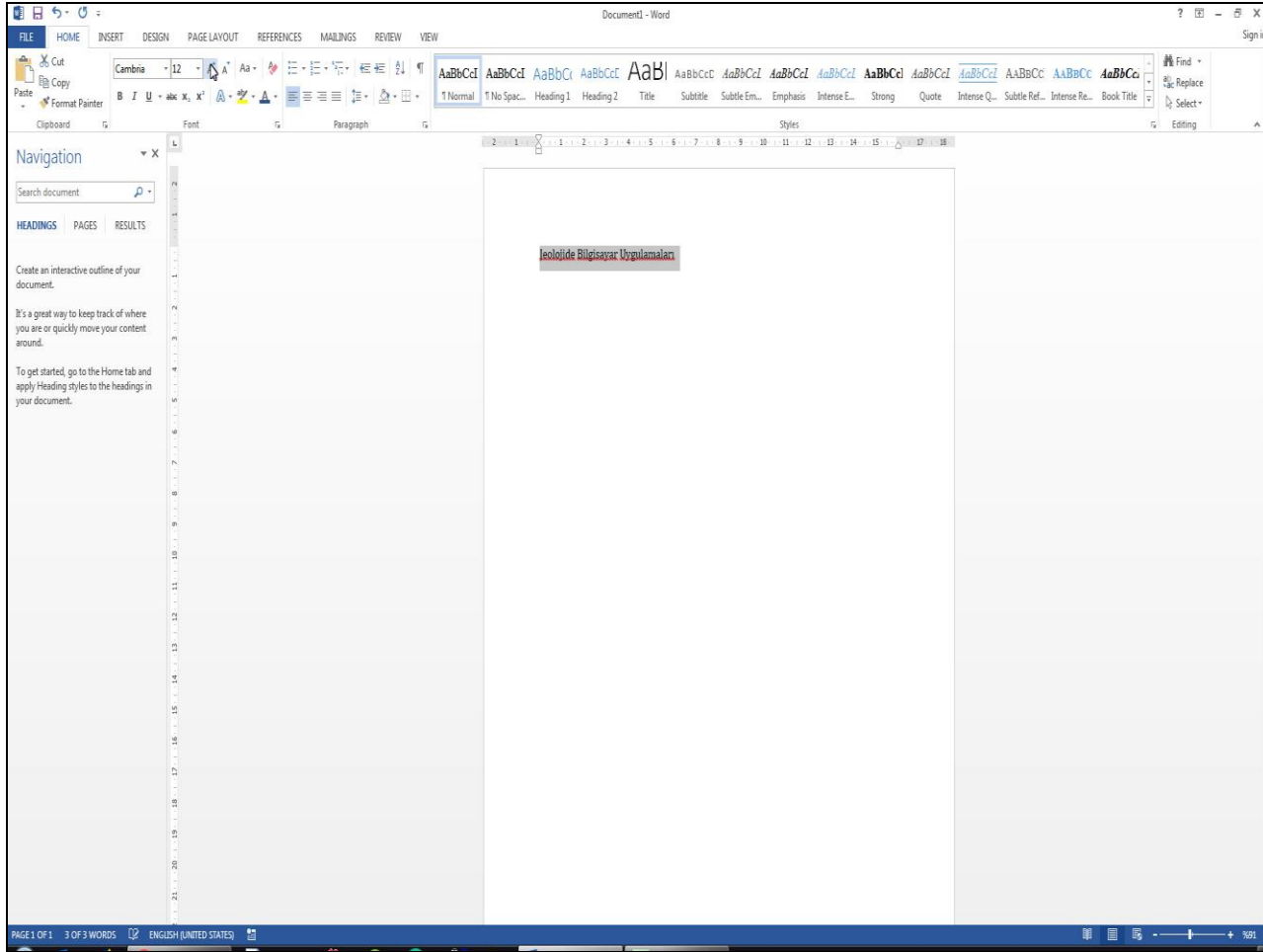
## Slide 16 - Slide 16



## Text Captions

Double-click the **Grow Font** button

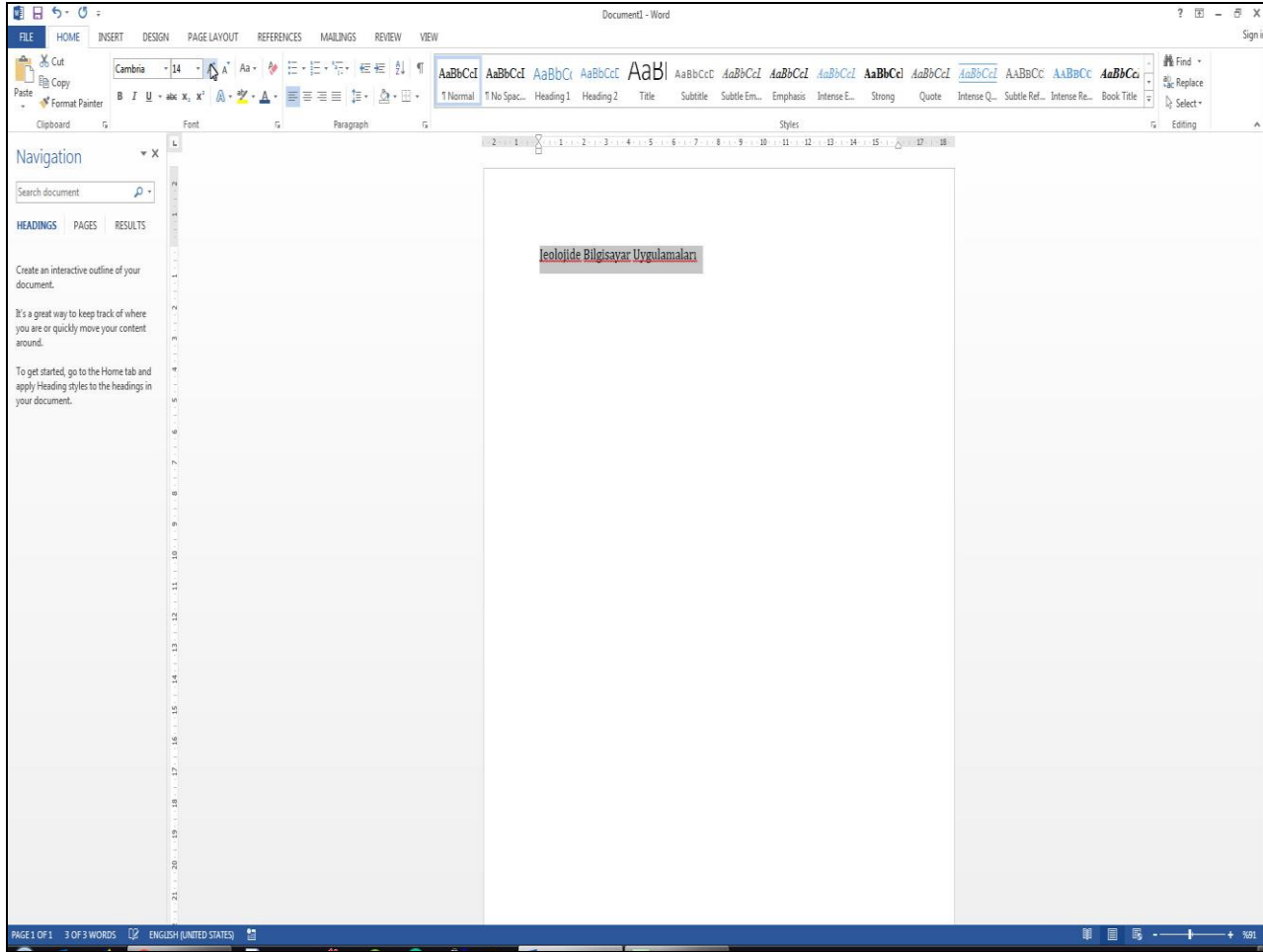
## Slide 17 - Slide 17



## Text Captions

Double-click the **Grow Font** button

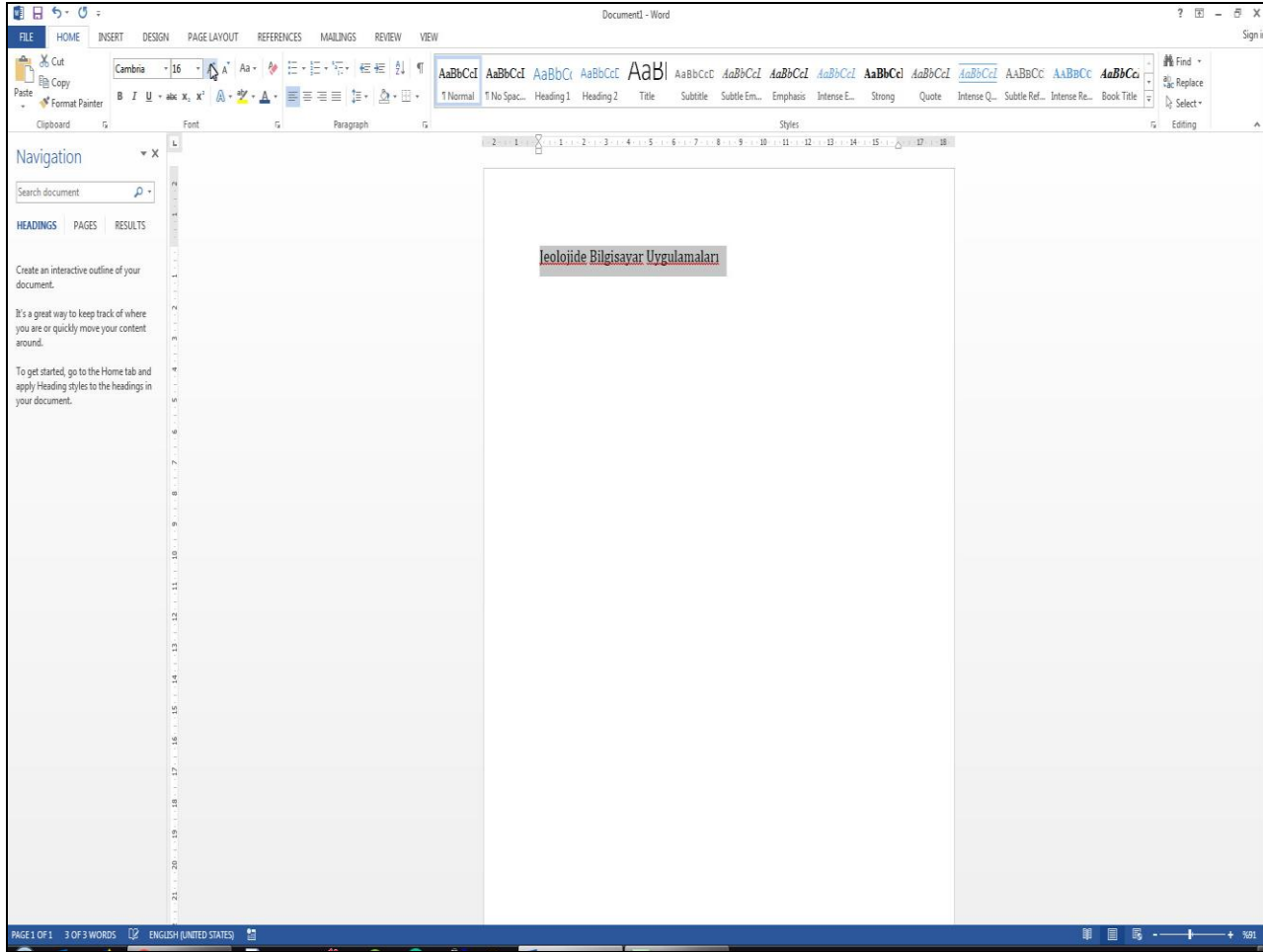
## Slide 18 - Slide 18



## Text Captions

Double-click the **Grow Font** button

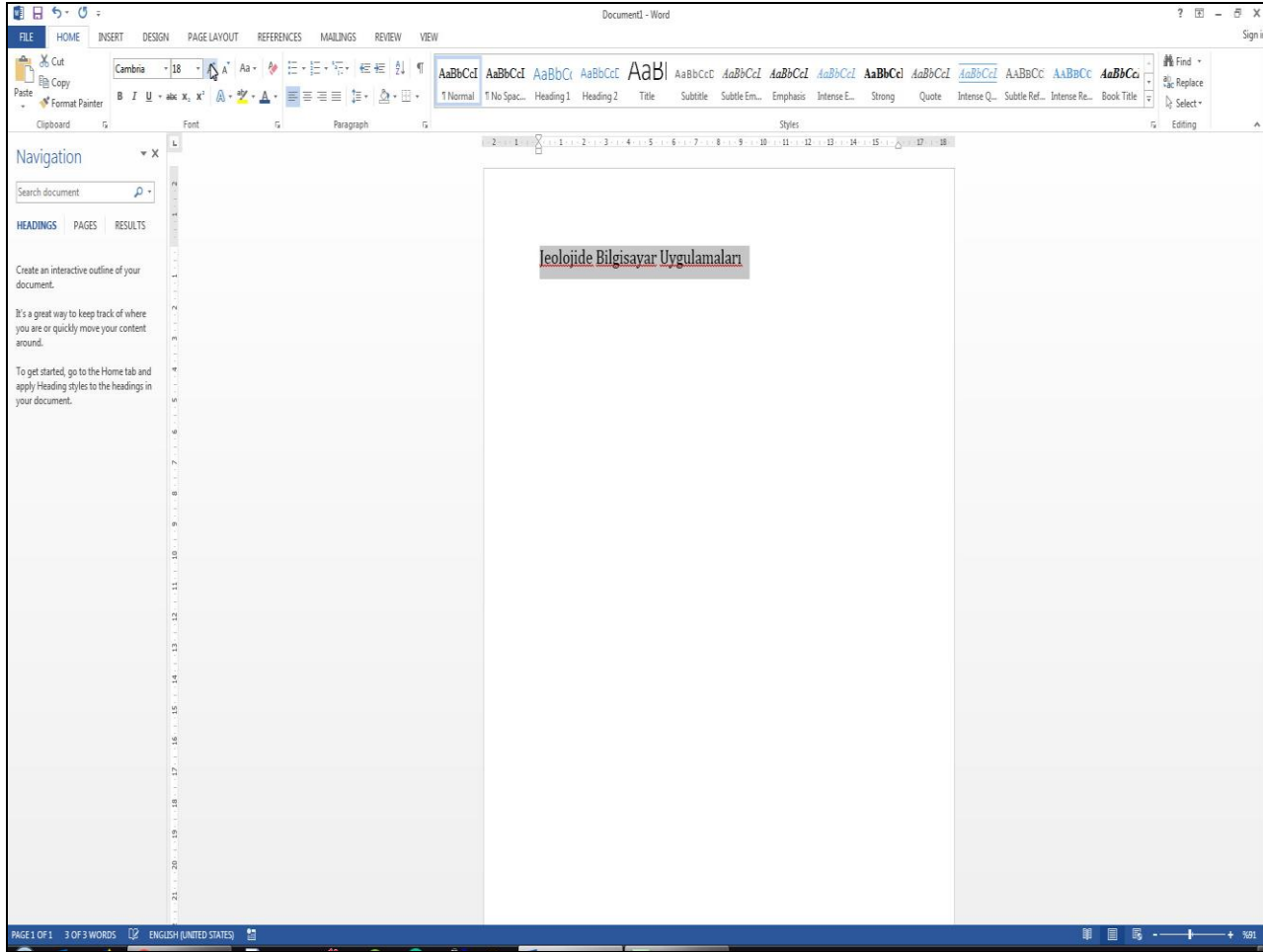
## Slide 19 - Slide 19



## Text Captions

Double-click the **Grow Font** button

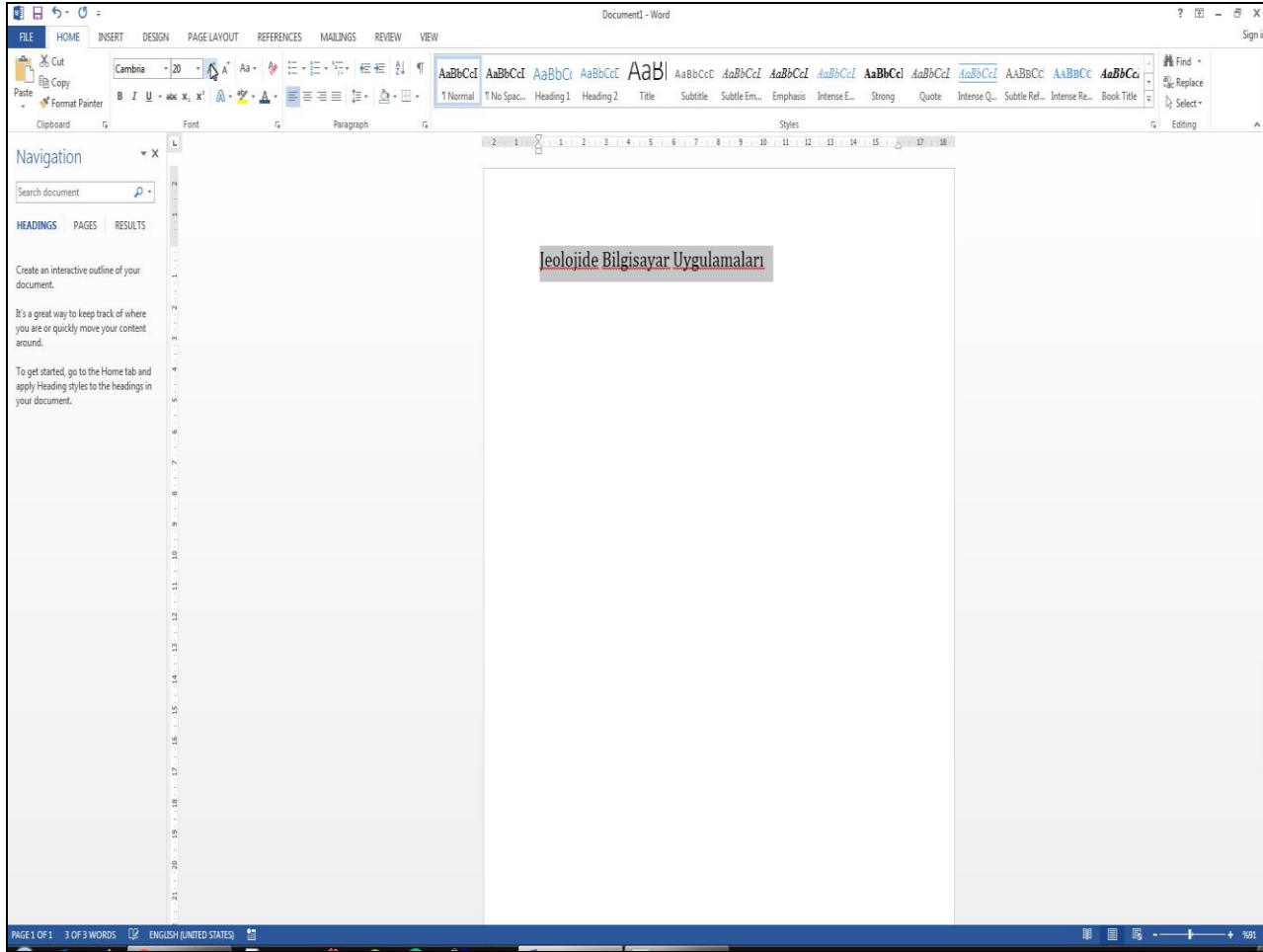
## Slide 20 - Slide 20



## Text Captions

Double-click the **Grow Font** button

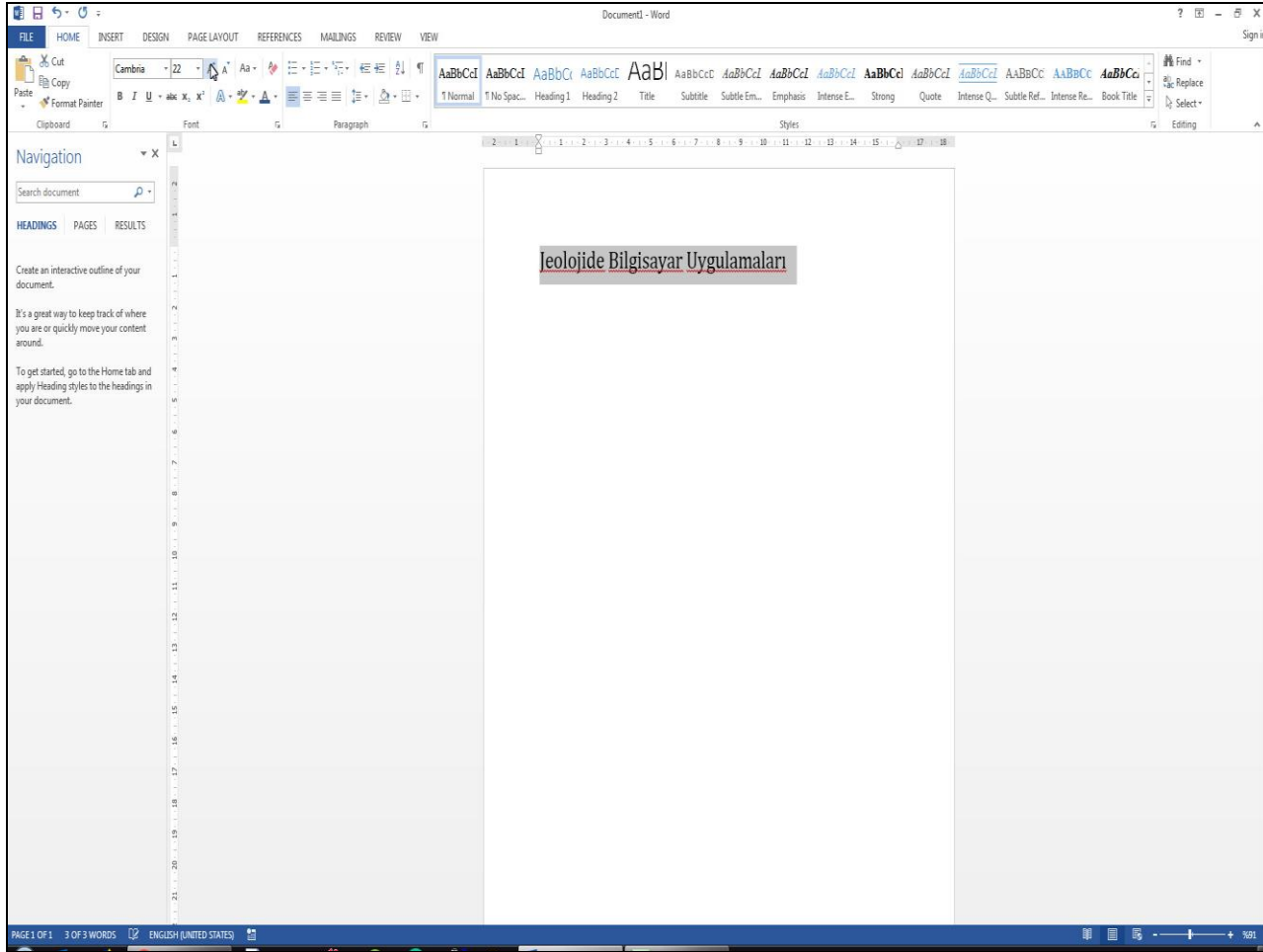
## Slide 21 - Slide 21



## Text Captions

Double-click the **Grow Font** button

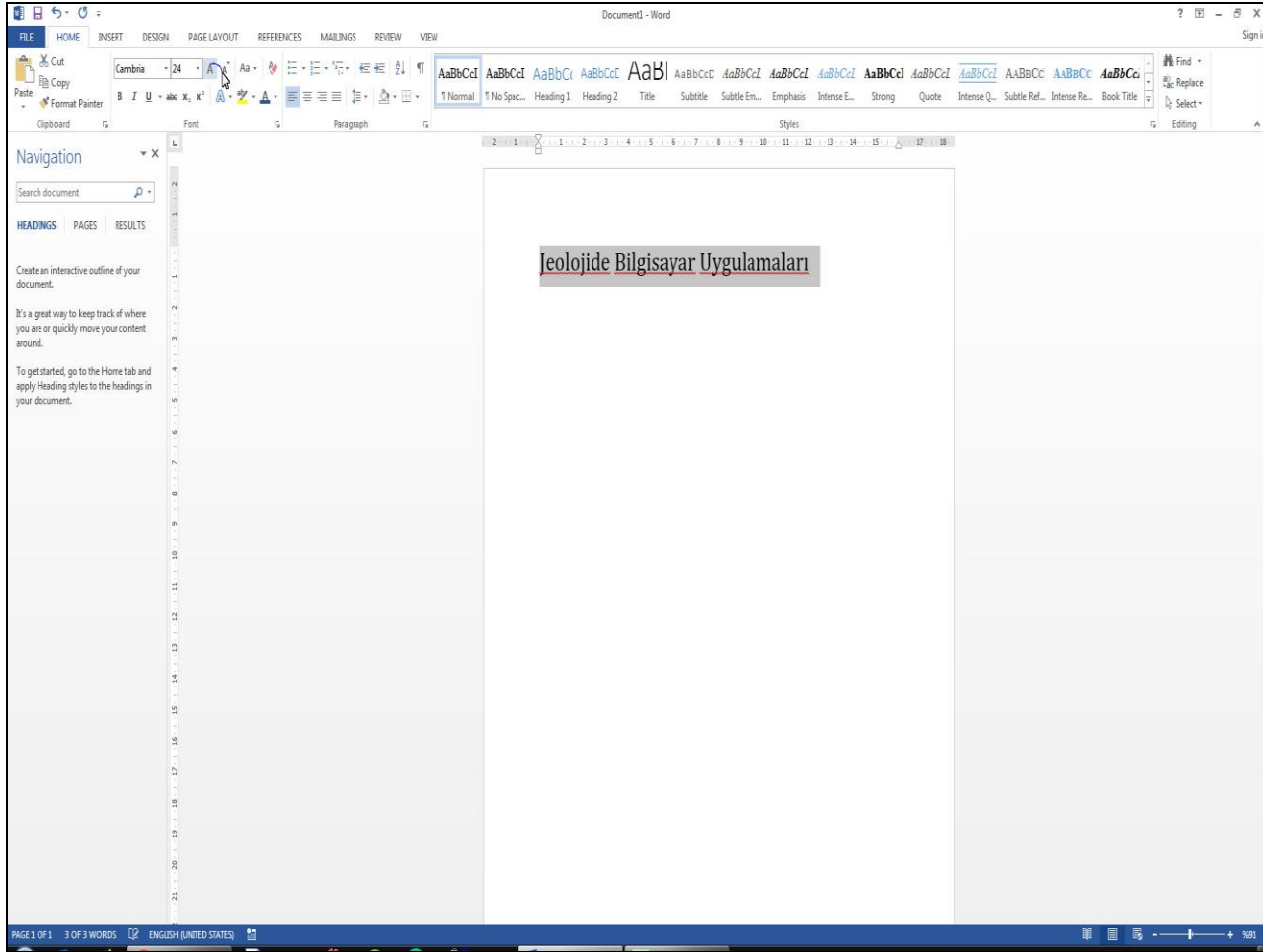
## Slide 22 - Slide 22



## Text Captions

Double-click the **Grow Font** button

## Slide 23 - Slide 23

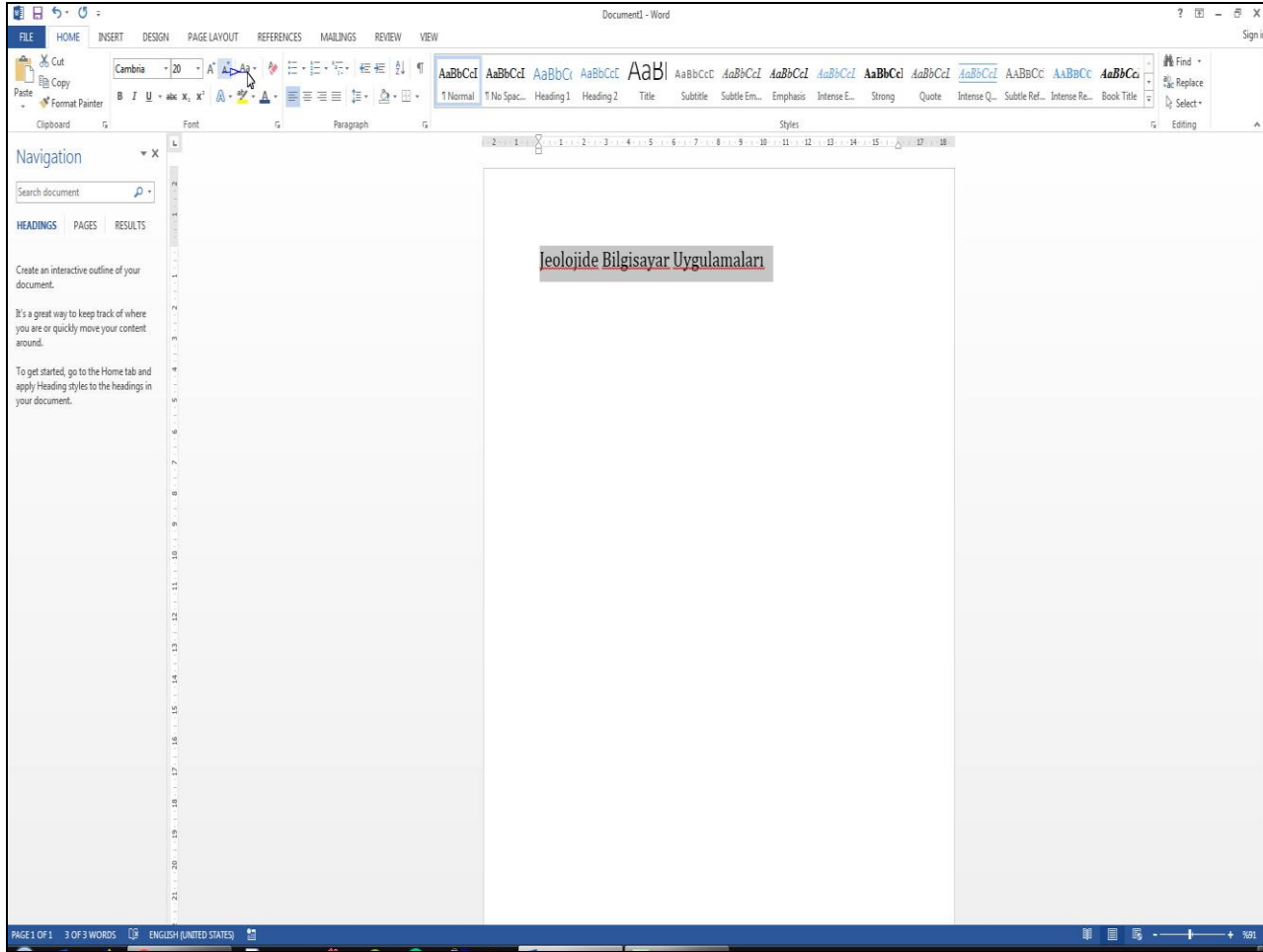


## Text Captions

Double-click the **Shrink Font** button



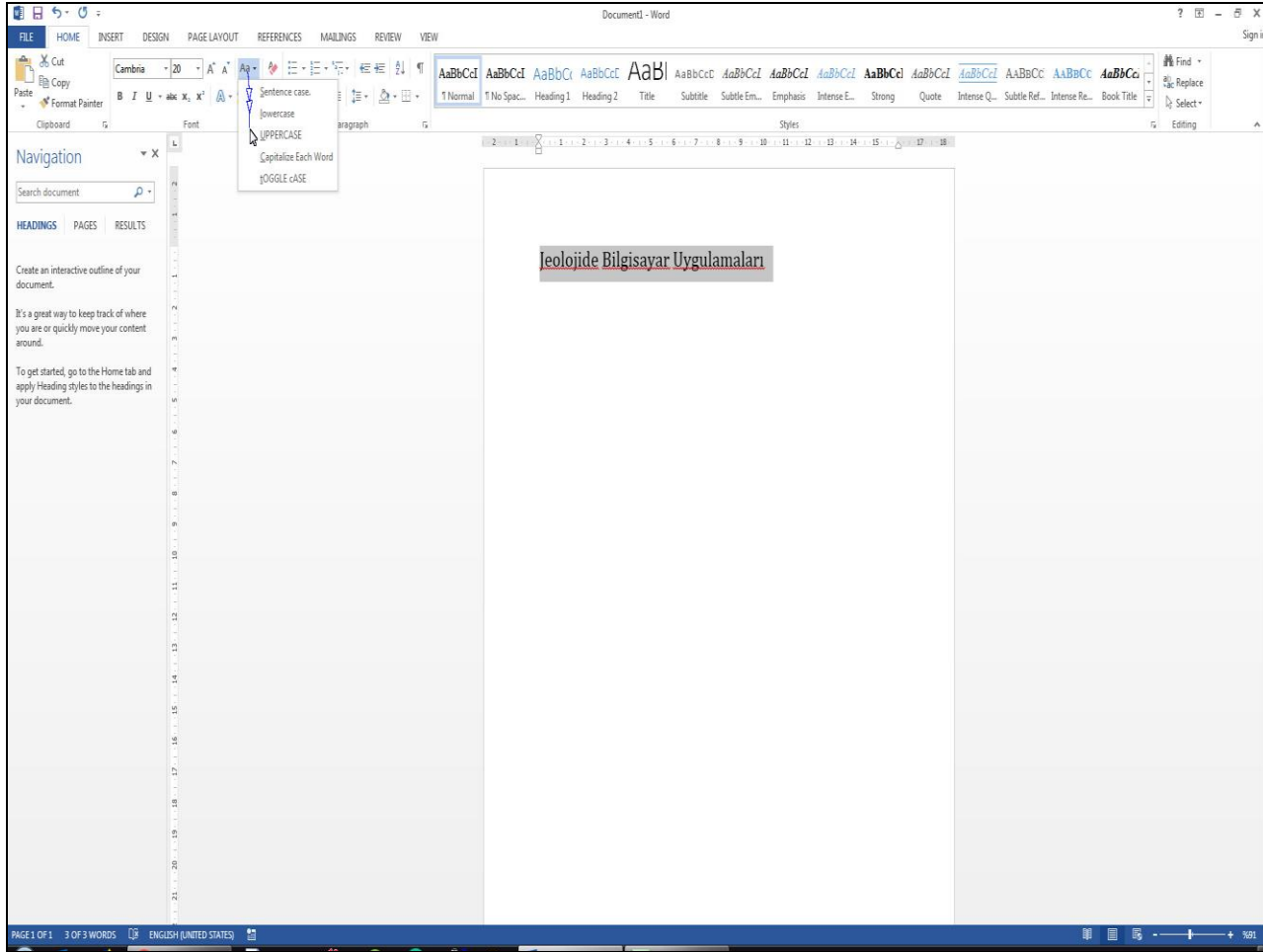
## Slide 24 - Slide 24



## Text Captions

# Select Change Case

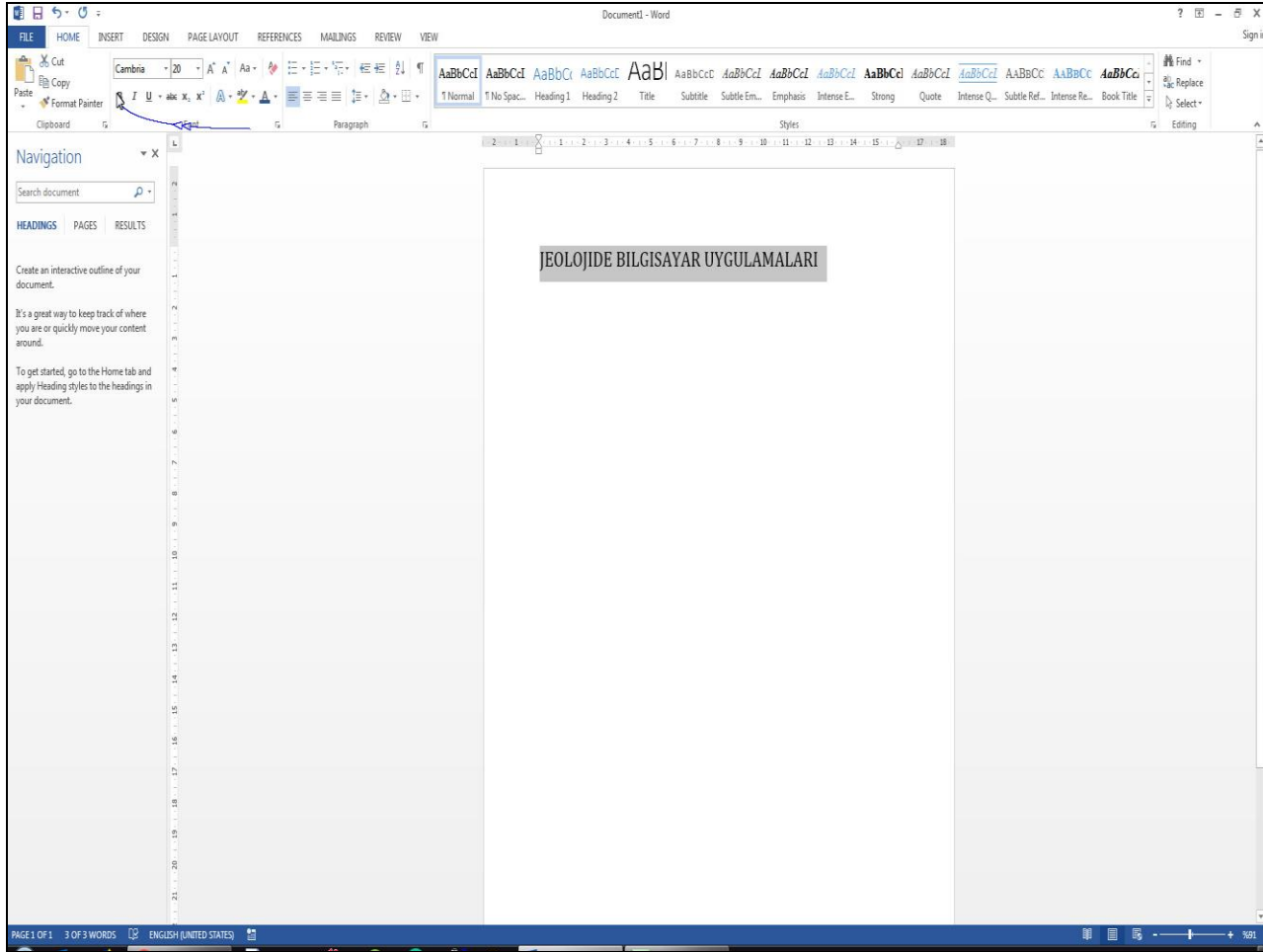
## Slide 25 - Slide 25



## Text Captions

Select the **UPPERCASE** menu item

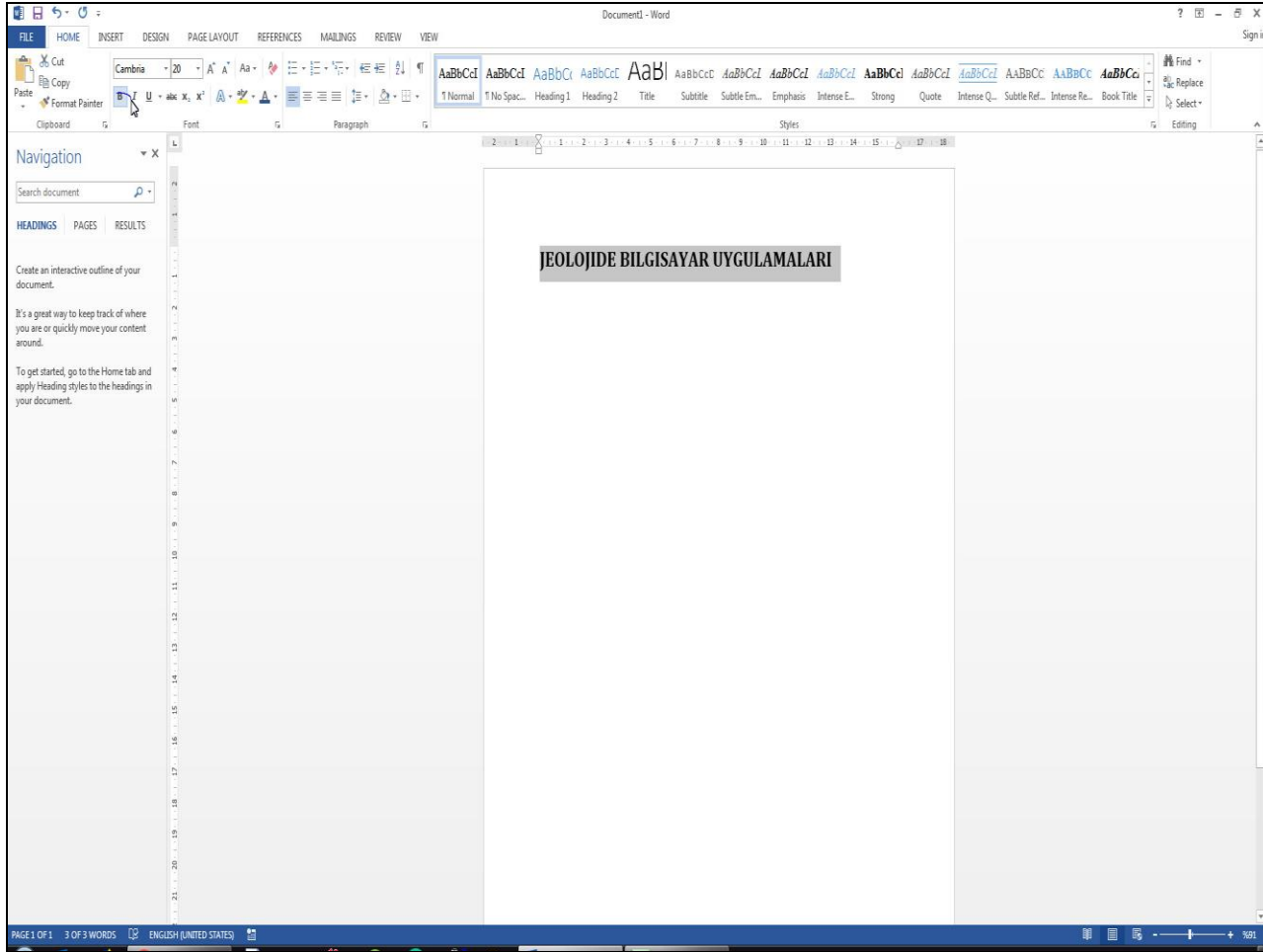
## Slide 26 - Slide 26



## Text Captions

Click the **Bold** button

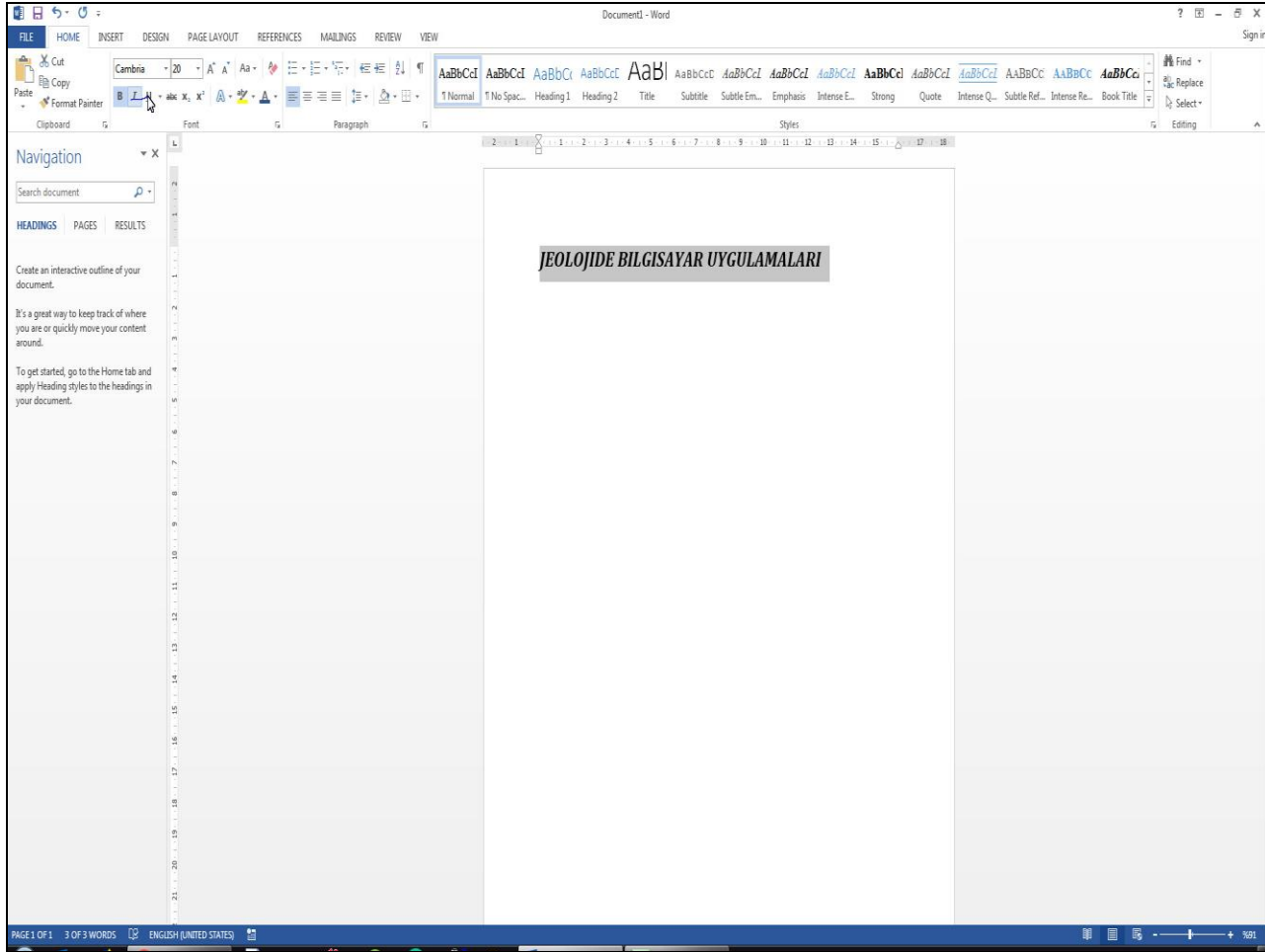
## Slide 27 - Slide 27



## Text Captions

Click the **Italic** button

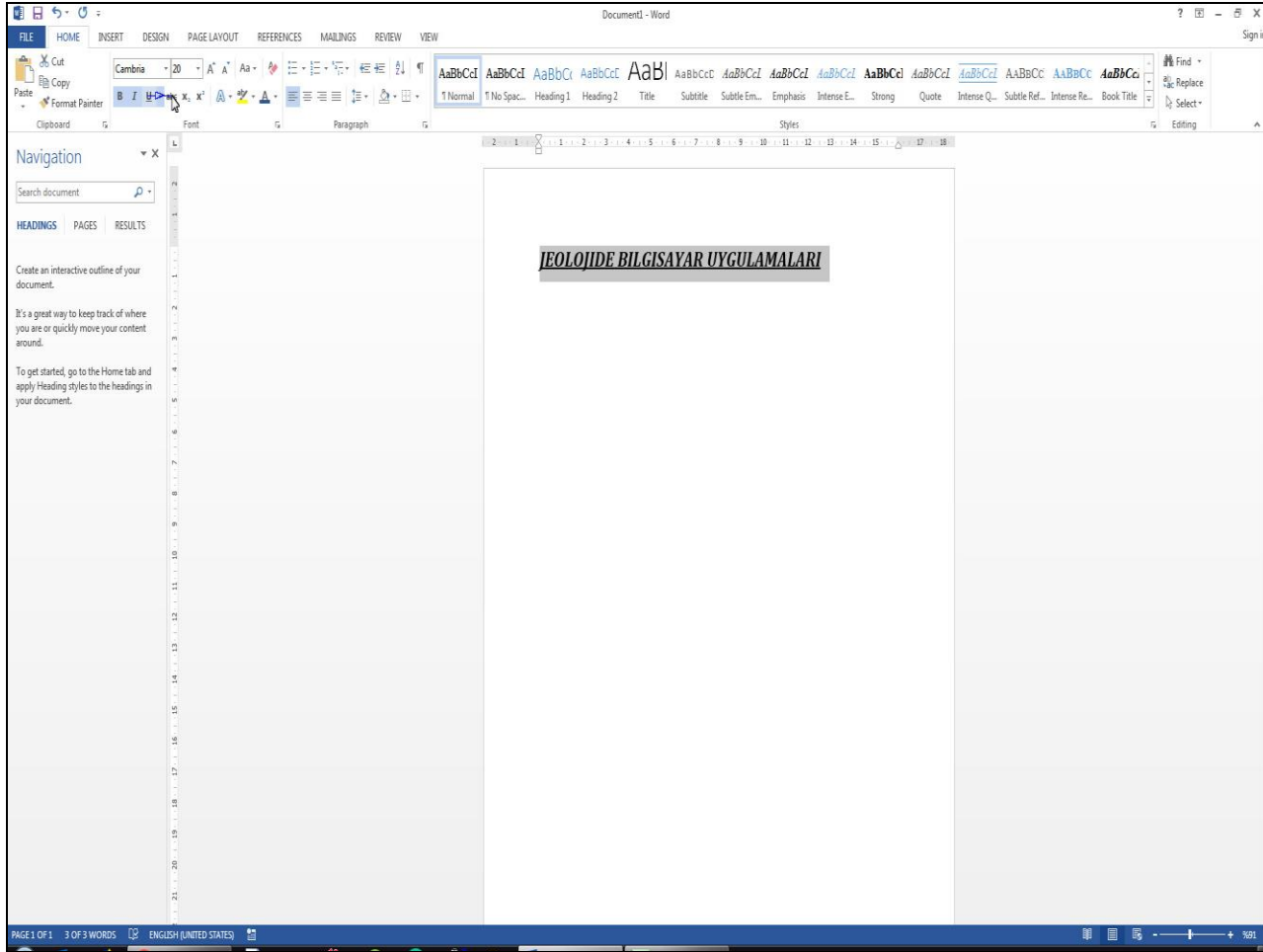
Slide 28 - Slide 28



Text Captions

Select **Underline**

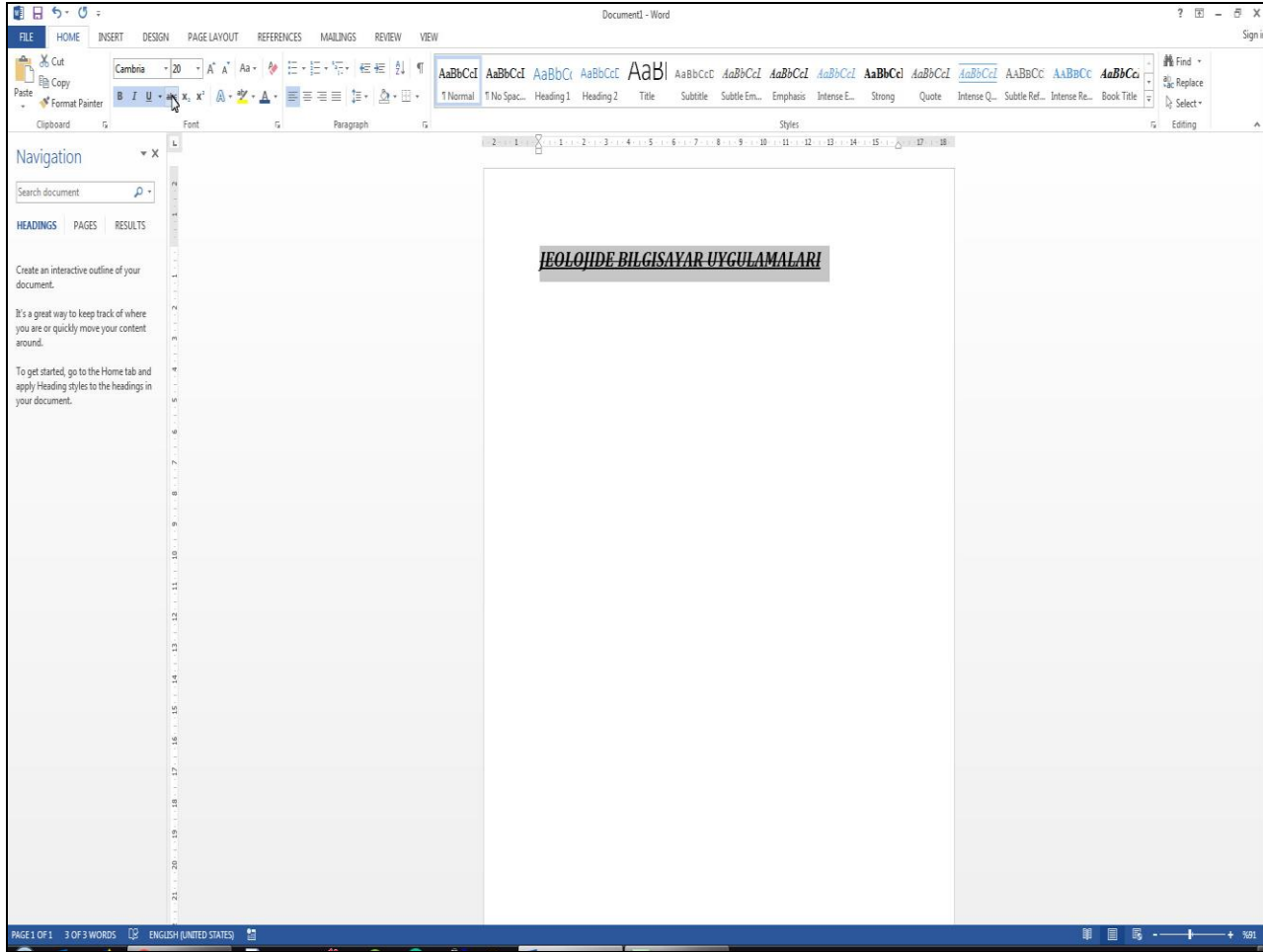
## Slide 29 - Slide 29



## Text Captions

Click the **Strikethrough** button

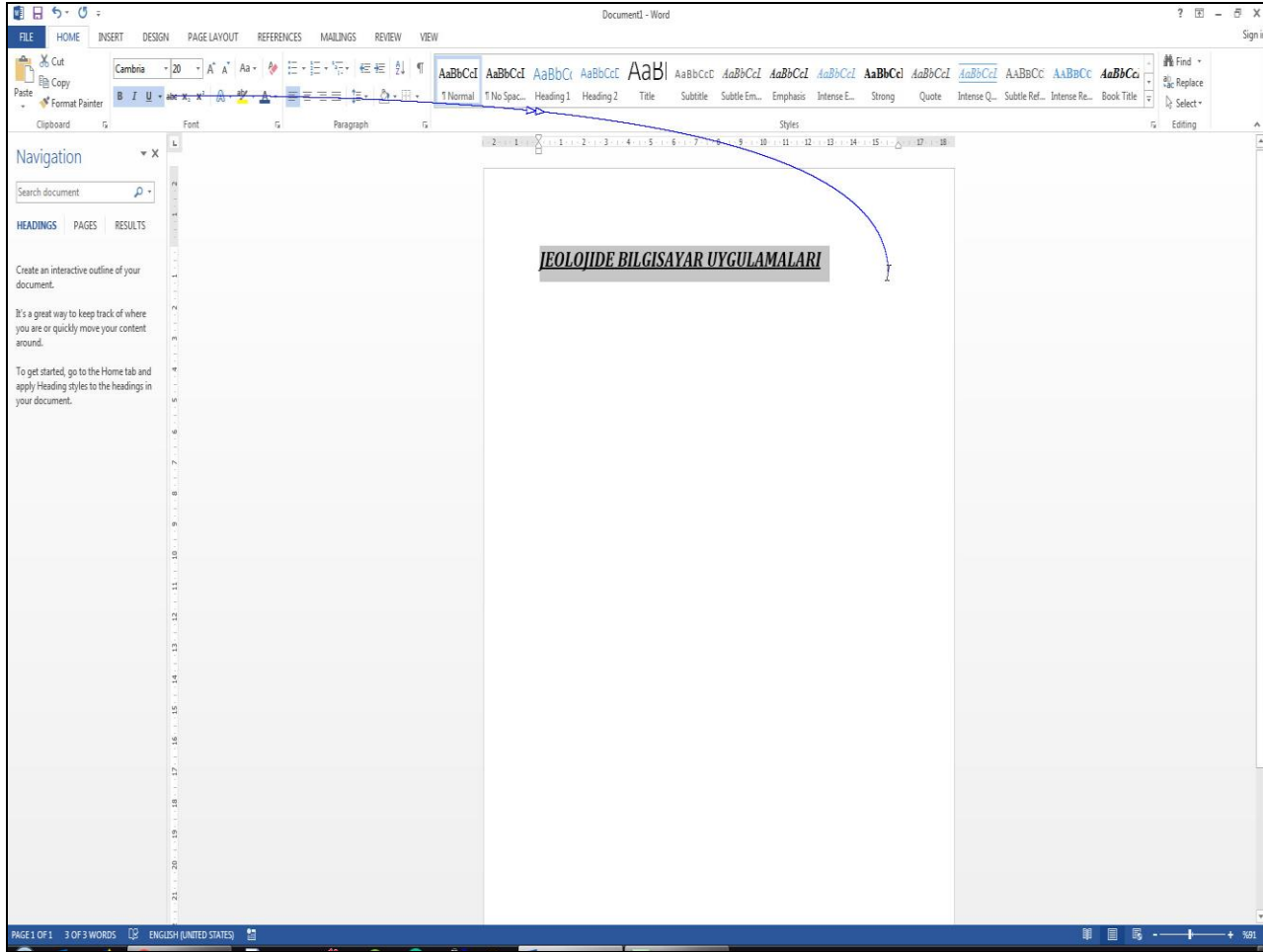
## Slide 30 - Slide 30



## Text Captions

Click the **Strikethrough** button

## Slide 31 - Slide 31

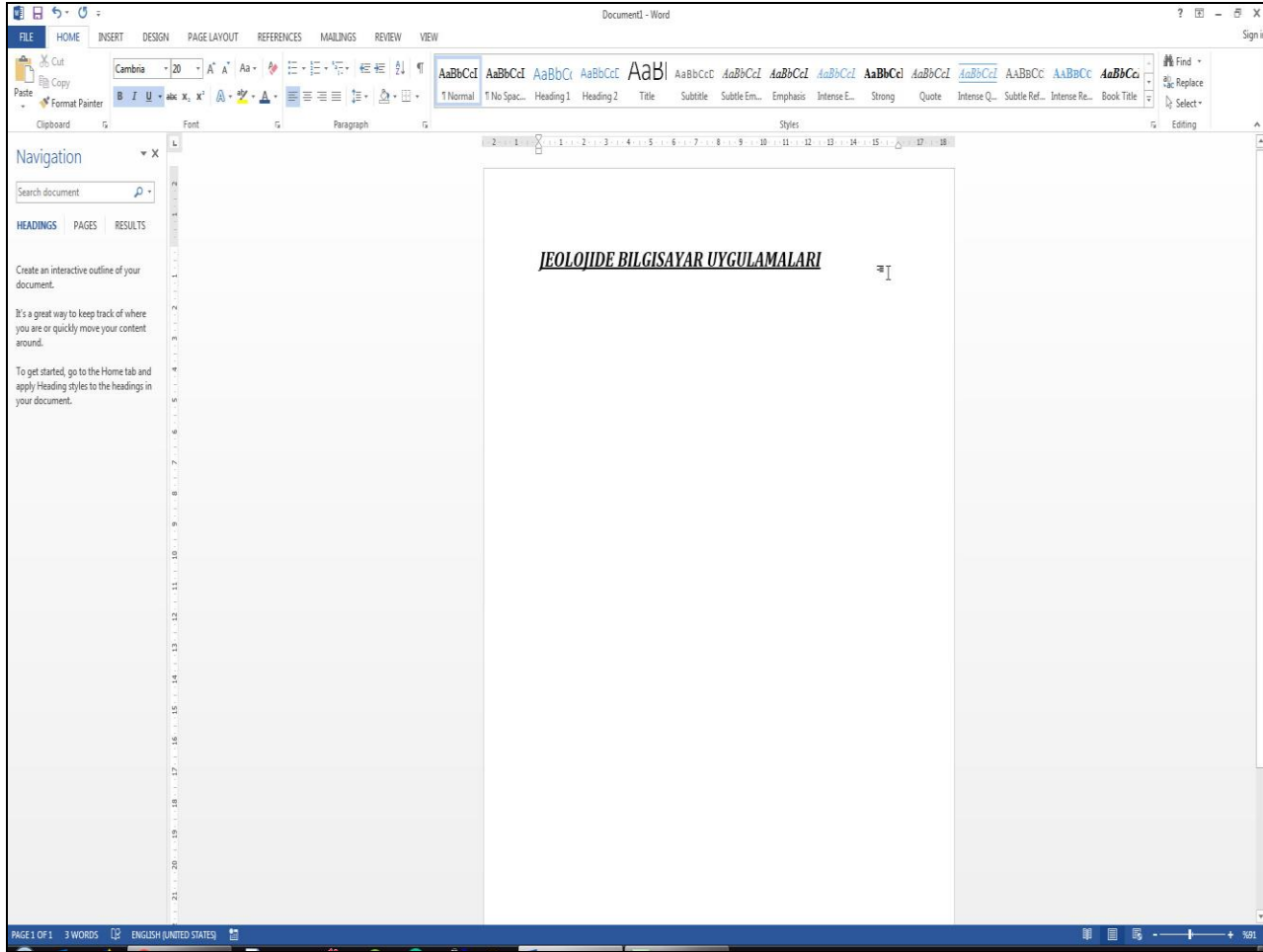


## Text Captions

Select **Microsoft Word Document**



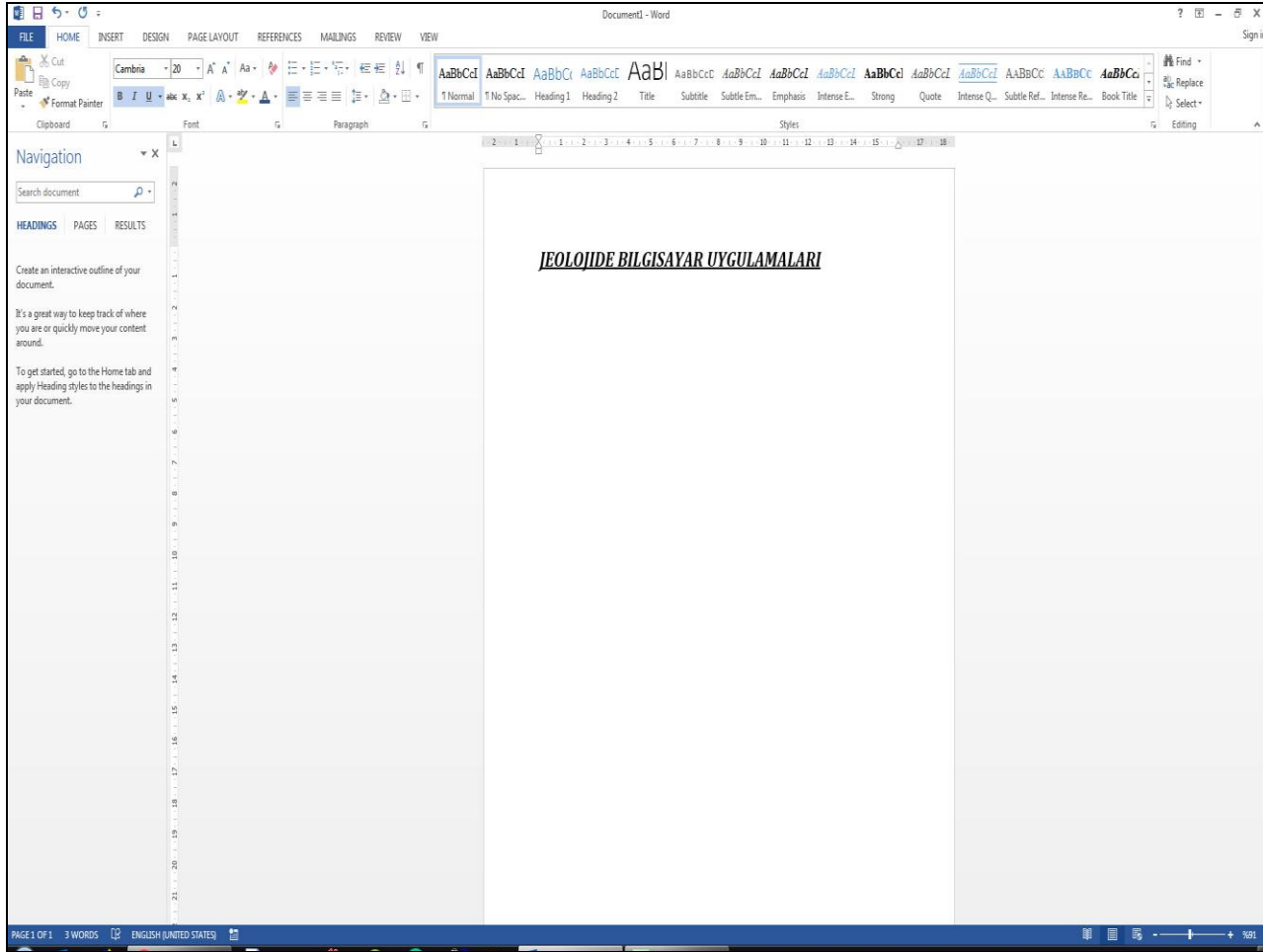
## Slide 32 - Slide 32



## Text Captions

Press **Enter** key

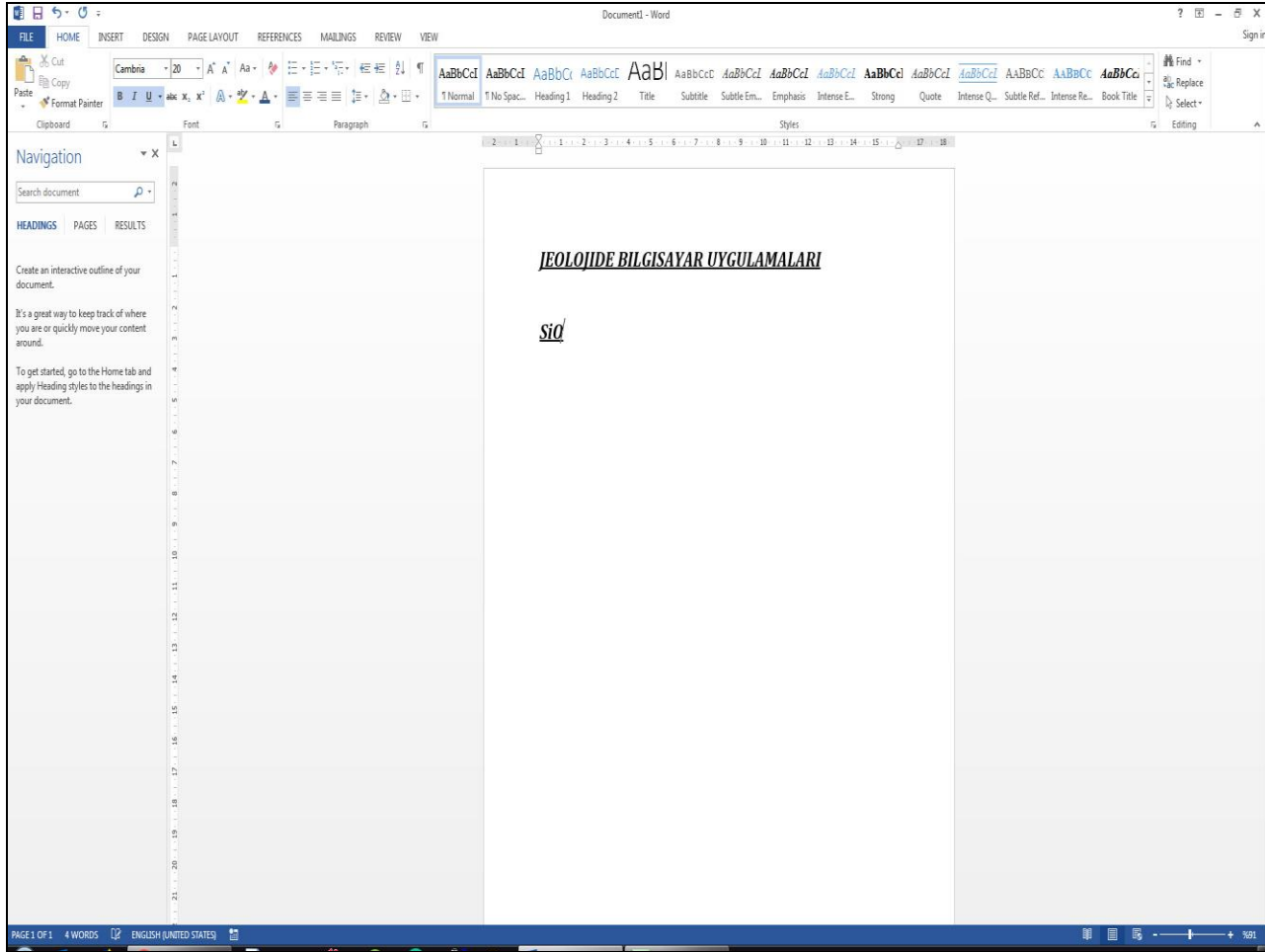
## Slide 33 - Slide 33



## Text Captions

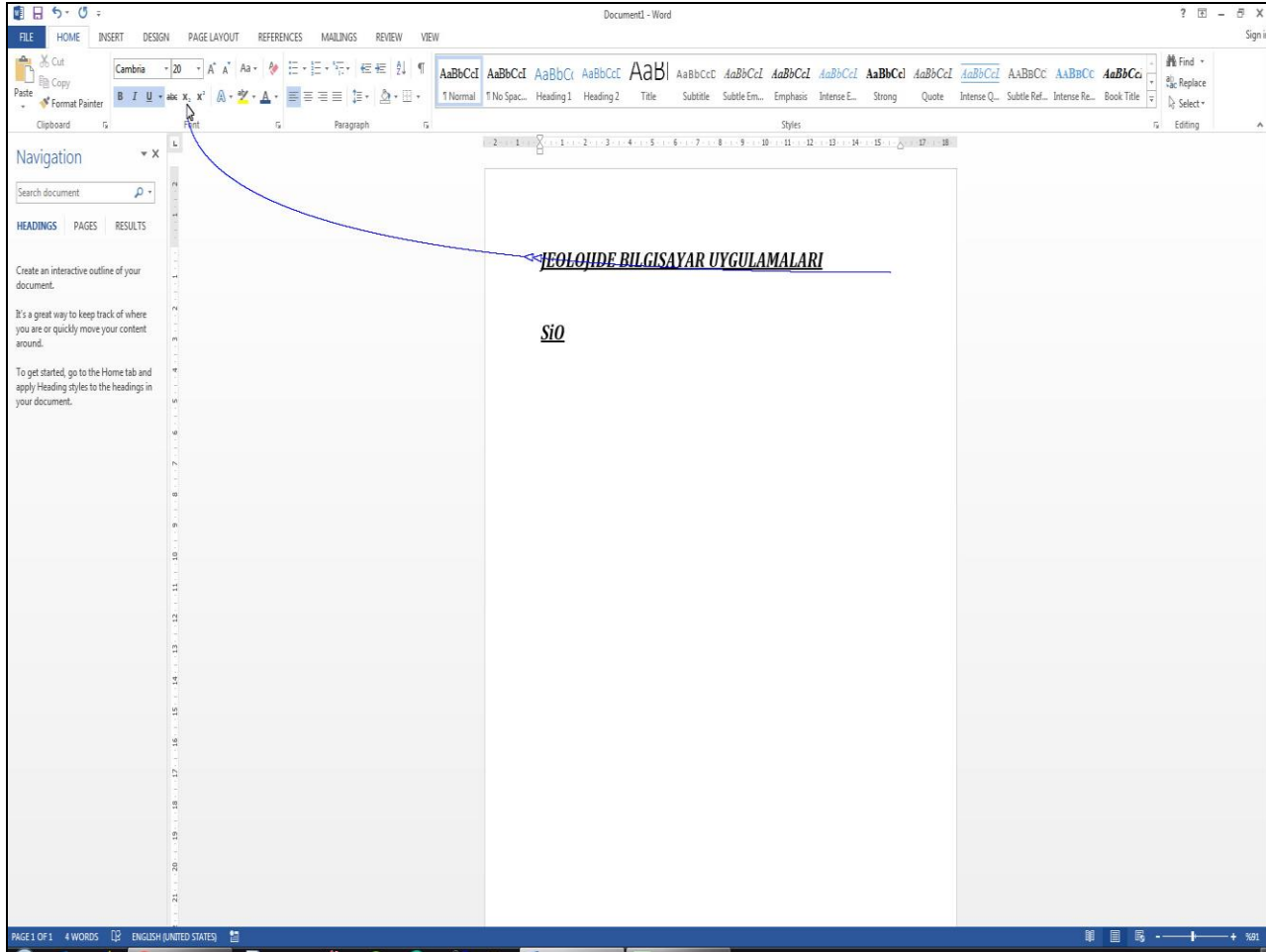
Press **Enter** key

Slide 34 - Slide 34



Text Captions

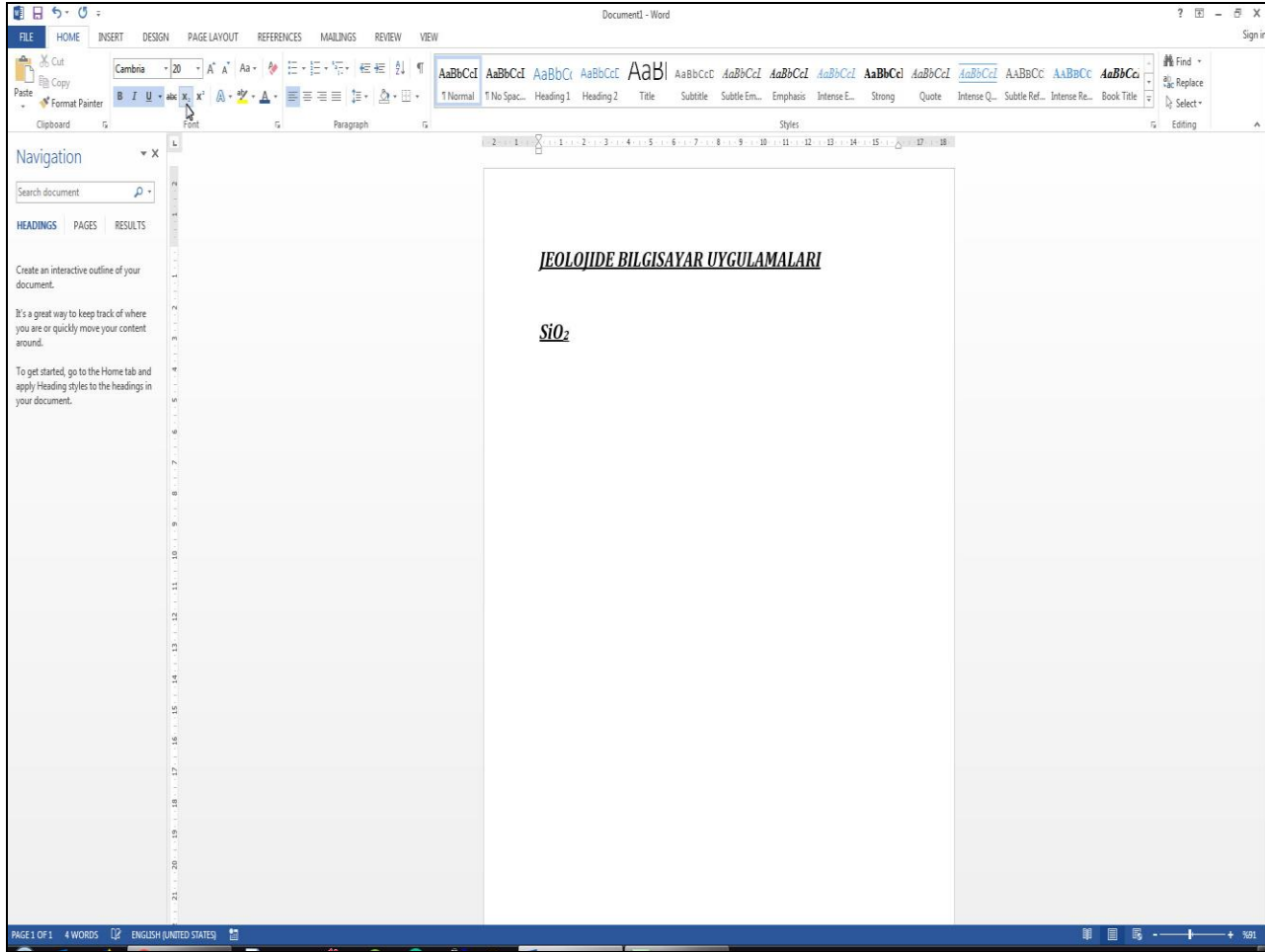
## Slide 35 - Slide 35



## Text Captions

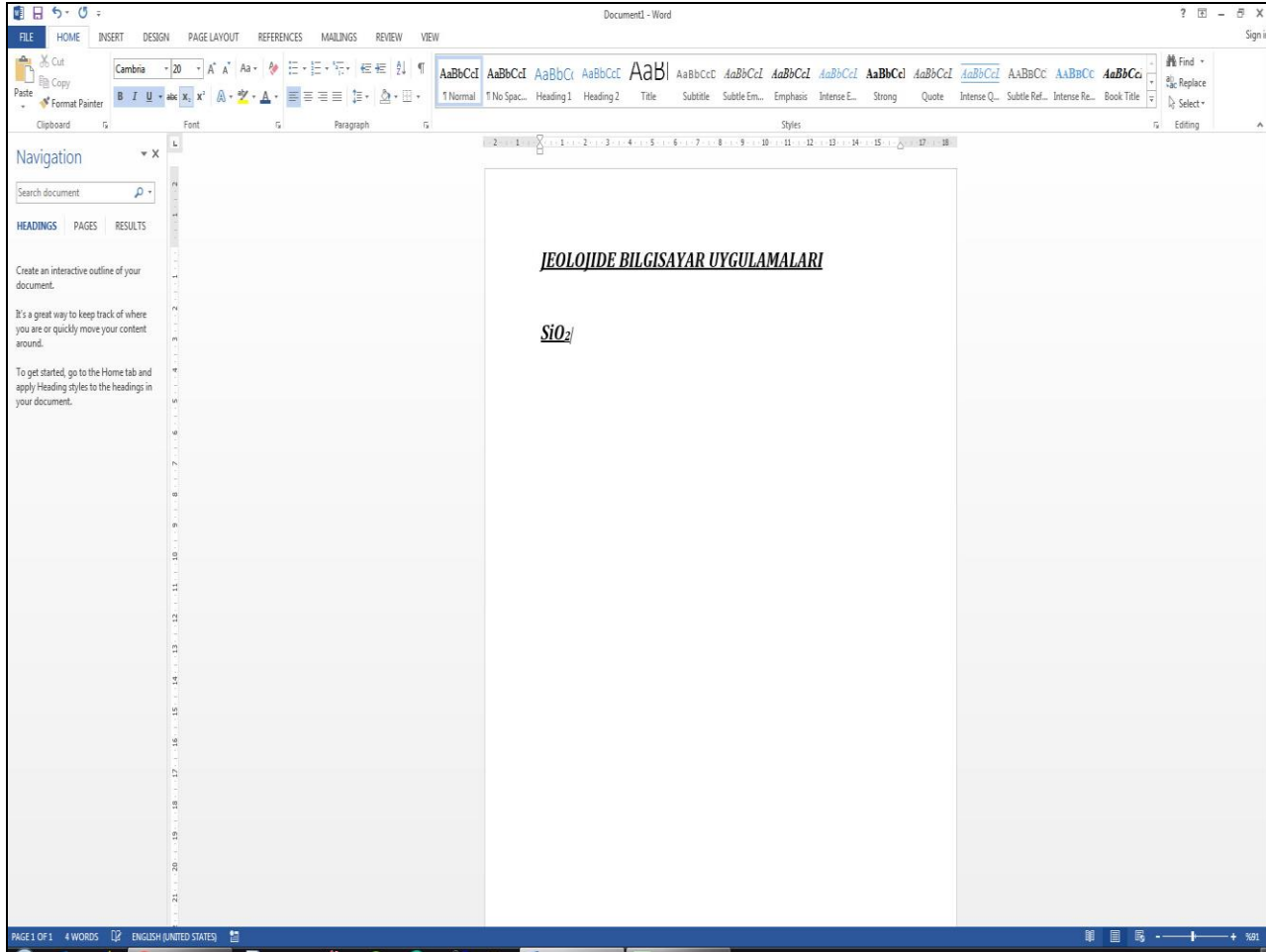
Click the **Subscript** button

Slide 36 - Slide 36



Text Captions

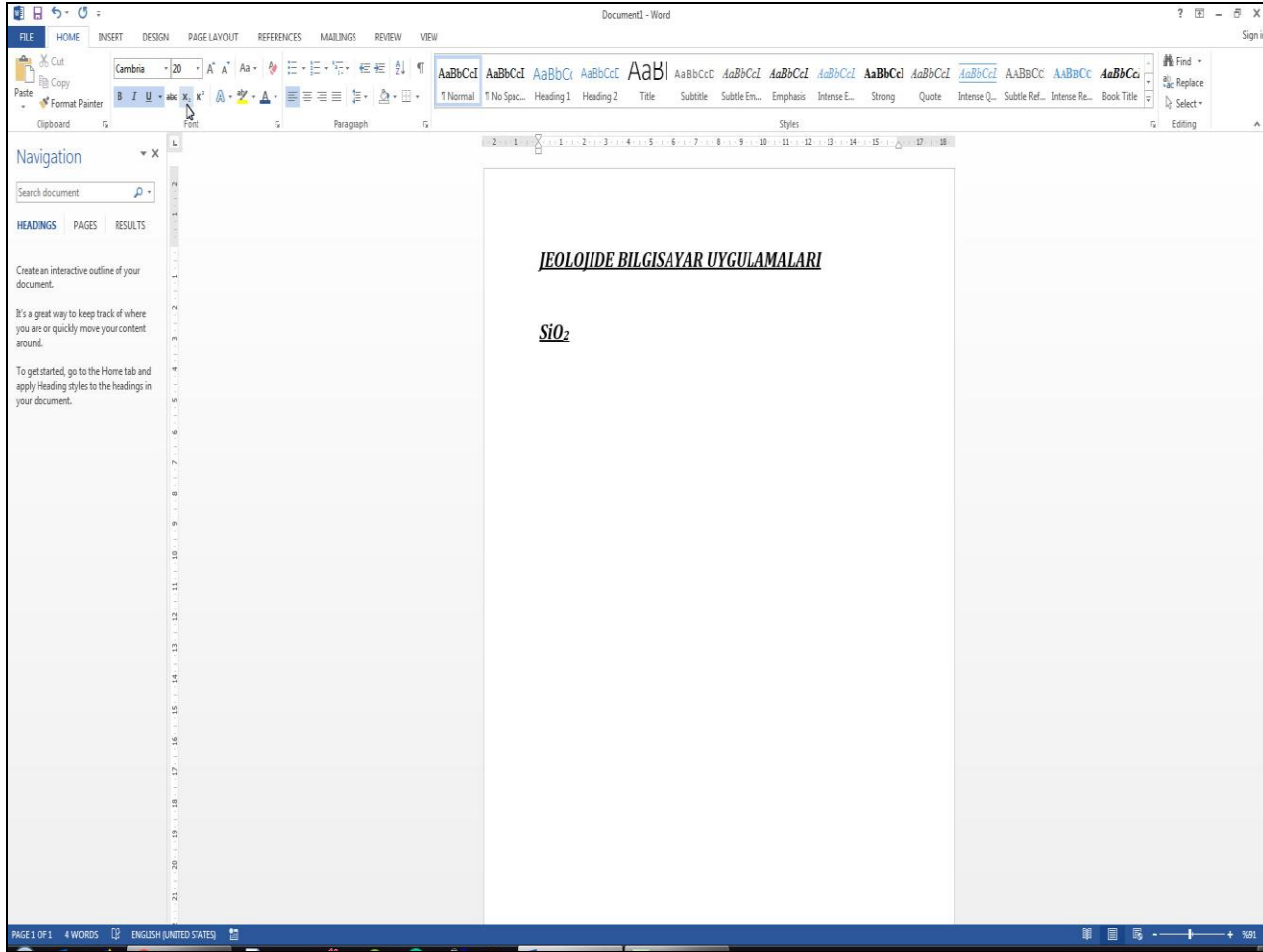
## Slide 37 - Slide 37



## Text Captions

Click the **Subscript** button

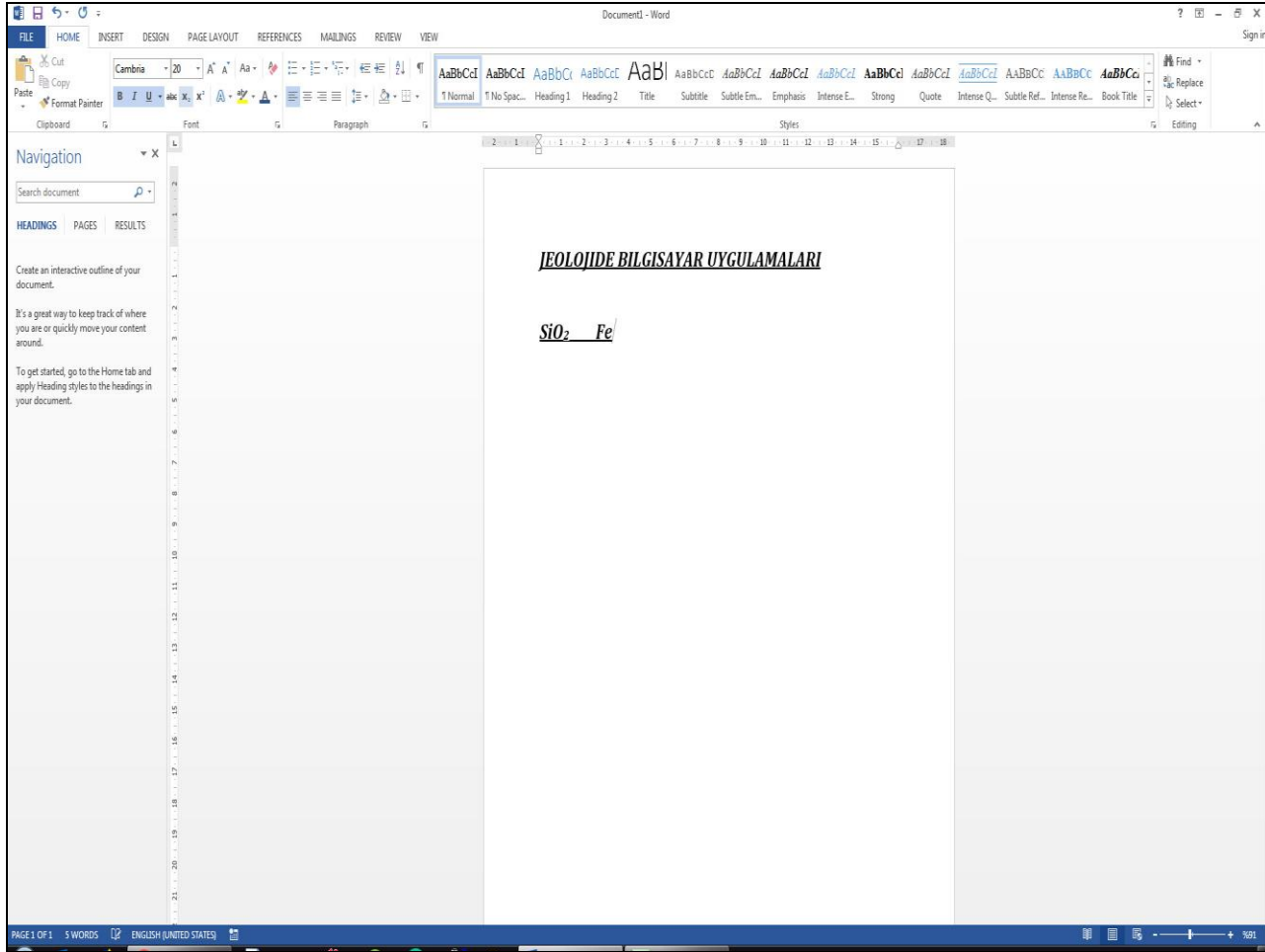
## Slide 38 - Slide 38



## Text Captions

Press **Tab** key

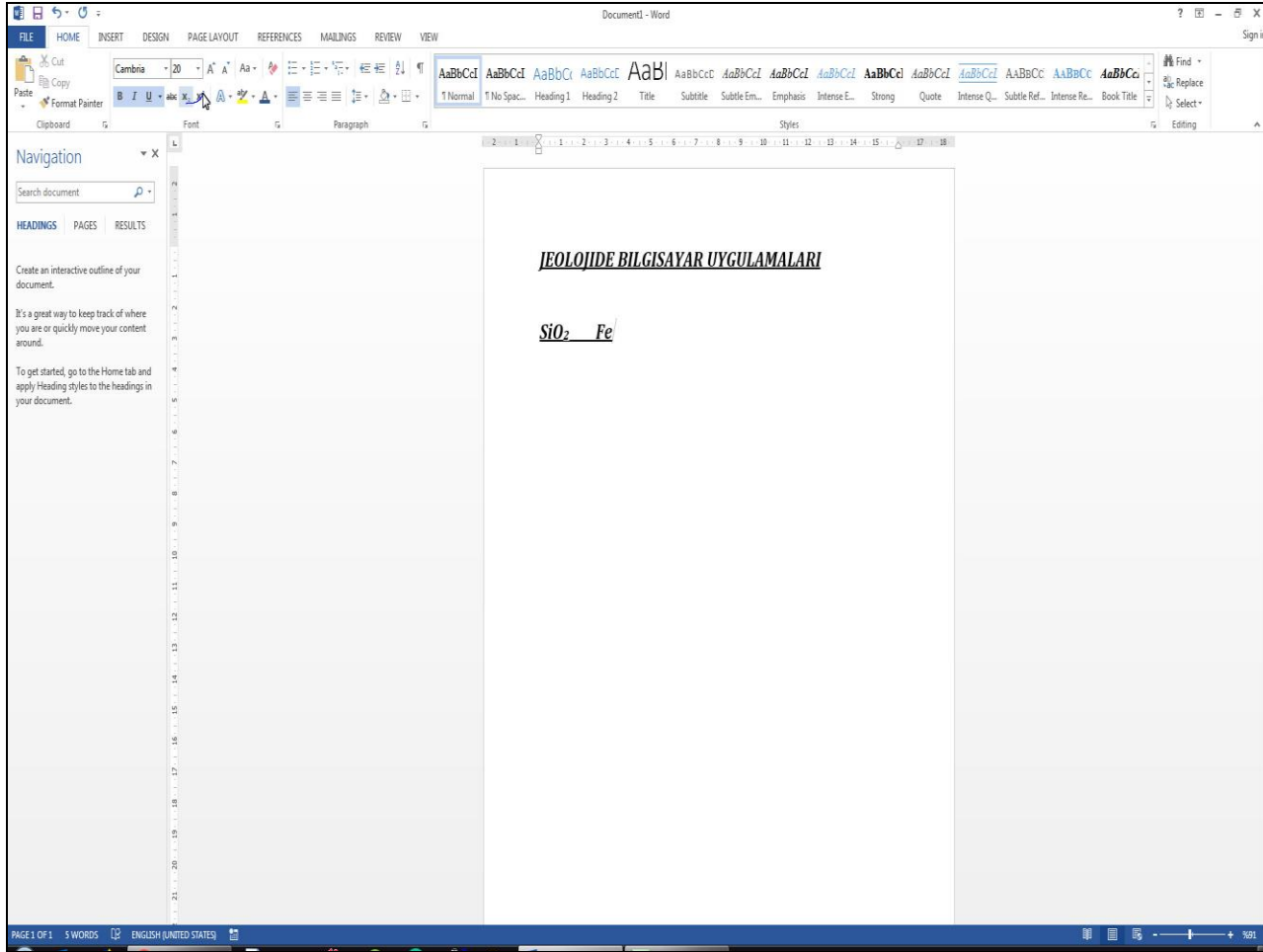
Slide 39 - Slide 39



Text Captions



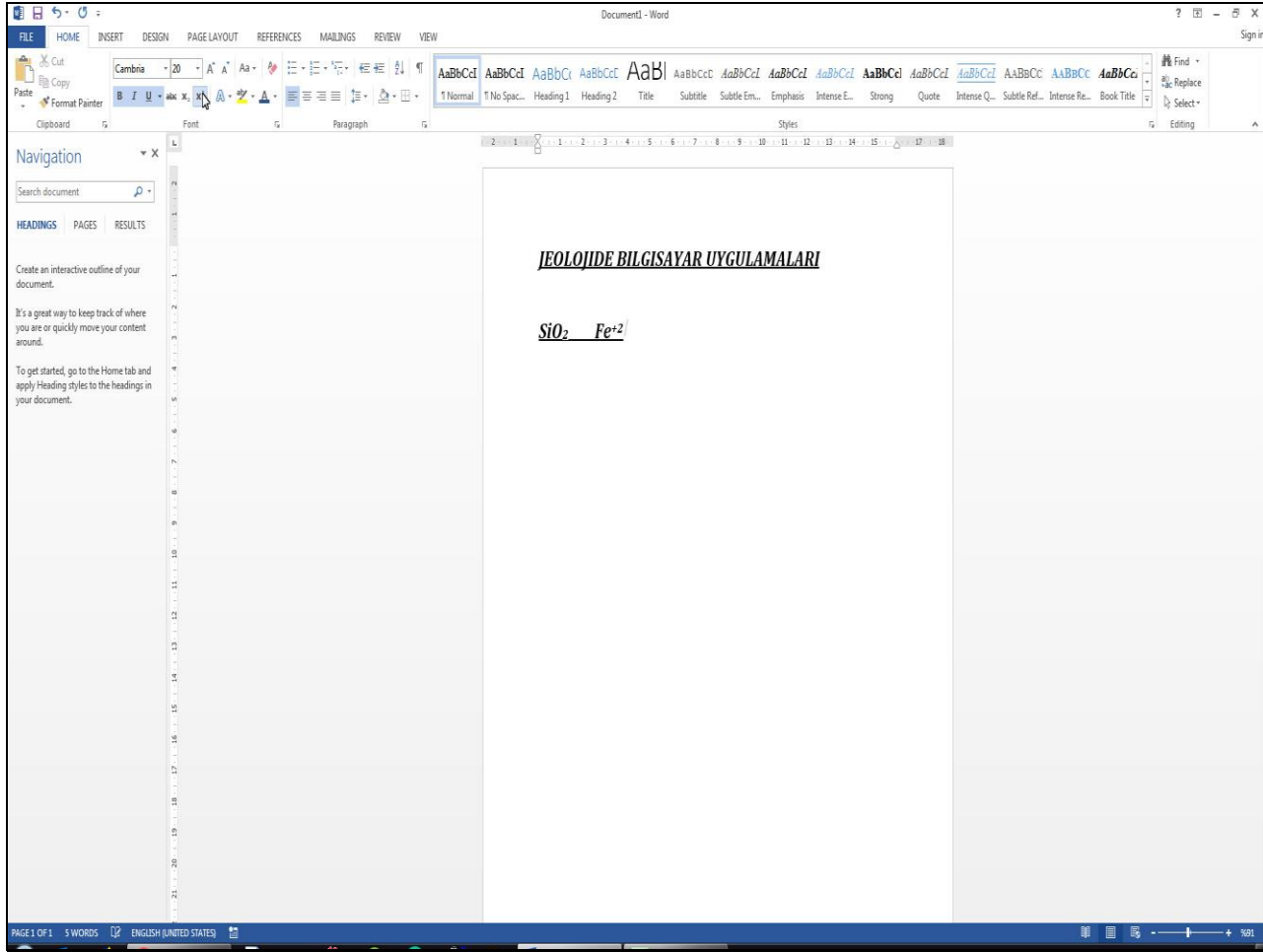
## Slide 40 - Slide 40



## Text Captions

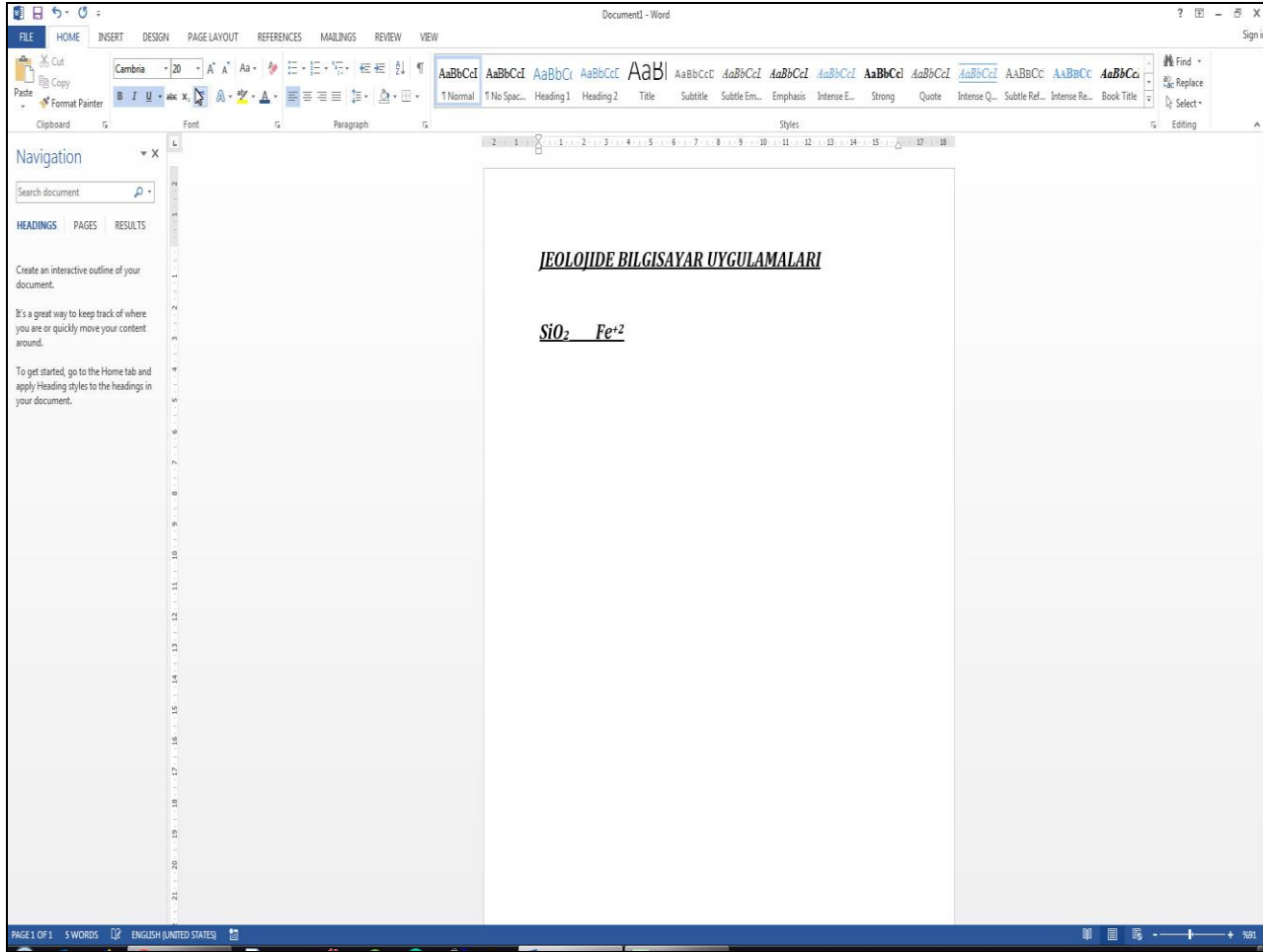
Click the **Superscript** button

Slide 41 - Slide 41



Text Captions

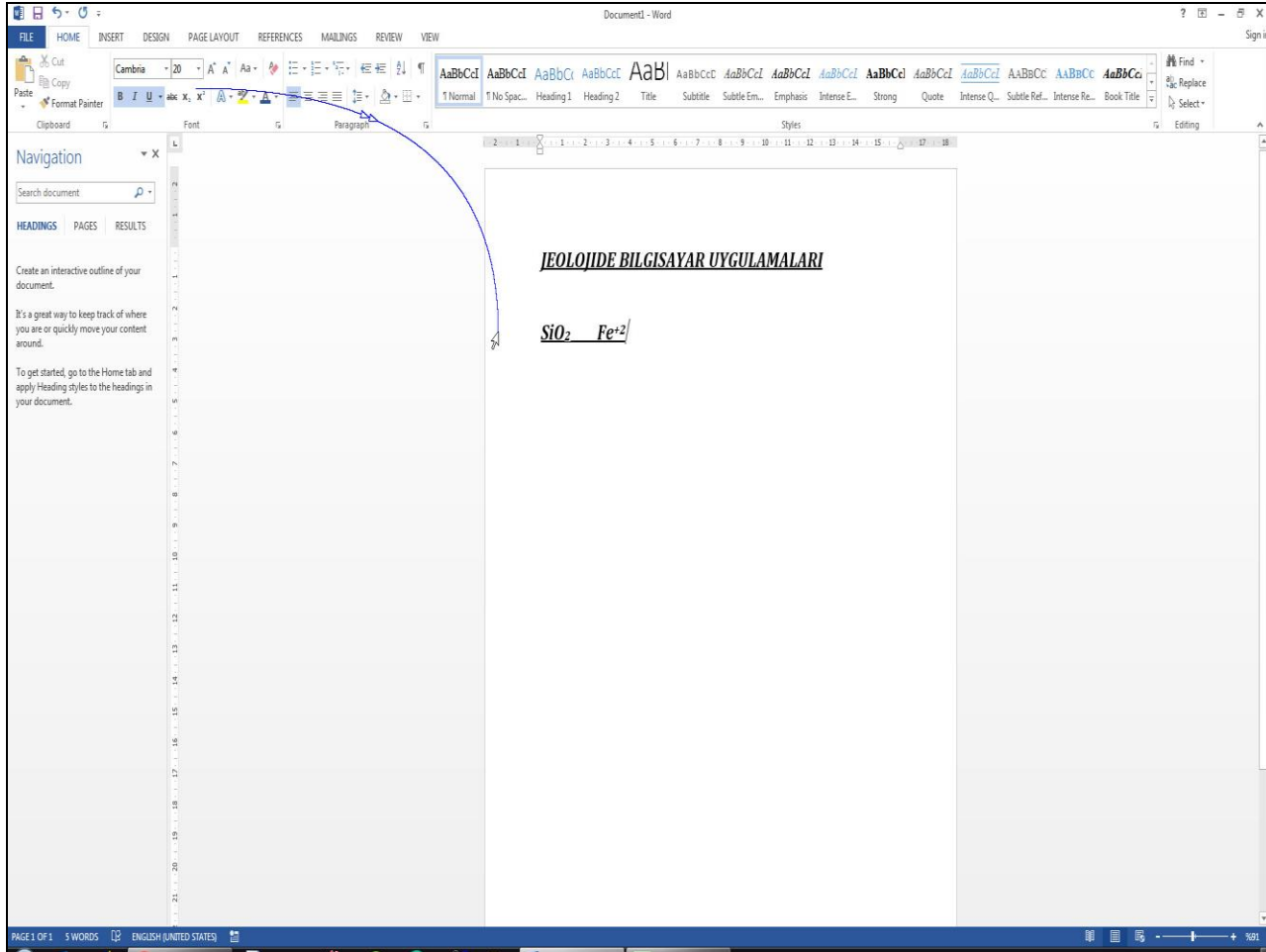
## Slide 42 - Slide 42



## Text Captions

Click the **Superscript** button

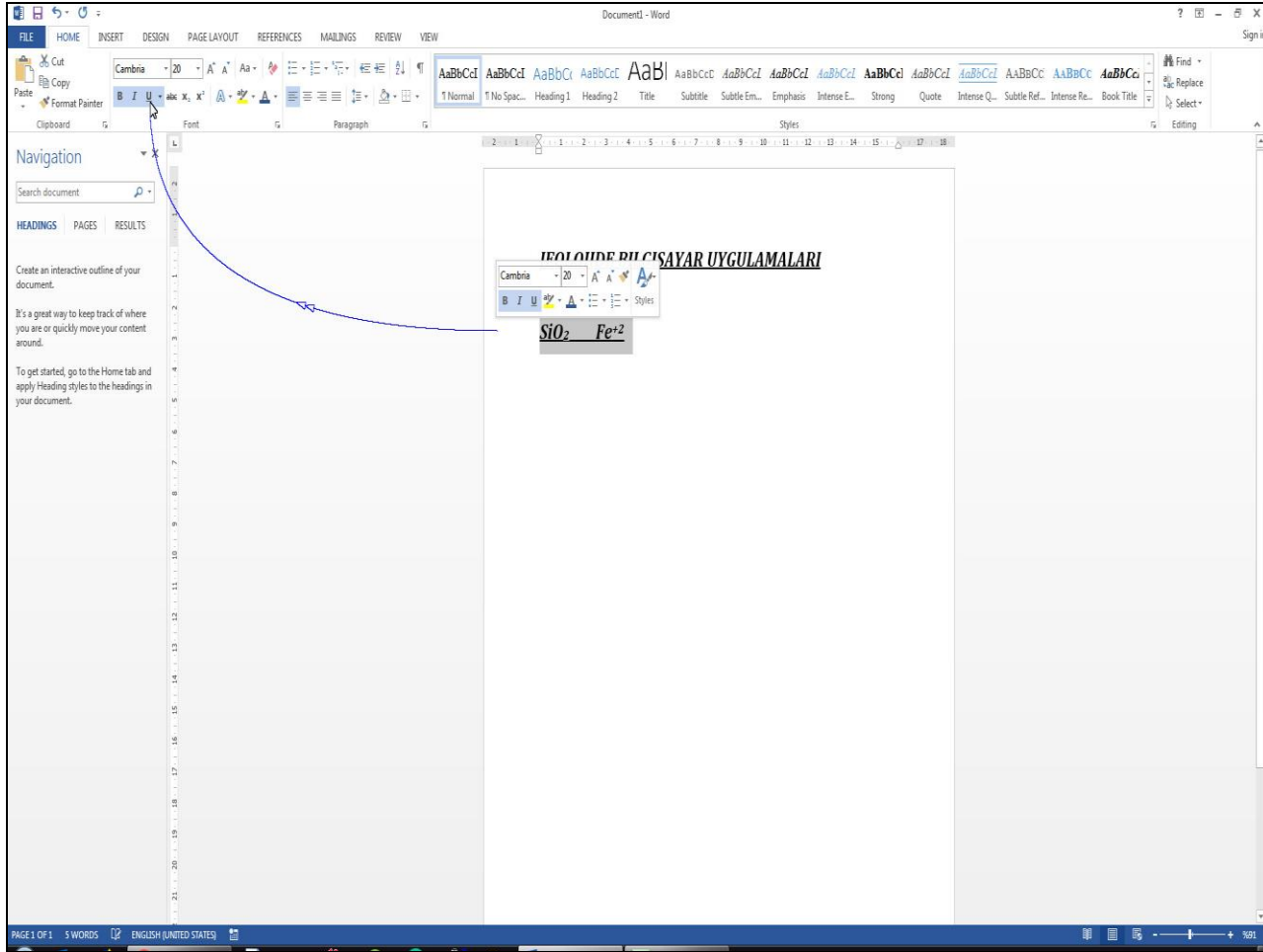
## Slide 43 - Slide 43



## Text Captions

Select **Microsoft Word Document**

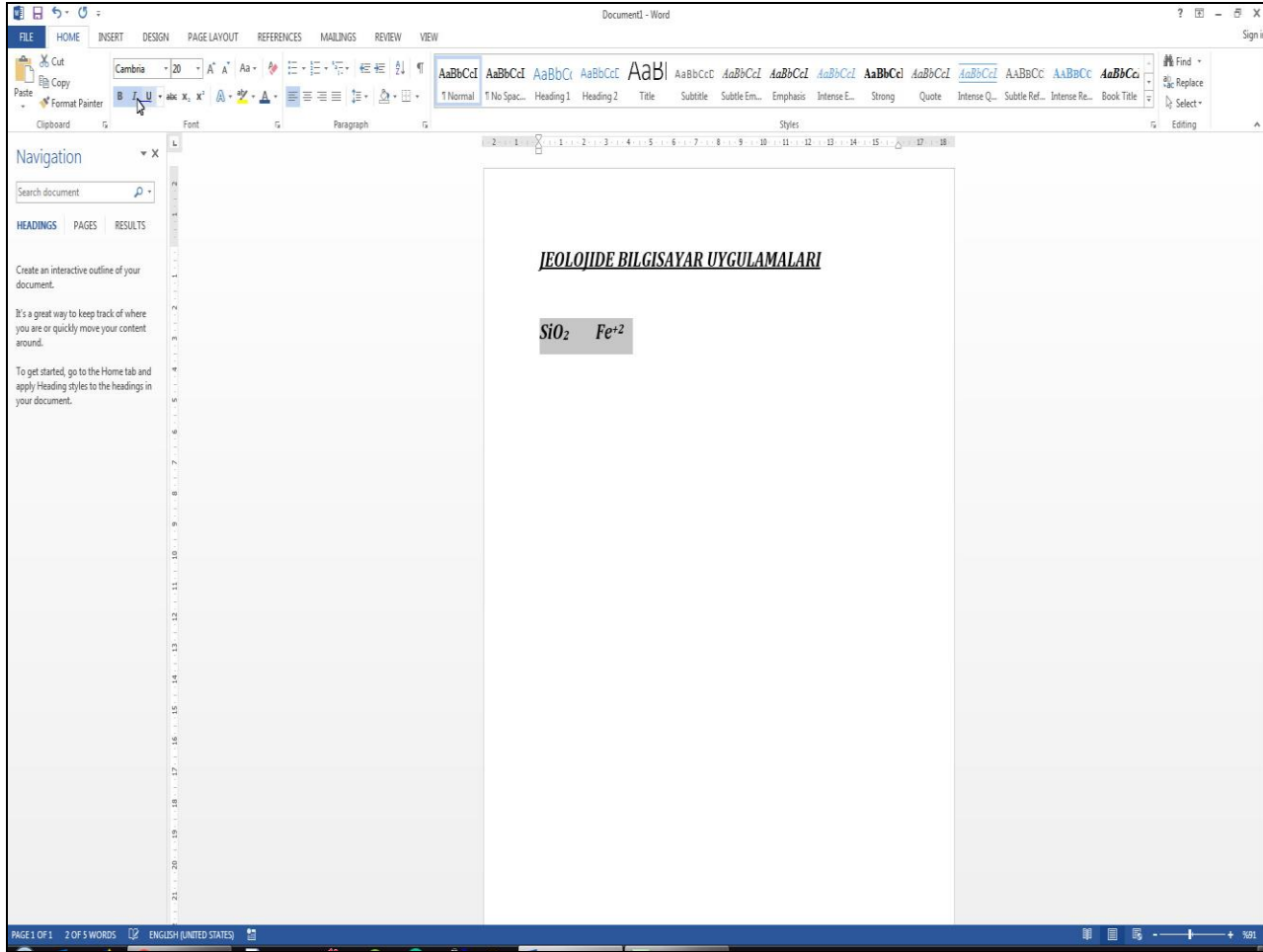
## Slide 44 - Slide 44



## Text Captions

Select **Underline**

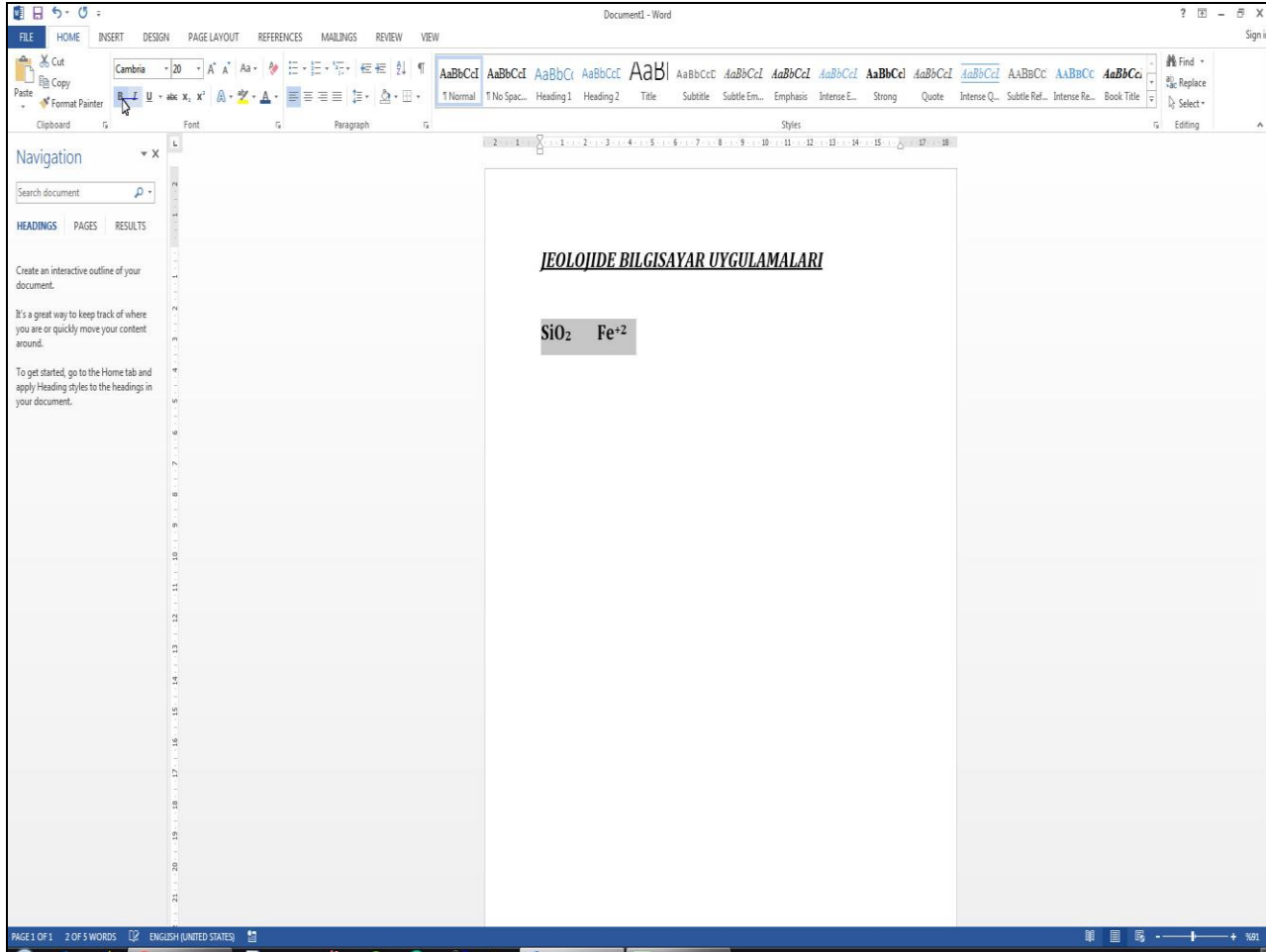
## Slide 45 - Slide 45



## Text Captions

Click the **Italic** button

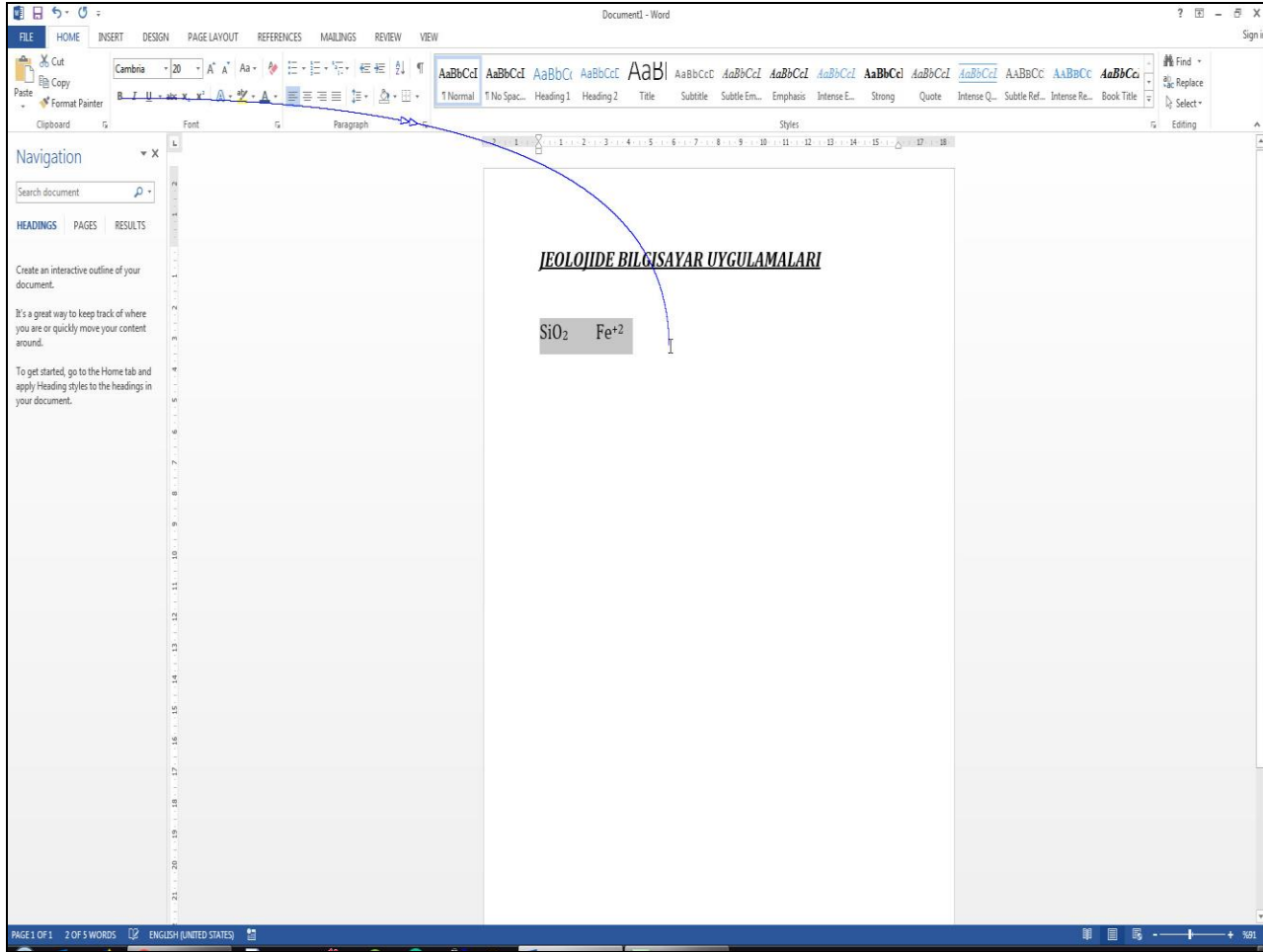
## Slide 46 - Slide 46



## Text Captions

Click the **Bold** button

## Slide 47 - Slide 47

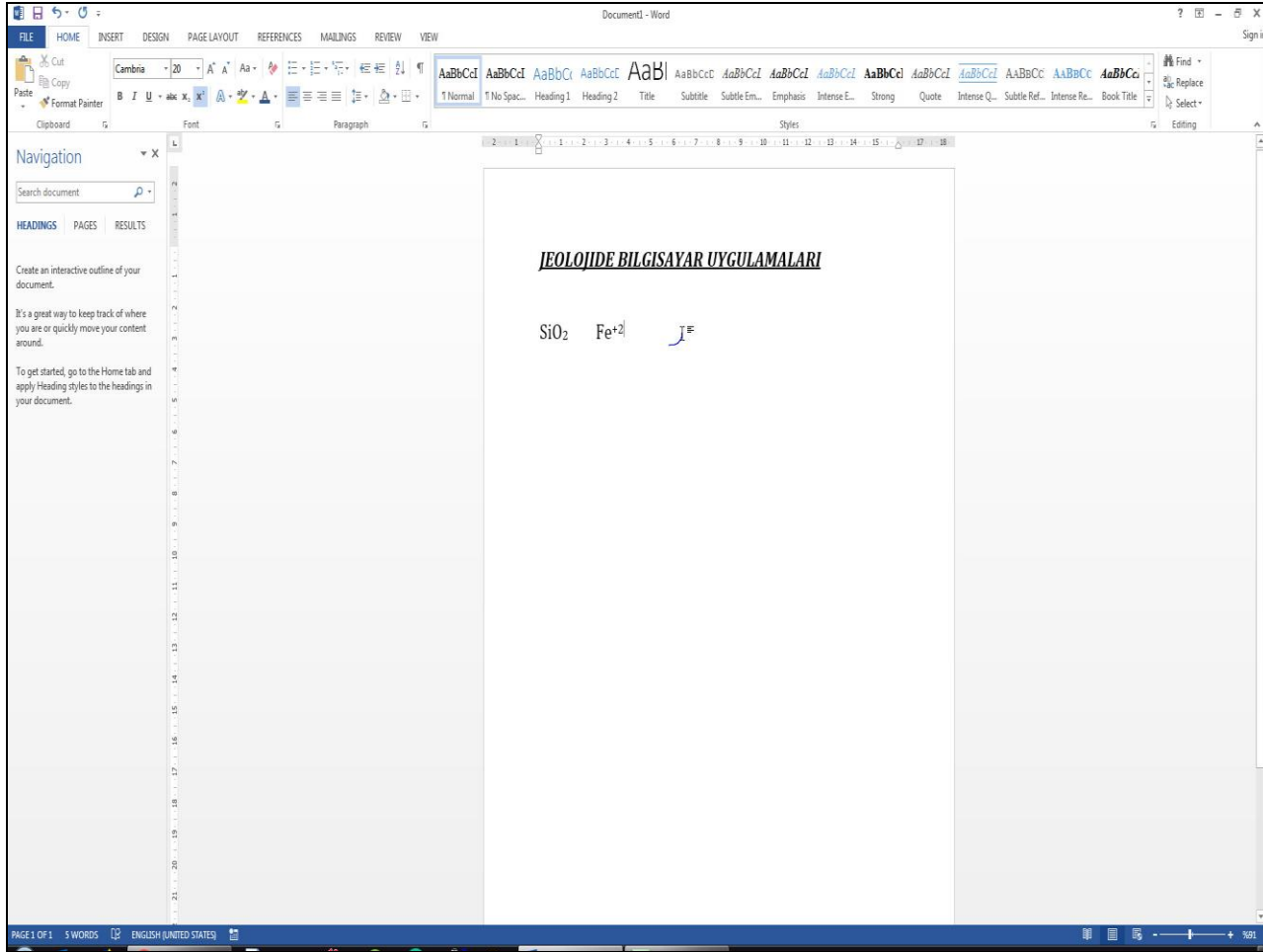


## Text Captions

Select **Microsoft Word Document**



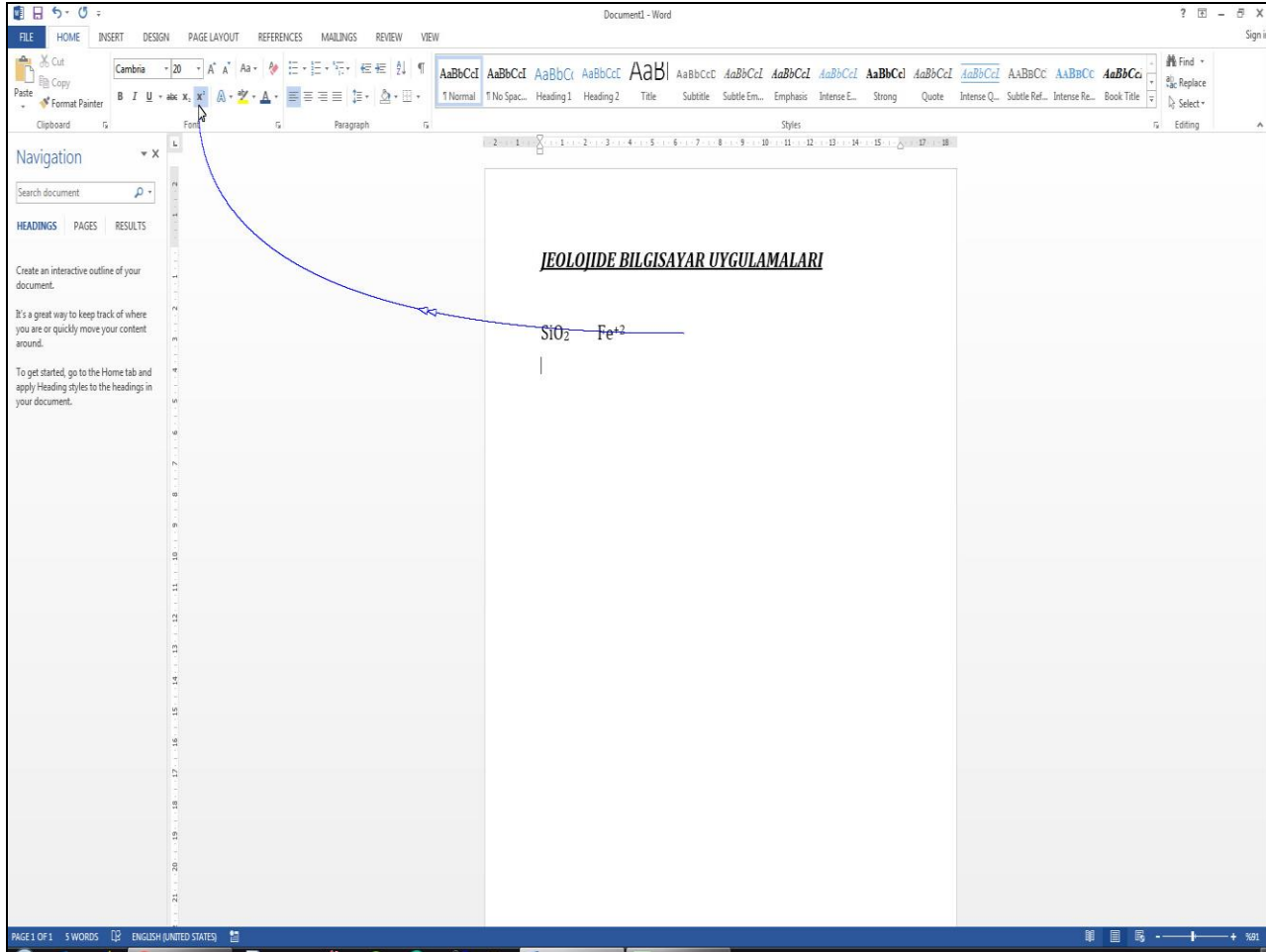
## Slide 48 - Slide 48



## Text Captions

Press **Enter** key

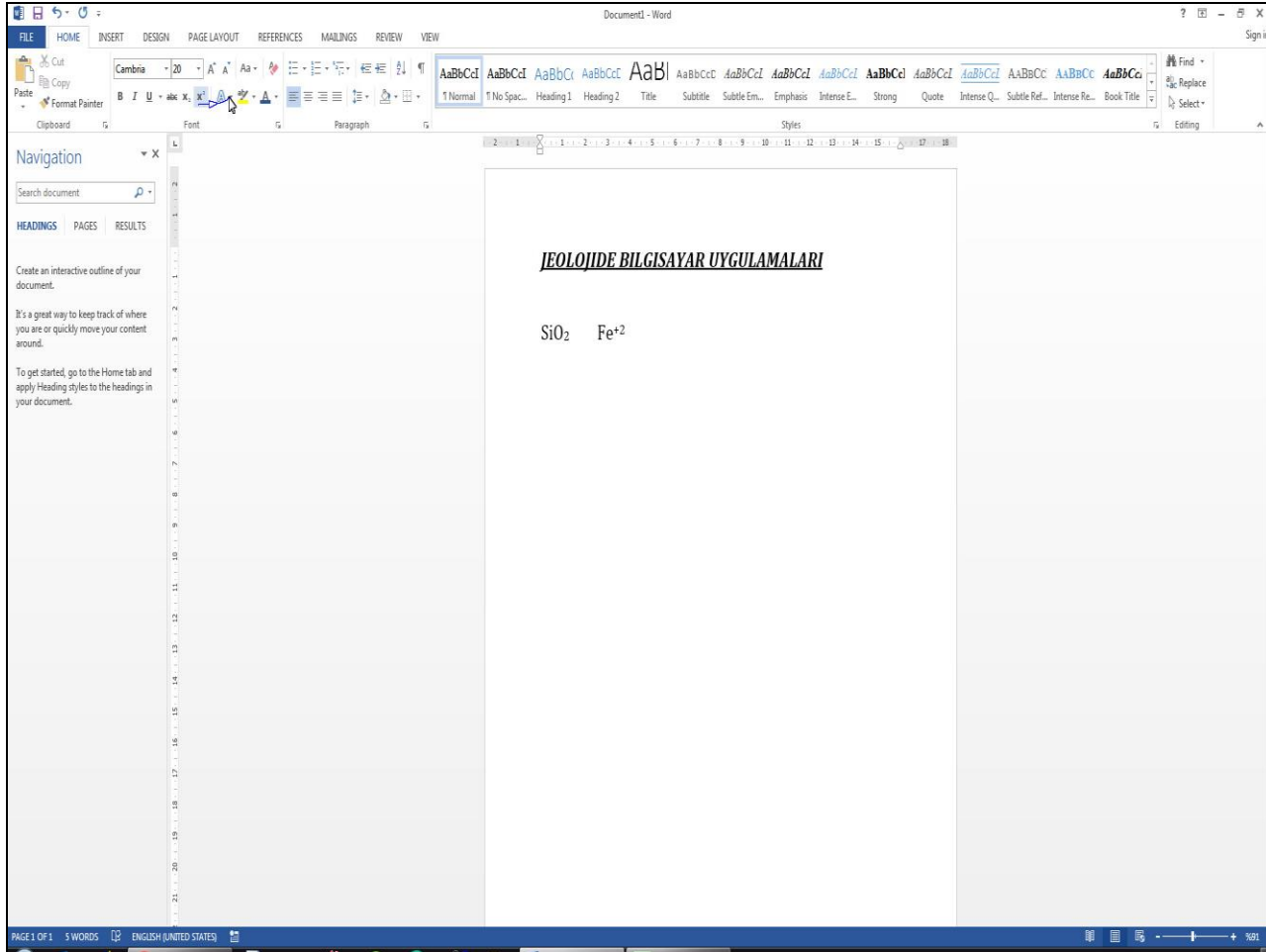
## Slide 49 - Slide 49



## Text Captions

Click the **Superscript** button

## Slide 50 - Slide 50

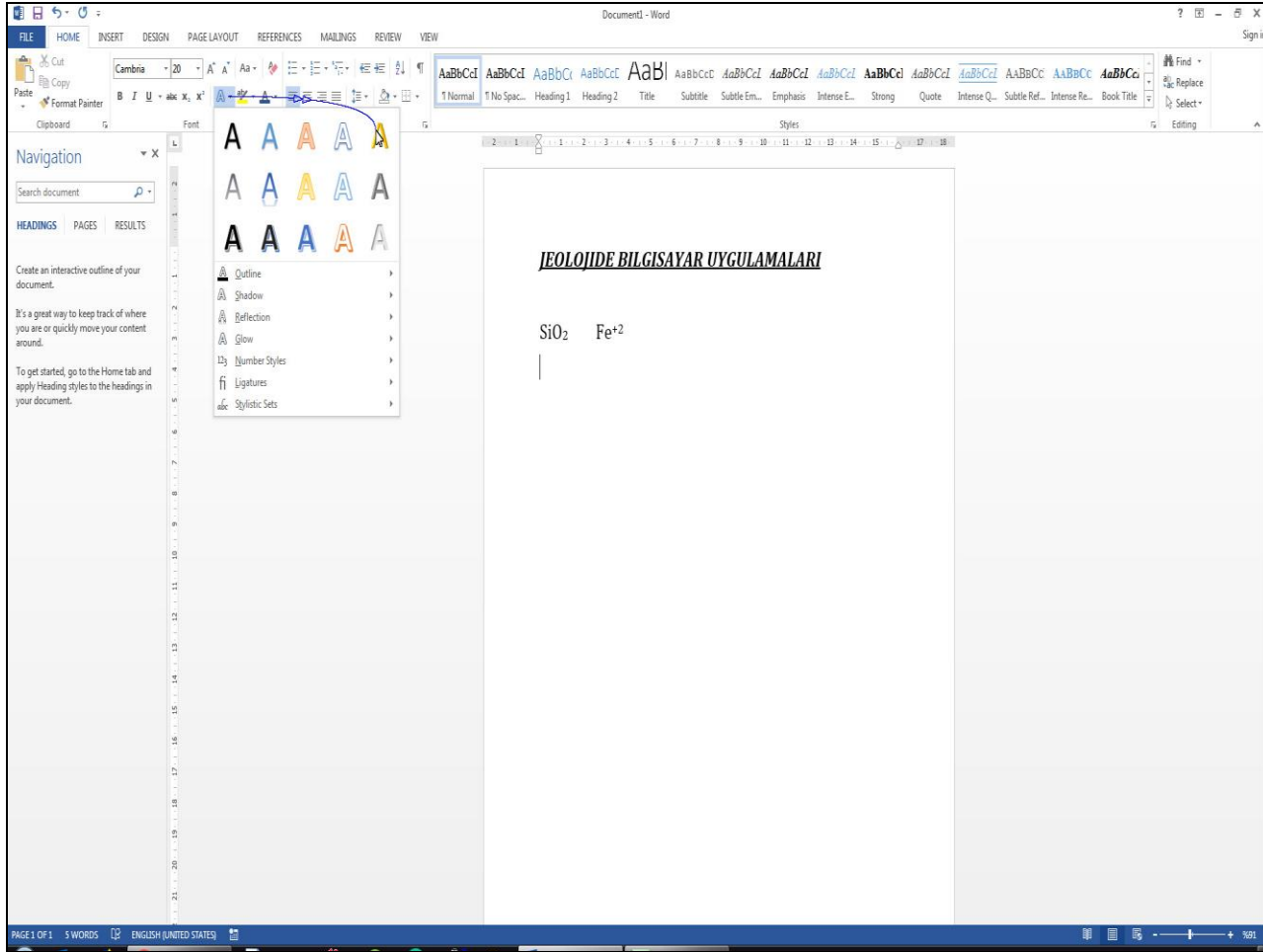


## Text Captions

Select **Text Effects and Typography** Add some **flair to your text by applying a text effect, such as a shadow or glow.**

**You can also chang...**

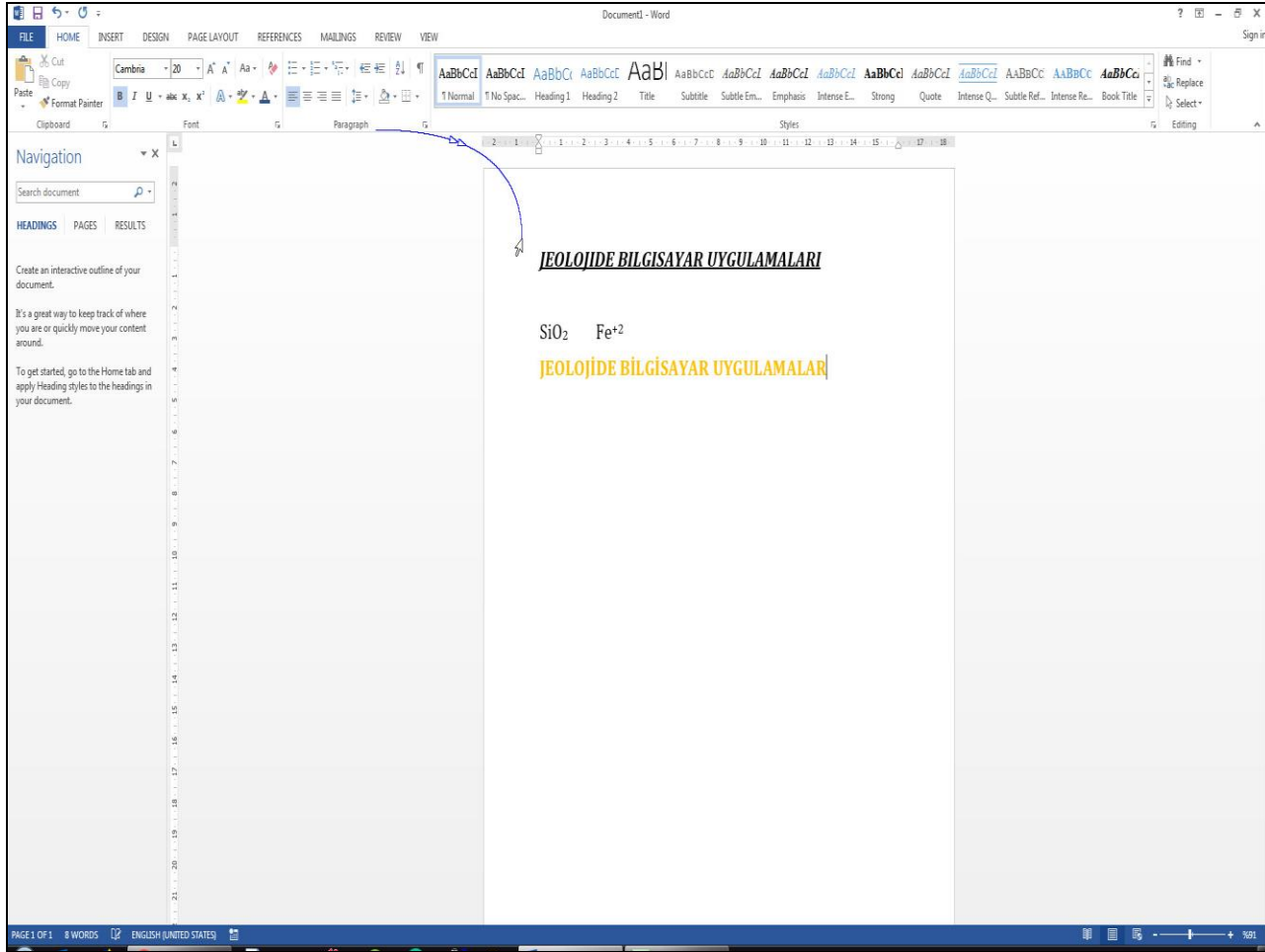
## Slide 51 - Slide 51



## Text Captions

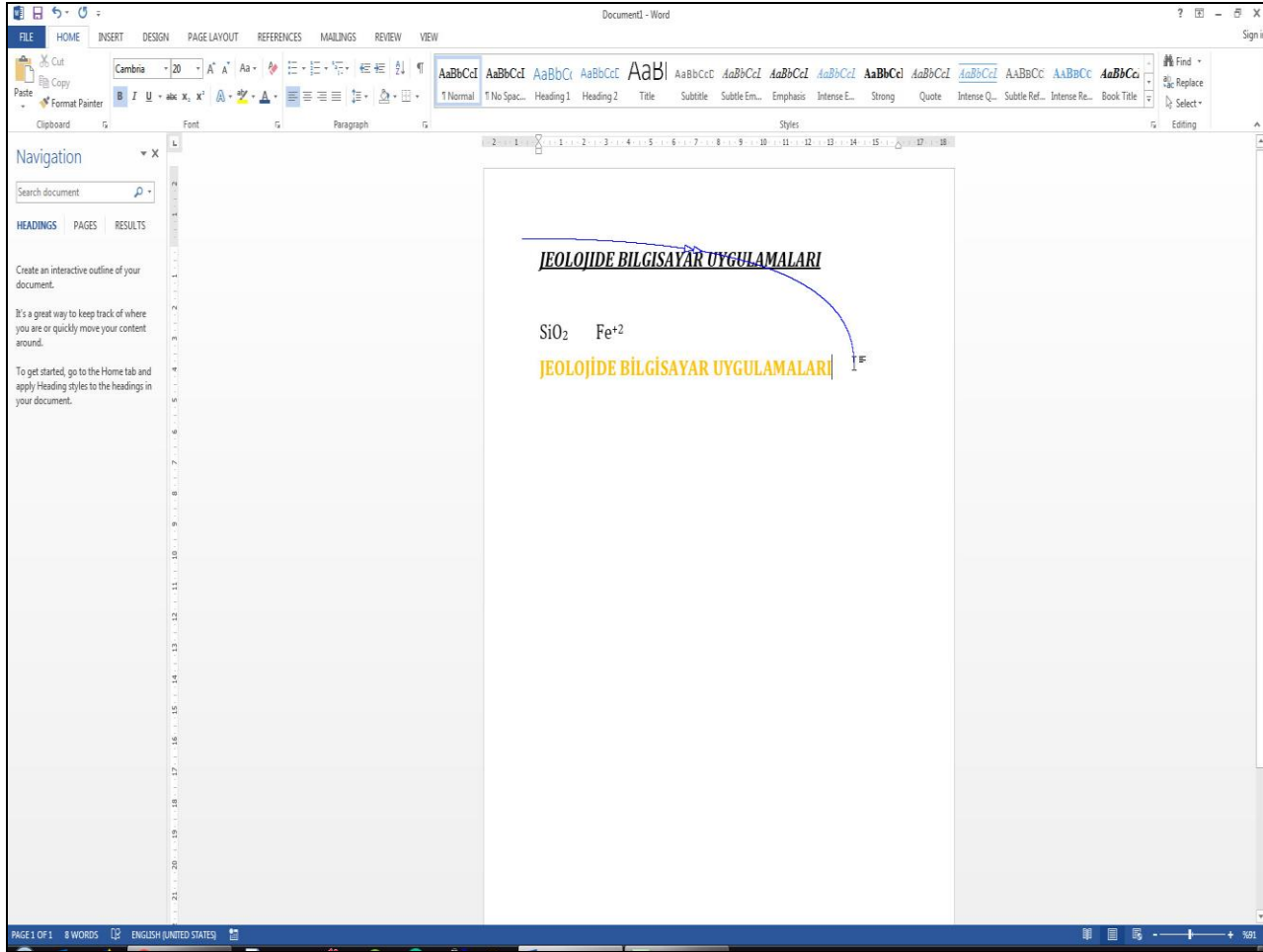
Select the **Fill - Gold, Accent 4, Soft Bevel** item

Slide 52 - Slide 52



Text Captions

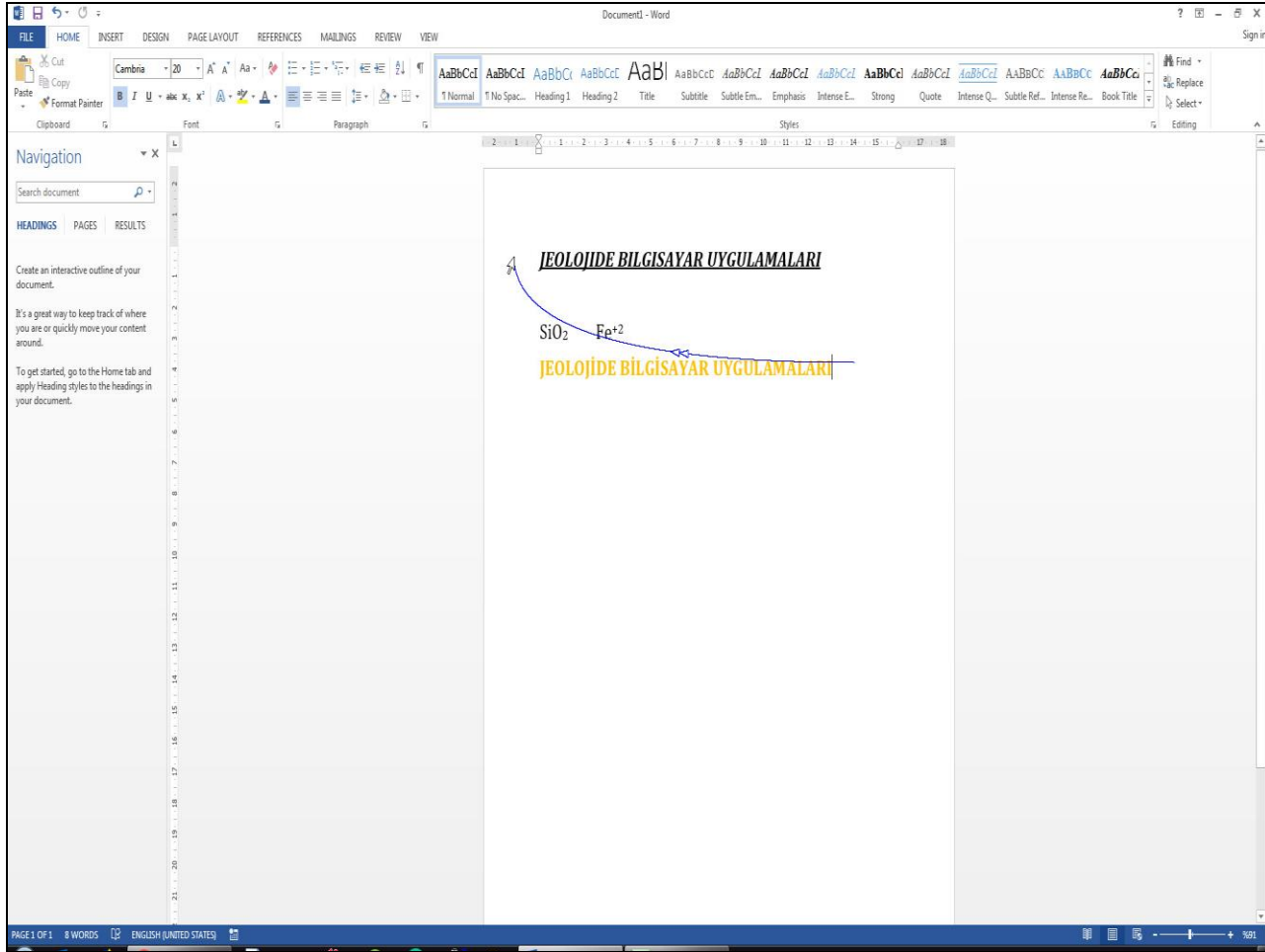
## Slide 53 - Slide 53



## Text Captions

Select **Microsoft Word Document**

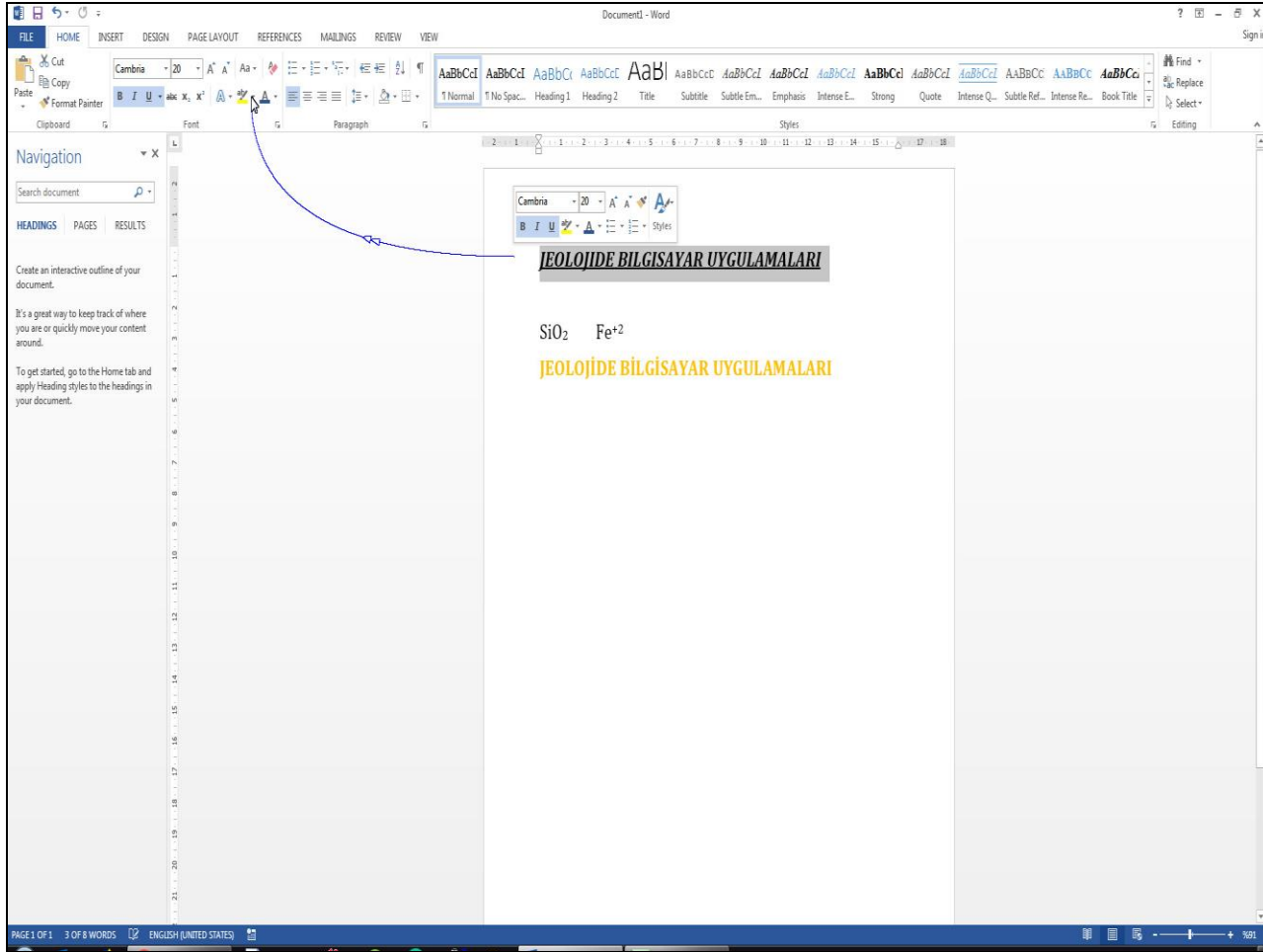
Slide 54 - Slide 54



Text Captions

Select **Microsoft Word Document**

## Slide 55 - Slide 55

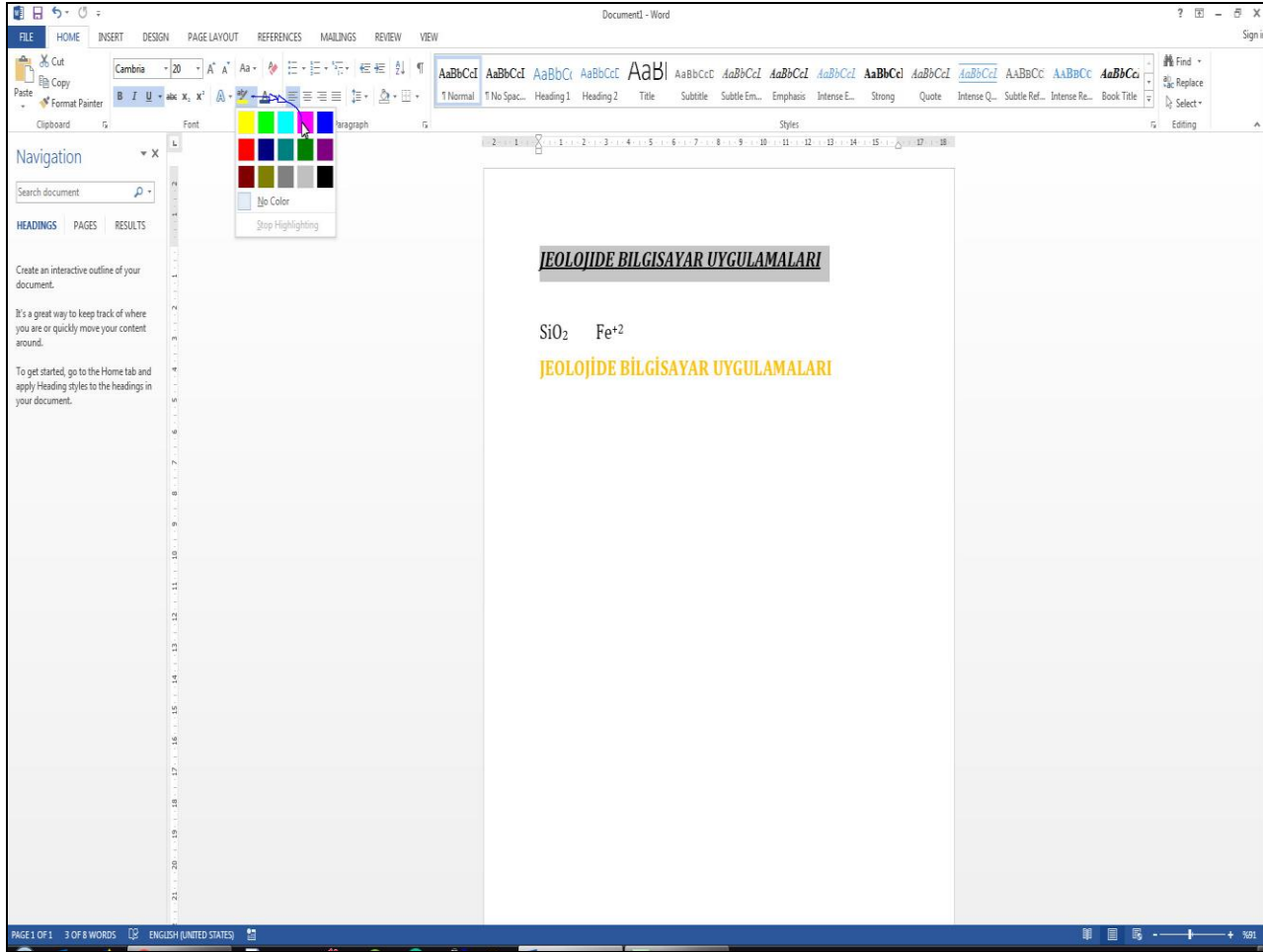


## Text Captions

# Select Text Highlight Color



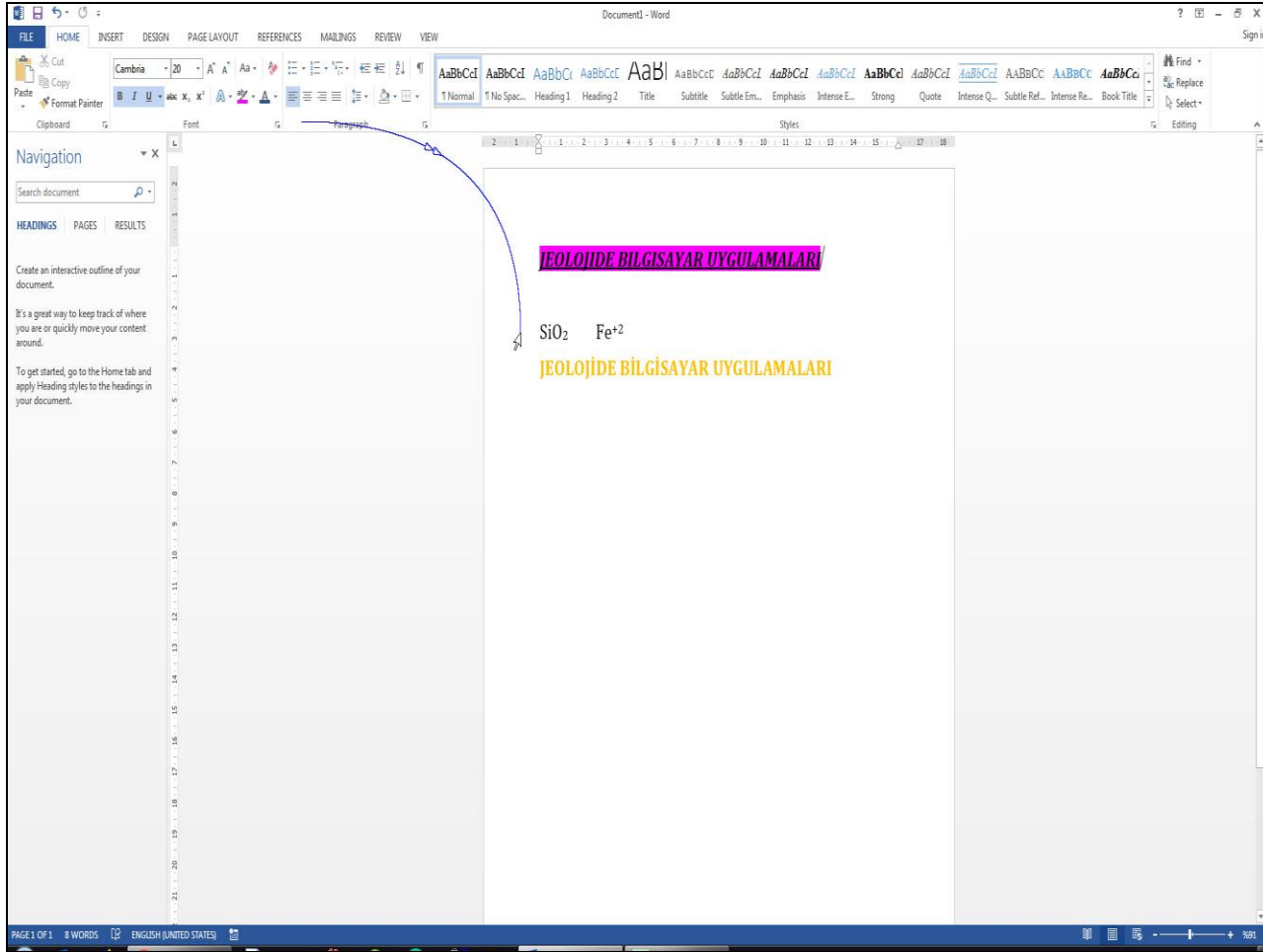
## Slide 56 - Slide 56



## Text Captions

Select the **Pink** item

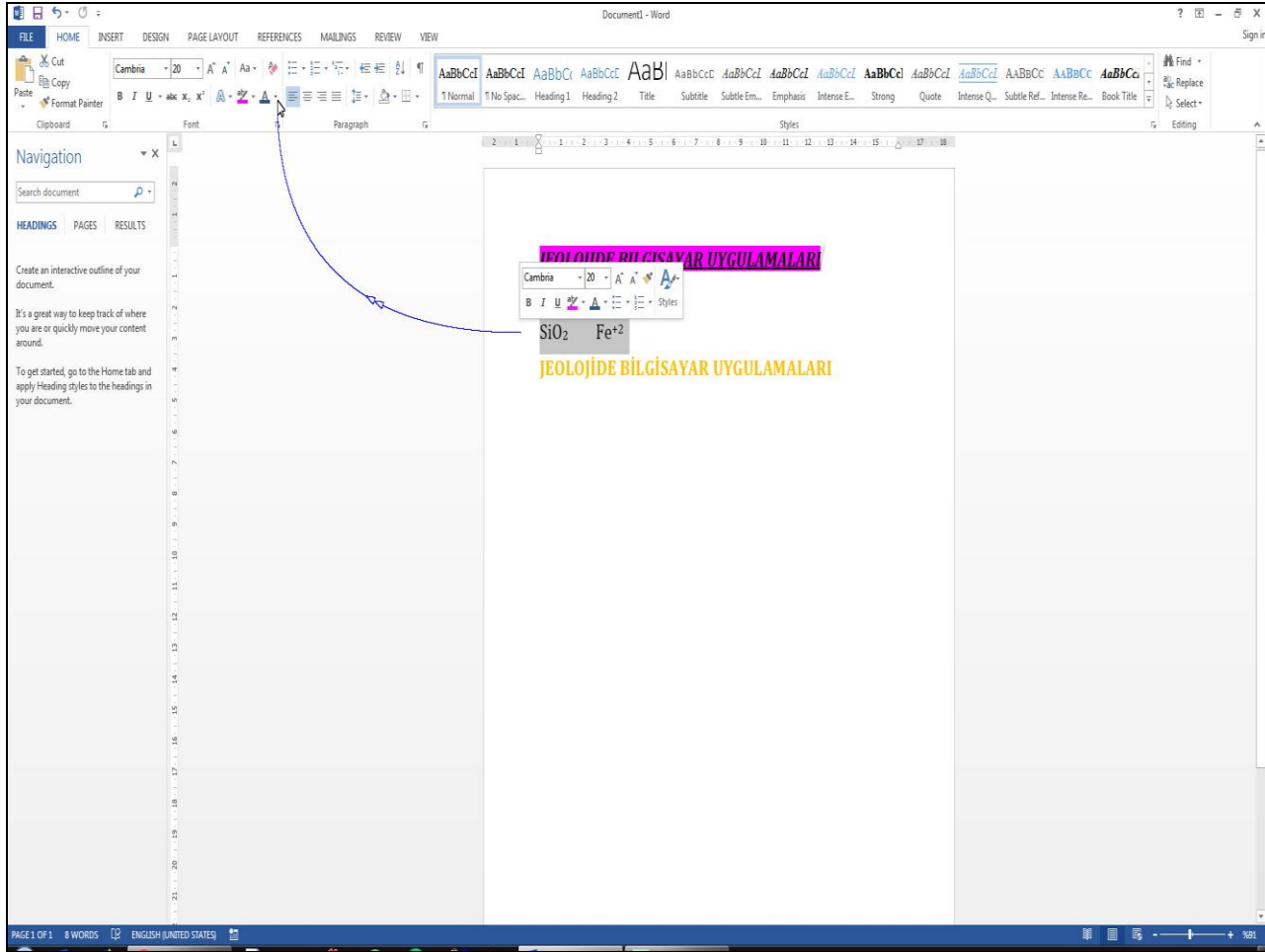
## Slide 57 - Slide 57



## Text Captions

Select **Microsoft Word Document**

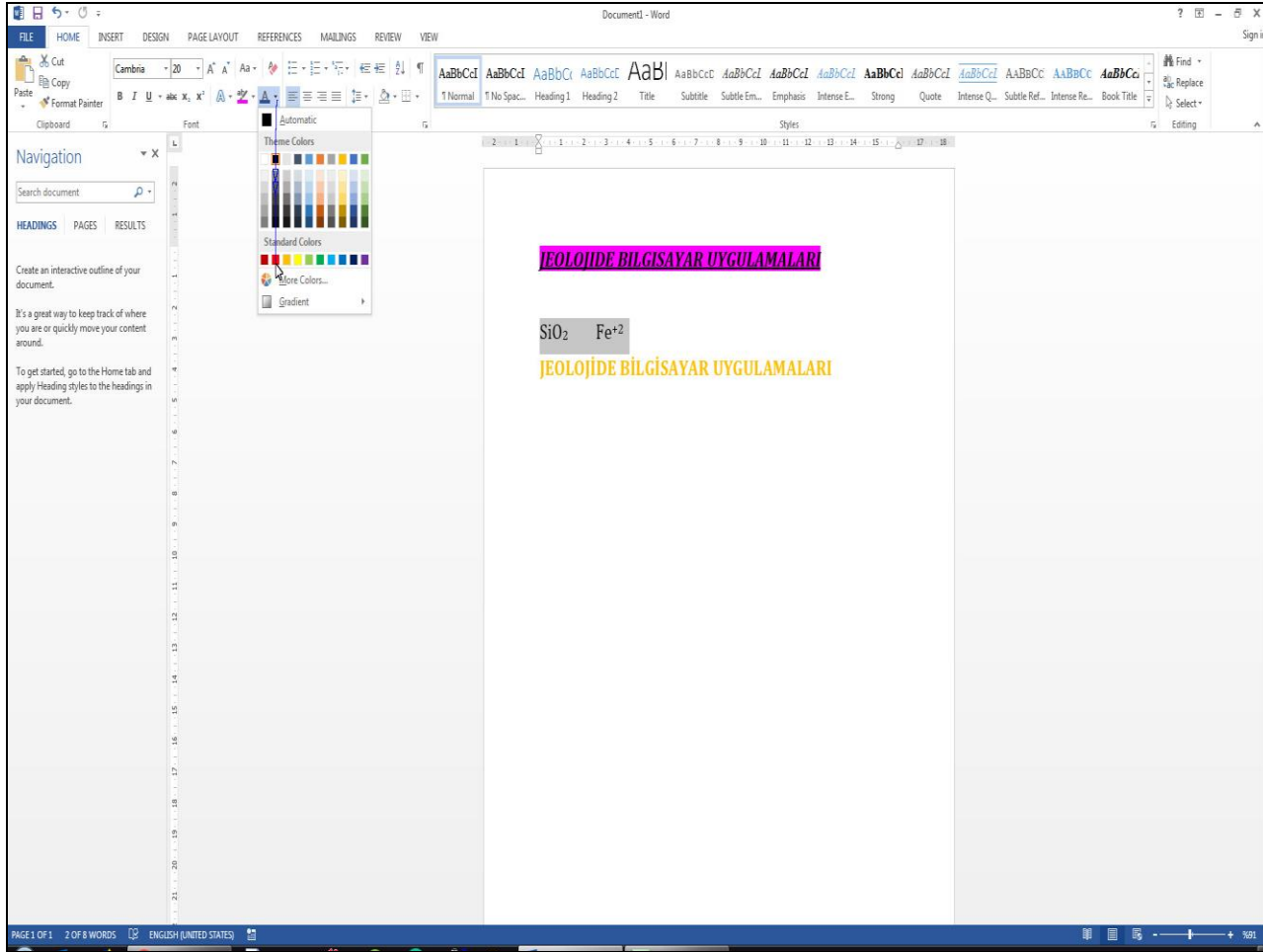
Slide 58 - Slide 58



Text Captions

Select **Font Color**

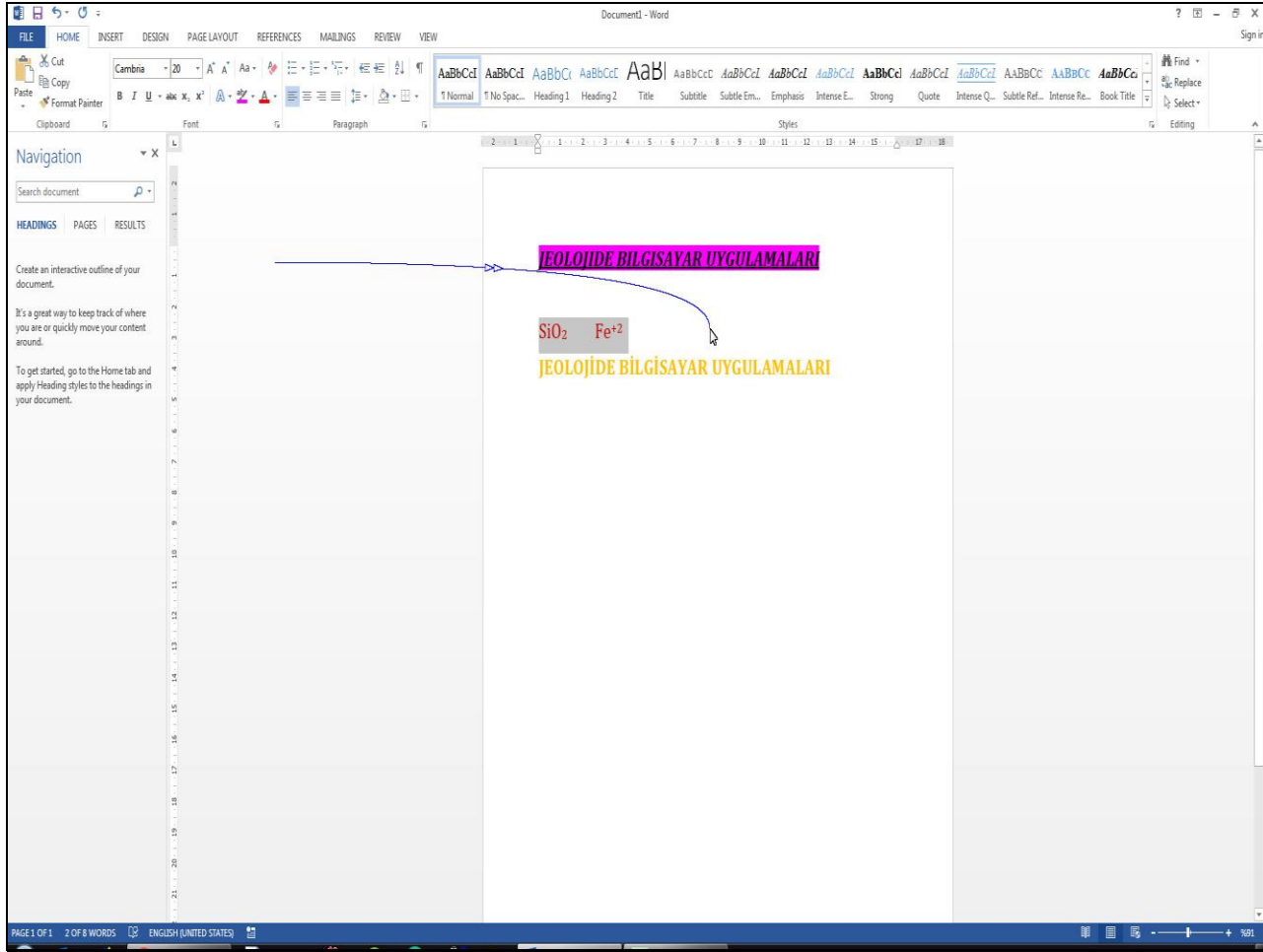
## Slide 59 - Slide 59



## Text Captions

Select the **Red** item

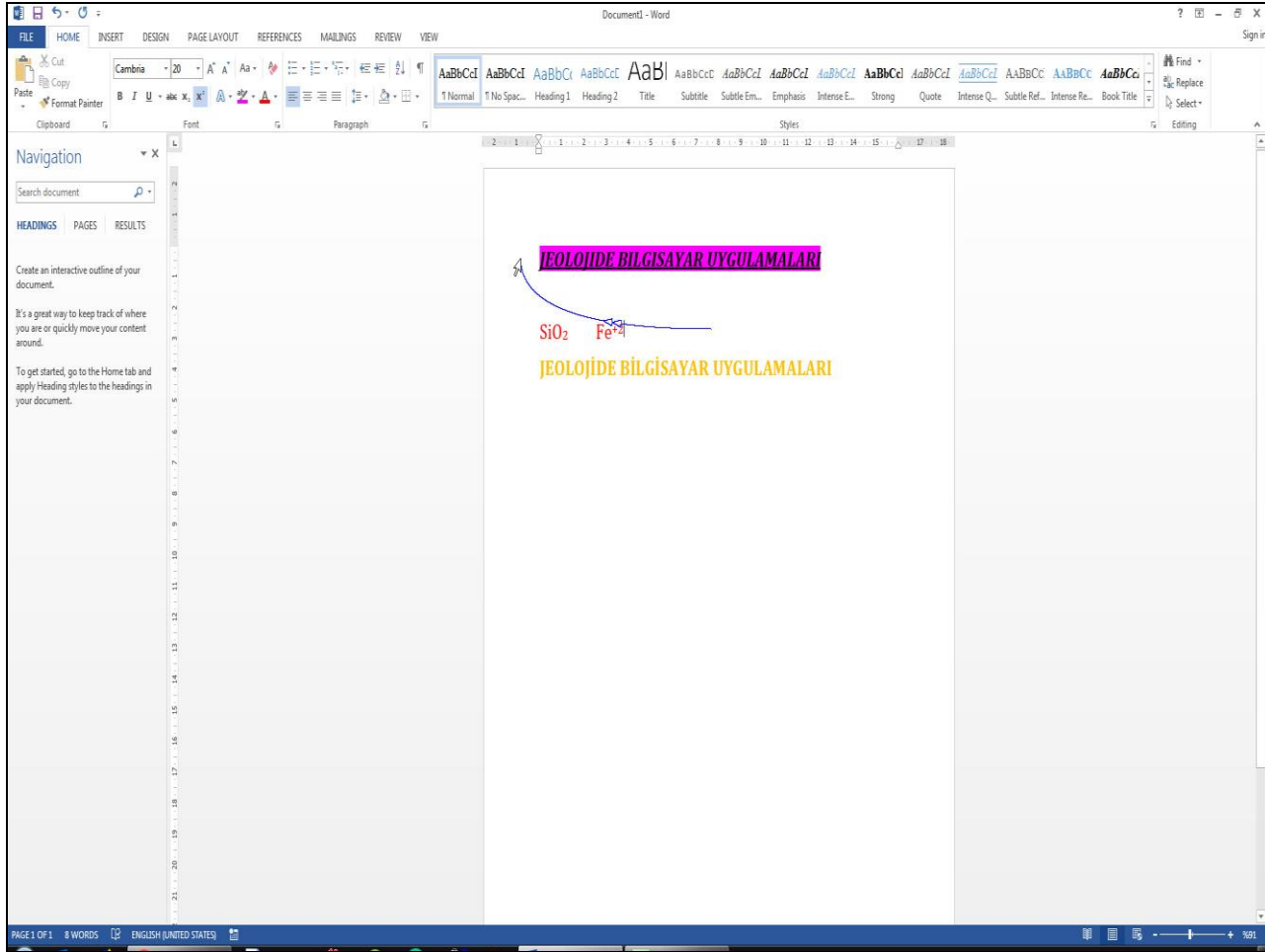
Slide 60 - Slide 60



Text Captions

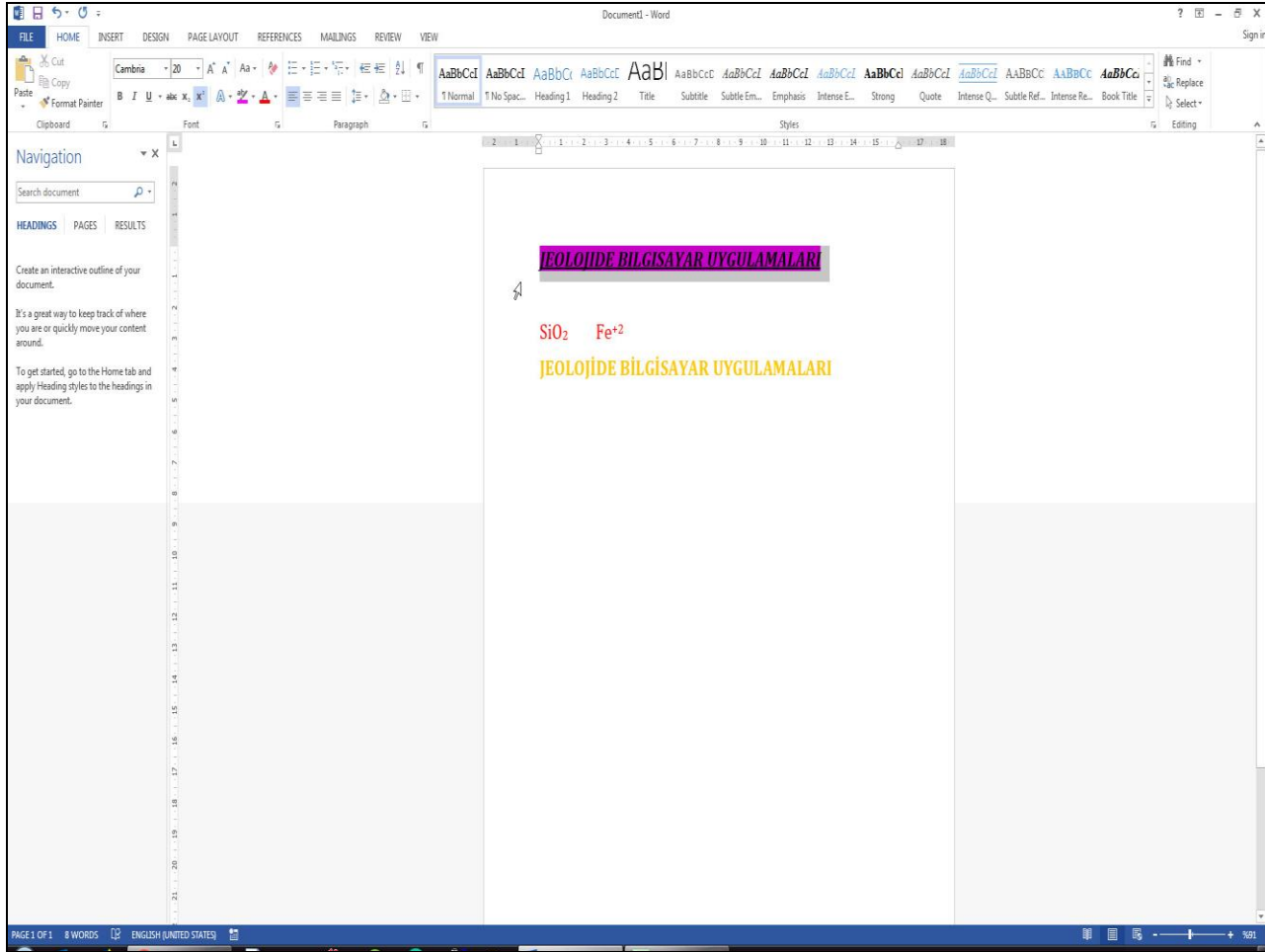
Select **Microsoft Word Document**

Slide 61 - Slide 61



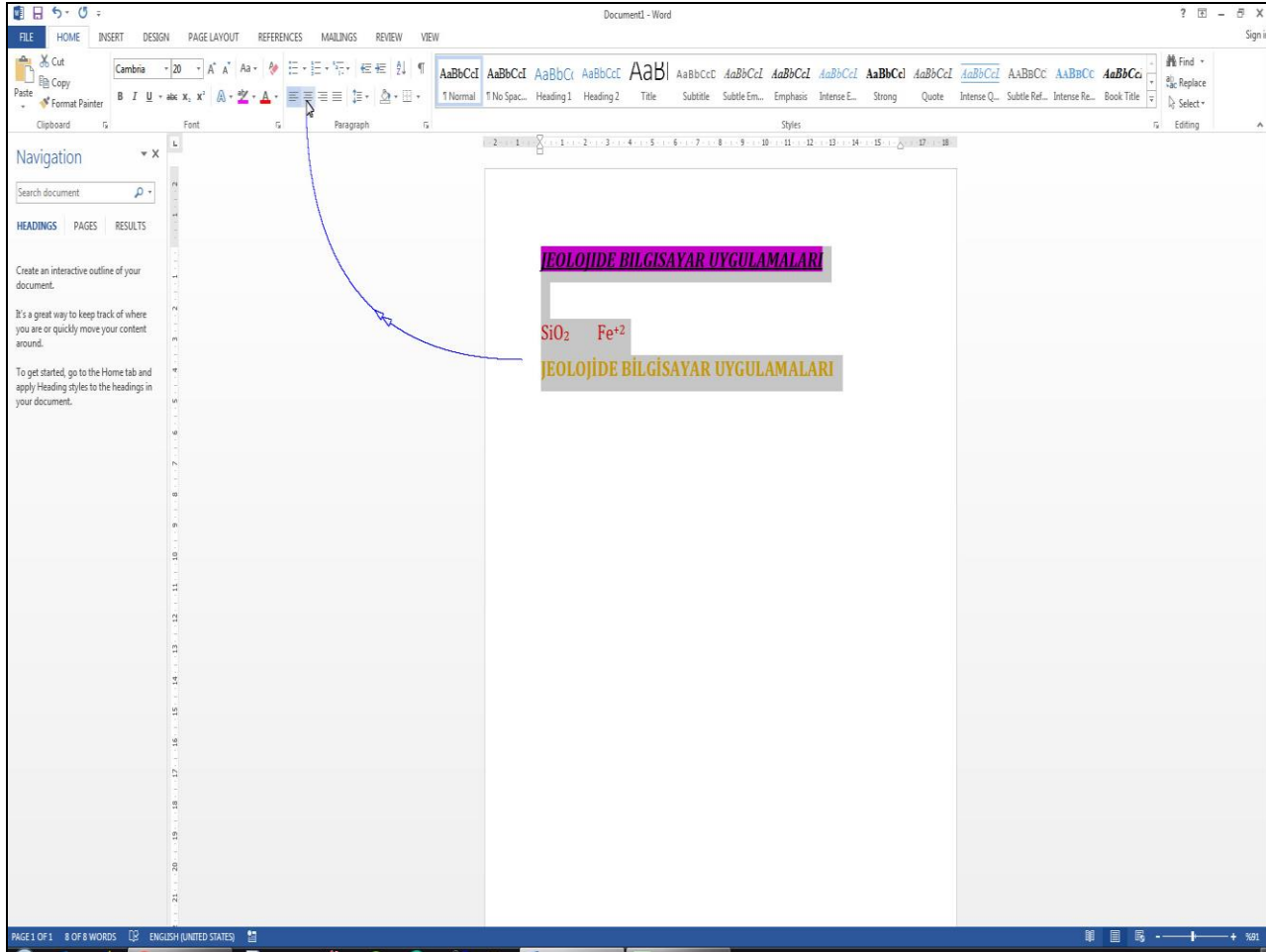
Text Captions

Slide 62 - Slide 62



Text Captions

## Slide 63 - Slide 63

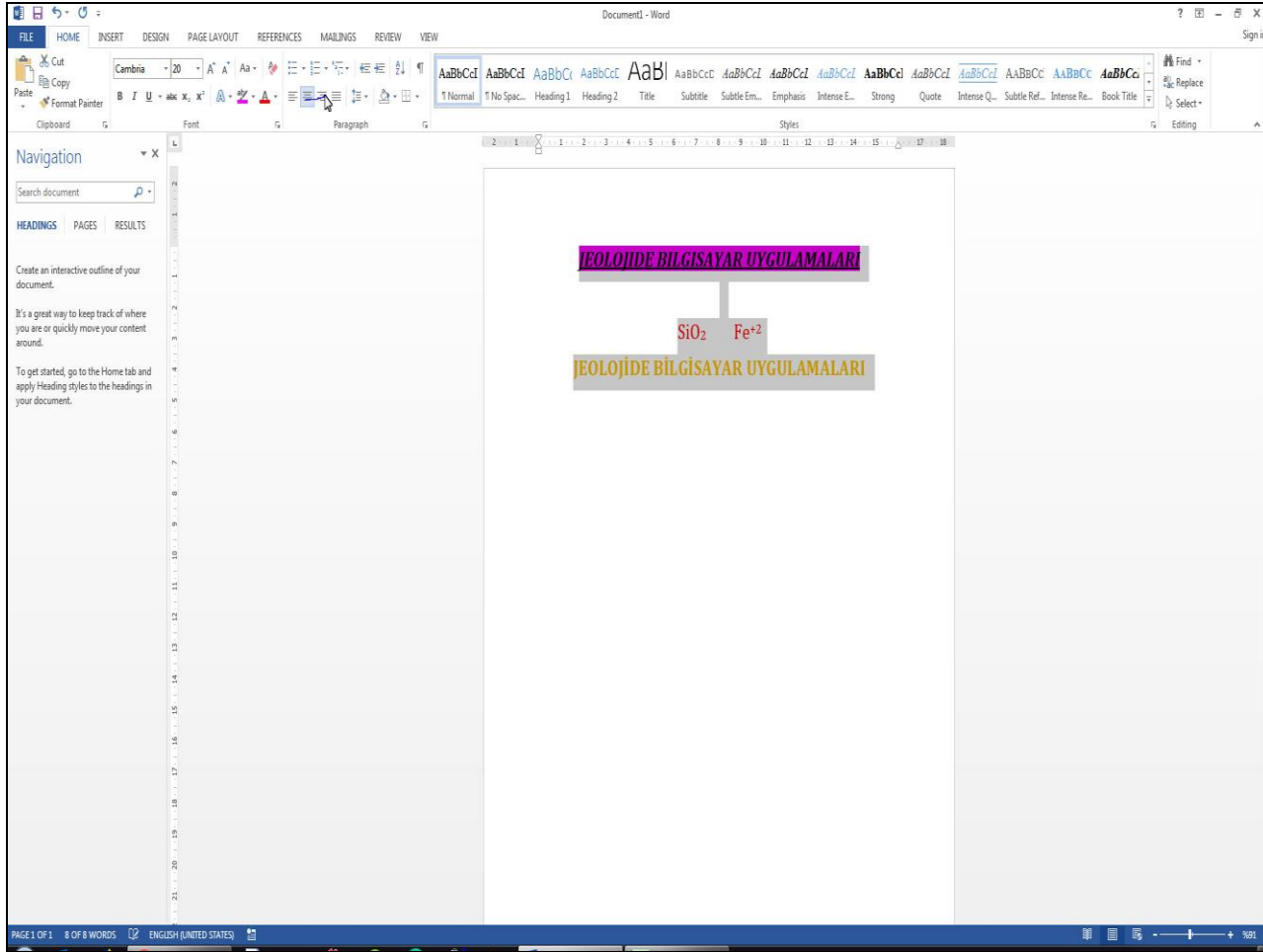


## Text Captions

Click the **Center** button



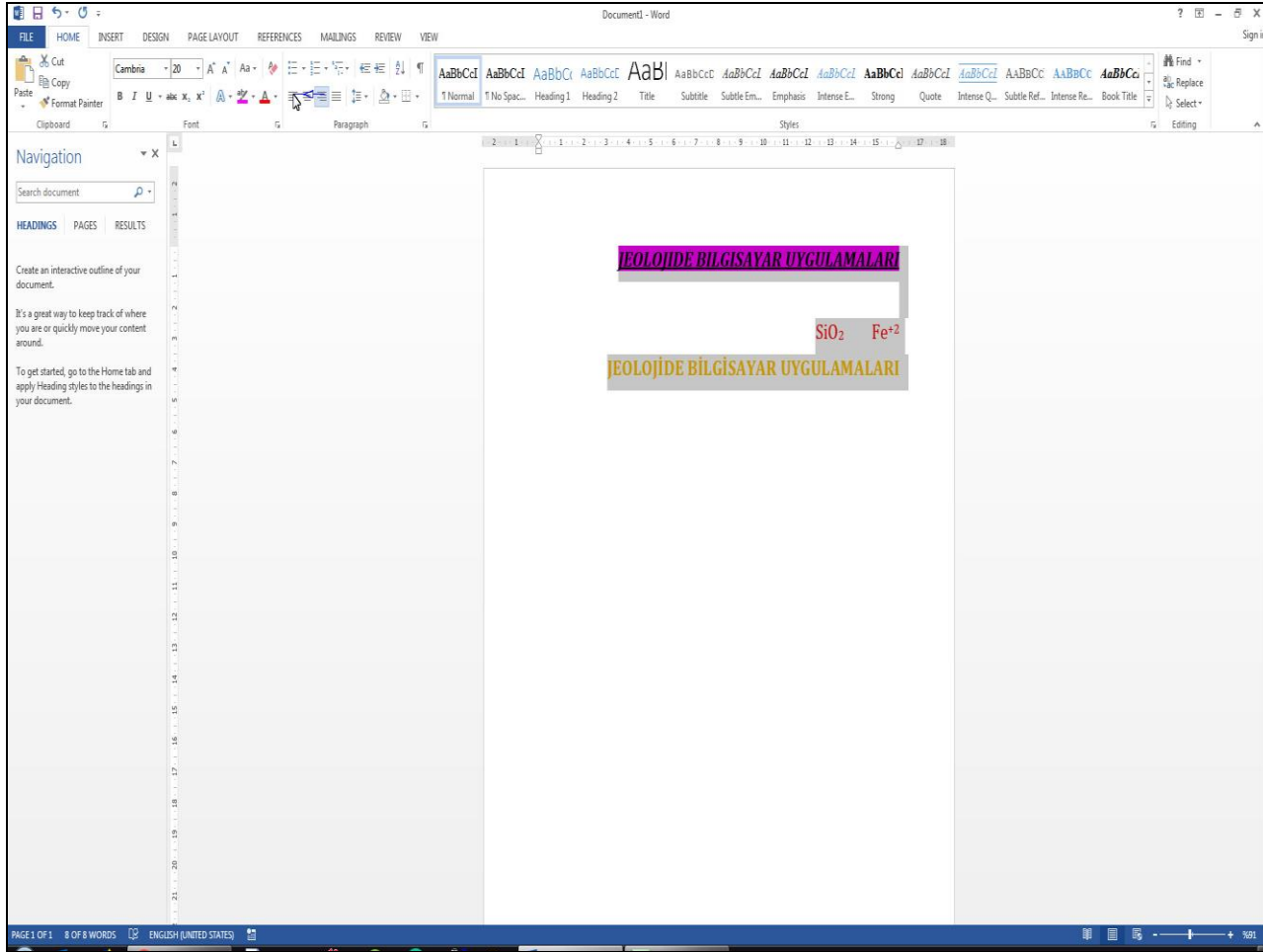
## Slide 64 - Slide 64



## Text Captions

Click the **Align Right** button

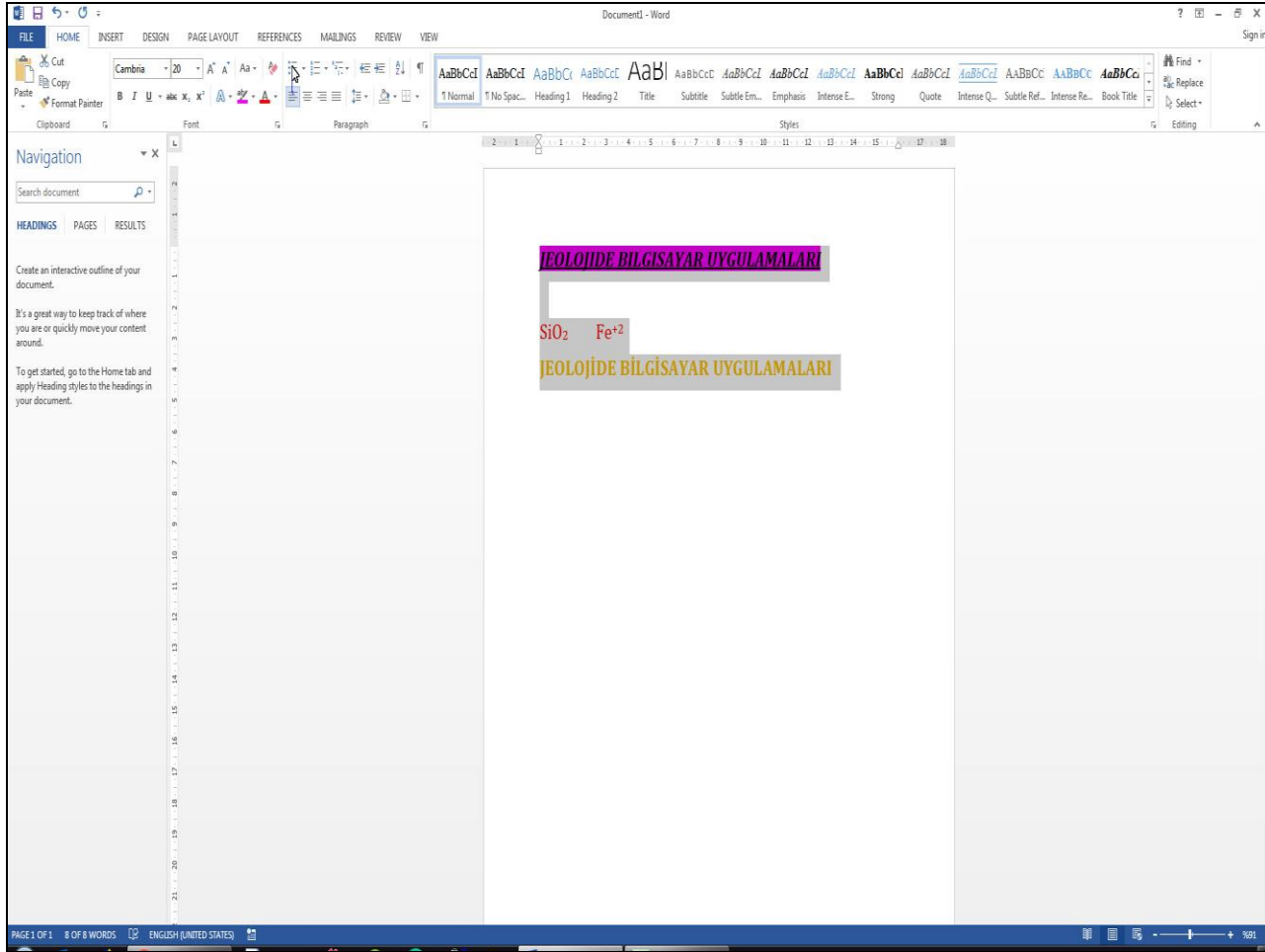
## Slide 65 - Slide 65



## Text Captions

Click the **Align Left** button

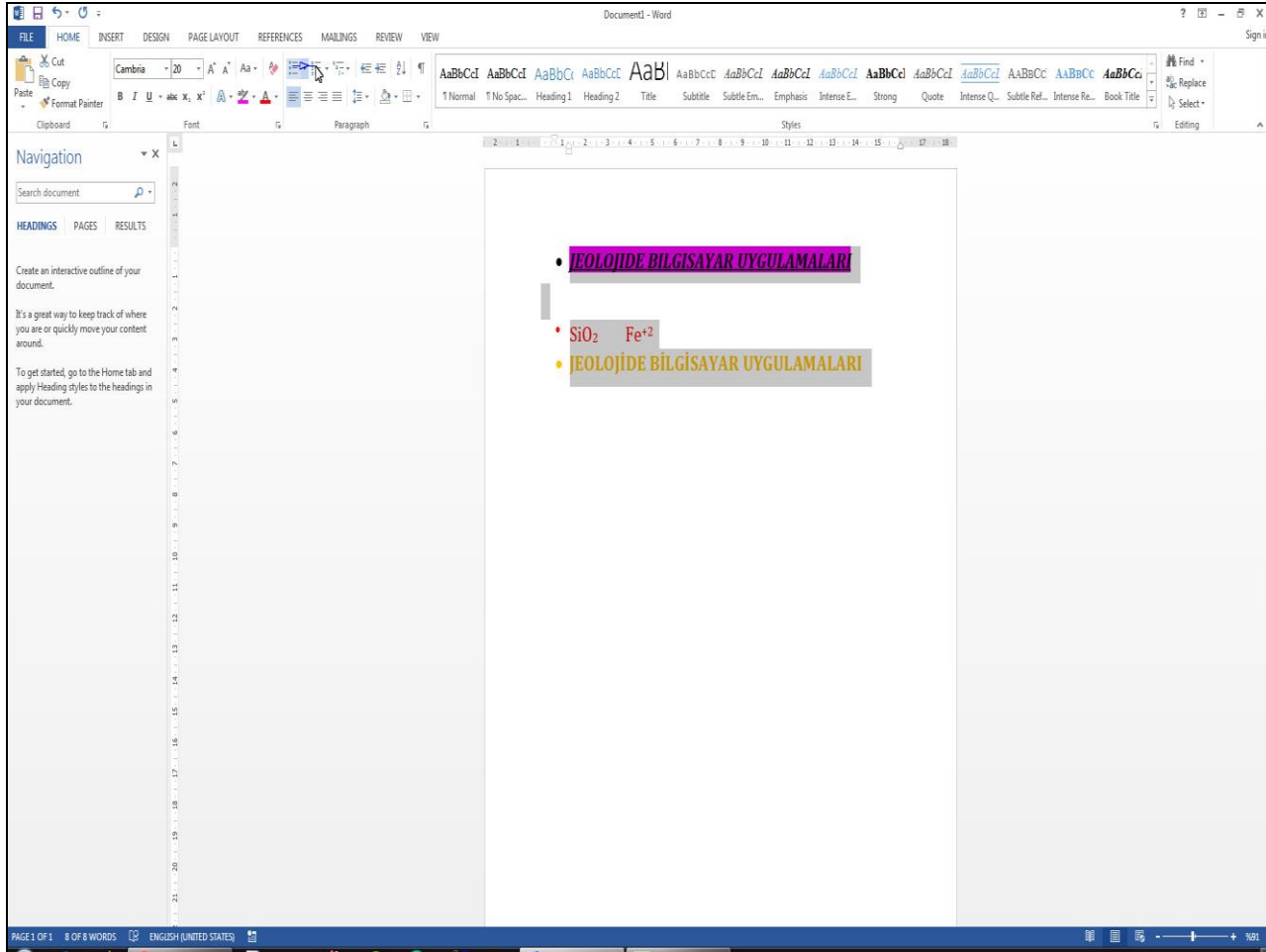
## Slide 66 - Slide 66



## Text Captions

Select **Bullets**

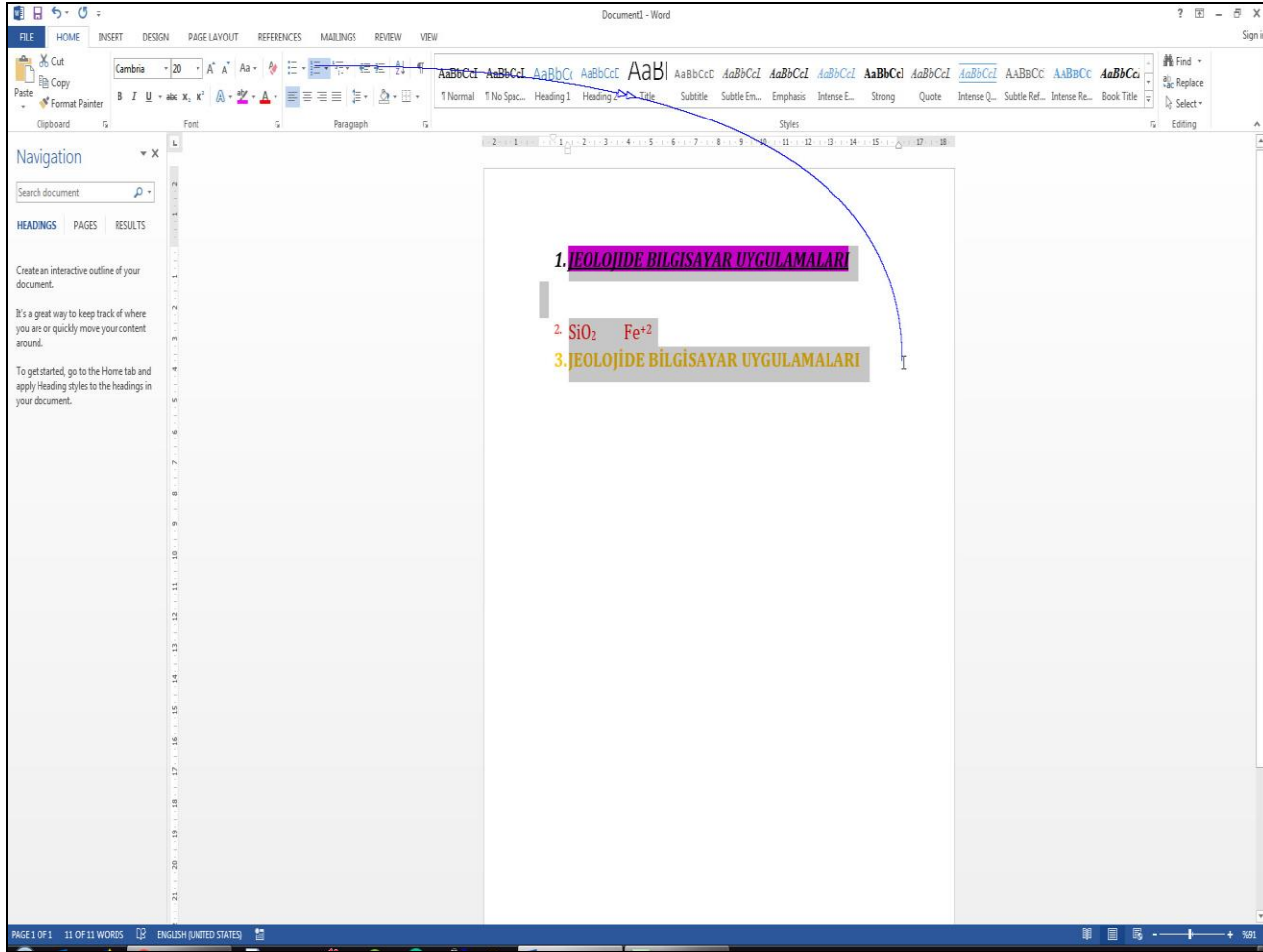
## Slide 67 - Slide 67



## Text Captions

Select **Numbering**

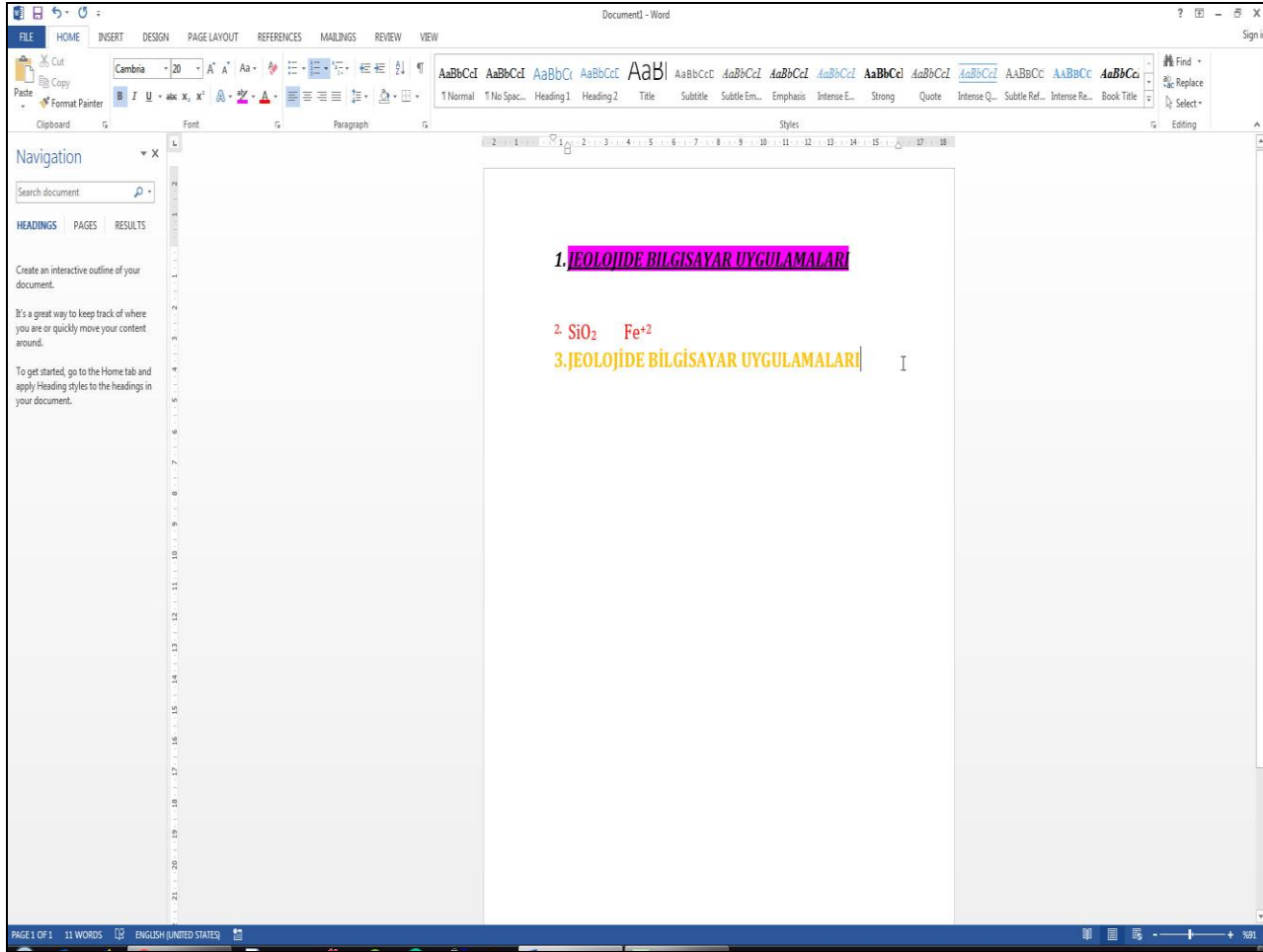
## Slide 68 - Slide 68



## Text Captions

# Select Microsoft Word Document

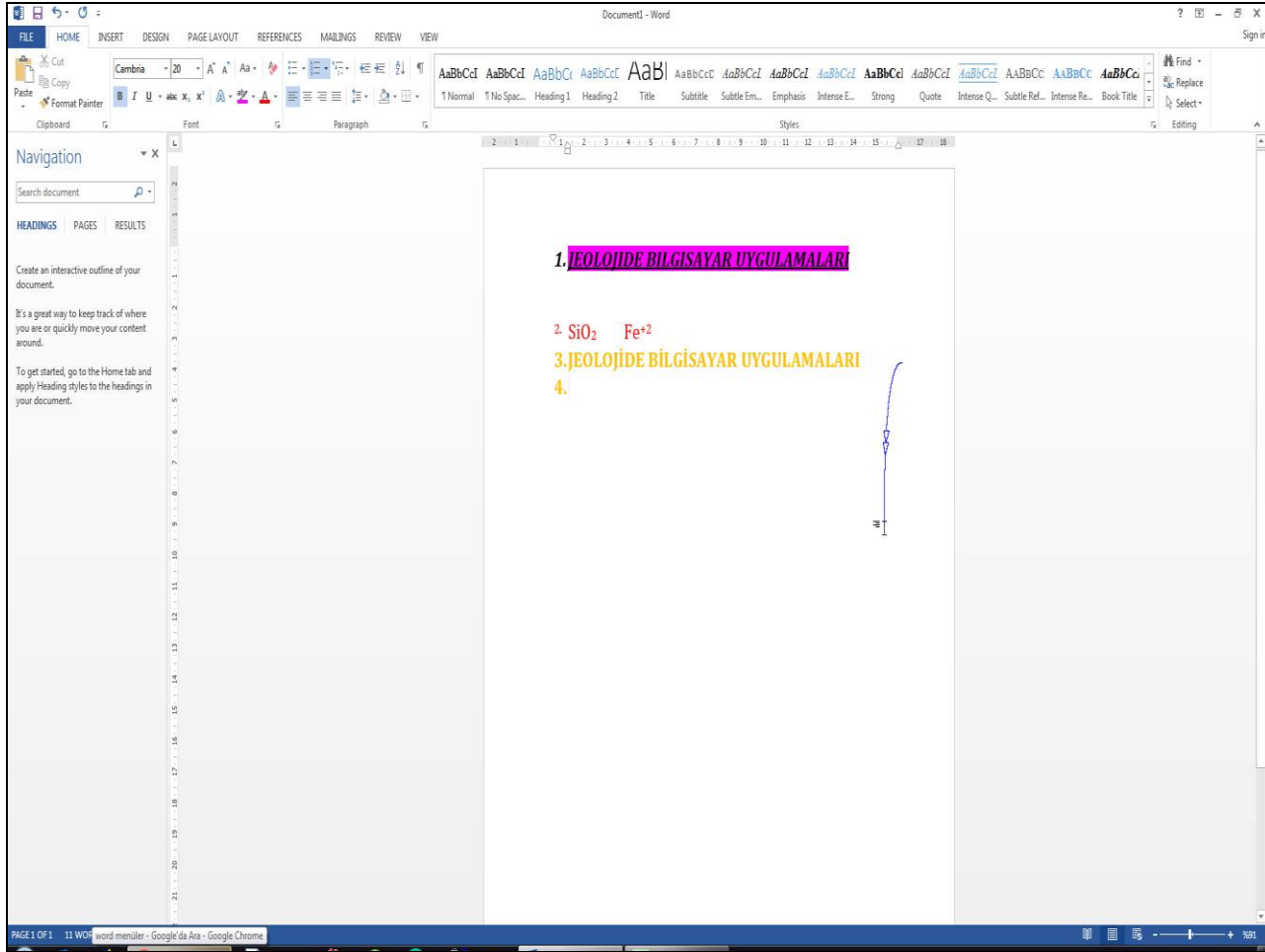
## Slide 69 - Slide 69



## Text Captions

Press **Enter** key

## Slide 70 - Slide 70



## Text Captions

Press **Escape** key

## Slide 71 - Slide 71

Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Cambria 20 A A

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HEADINGS PAGES RESULTS

Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

1. **JEOLJİDE BİLGİSAYAR UYGULAMALARI**

2. SiO<sub>2</sub> Fe<sup>+2</sup>

3. JEOLJİDE BİLGİSAYAR UYGULAMALARI

4.

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## Text Captions