

BİLİŞİM TEKNOLOJİLERİ DERSİ 2019-2020 ARA SINAV KONULARI

I.ÜNİTE General Instructions about the Course, Computer Facilities on the campus. History of Computers.
II.ÜNİTE What is IT? IT devices, computer peripherals: monitor, mouse, keyboard. What is the Internet? Browsers, e-mail editors, how to send e-mail, web based e-mail, search engines, advanced search on the net.
III.ÜNİTE What is an Operating System/ Application Program/ Programming Language. Disks, UPS, CPU, ROM, RAM, Scanners, printers, Windows Explorer, My Computer, Deleting Files, Folders, Creating New Folders. Recycle Bin, Drag – Drop, Creating Shortcuts, Find, Control Panel (Mouse, date & time, keyboard. Display etc).
IV.ÜNİTE IT solutions in organizations: Word Processors, Filing, Archiving, What is Microsoft Word? Typing, Save As, Save, Open, Close, New, Exit. . Selecting (with mouse; Shift-arrows ; ctrl – A), cut, copy, paste, undo, redo, delete , shortcut keys, fonts, bullets and numbering.
V.ÜNİTE Word: View, adding removing toolbars, auto text, full screen, zoom, borders and shading, inserting Page Break, spell check, thesaurus, set language, word count, auto correct, giving password to a file, inserting comment, change case.
VI.ÜNİTE Word: Inserting Pictures, drop cap, inserting table, columns, WordArt, inserting symbol, find, replace, header and footer. Inserting Hyperlinks in Word, Paragraph spacing
VII.ÜNİTE Computer networks, World Wide Web. HTML, HTTP, browsers, e-mail, etc.