

NEW
Windows 7 Edition

OXFORD
SCHOOL EDUCATION

KEYBOARD

Windows 7 and MS Office 2007 (with MS office 2010 updates)



COURSE COMPONENTS

- Books for Classes 1-10
- Teacher's Manual for Classes 1-8
- Oxford Educate with Test Generator for Classes 1-8

KEYBOARD KEYBOARD KEYBOARD KEYBOARD KEYBOARD KEYBOARD

UPDATE OFFICE 2010	Describes the new or additional features introduced in MS Office 2010.
ASSESSMENT PAPERS	Term-wise papers that conform to the continuous assessment recommendations of various boards.
WORKSHEETS	Unit-based, and conform to the continuous assessment recommendations of various boards.
FAST FORWARD	Time-saving keyboard shortcuts for menu commands.
TOP TIP	Useful tips on options available for different operations.
PRACTICE TIME	Situational exercises along with their solutions to reinforce learning.
COMPUTER MANNERS	Computer etiquette explained through cartoon strips.
TRICKY TERMS	List of important terms with definitions at the end of each chapter.
MEMORY BYTES	Summary of each chapter for quick recapitulation.
EXERCISES	Question sets to test learners on all aspects of conceptual theory covered in a chapter.
IN THE LAB	Practical exercises enabling concept application to real-life situations.
TEACHER'S NOTES	Important information and suggestions on creative approaches to a chapter or topic.
APPENDICES	Includes projects, Cyber Olympiad questions, revision questions, and keyboard shortcuts.

OXFORD EDUCATE

A digital aid that integrates an e-book with interactive teaching tools and learning materials. It incorporates a variety of resources: interactive animations, videos, poem and prose animations and audios for different courses, slide shows, lesson plans, answer keys, worksheets, image references and much more.

TEST GENERATOR

The Test Generator accompanying Oxford Educate is an innovative, easy-to-use assessment tool. It is designed to aid teachers in creating a variety of test papers from an extensive pool of questions for effective evaluation.

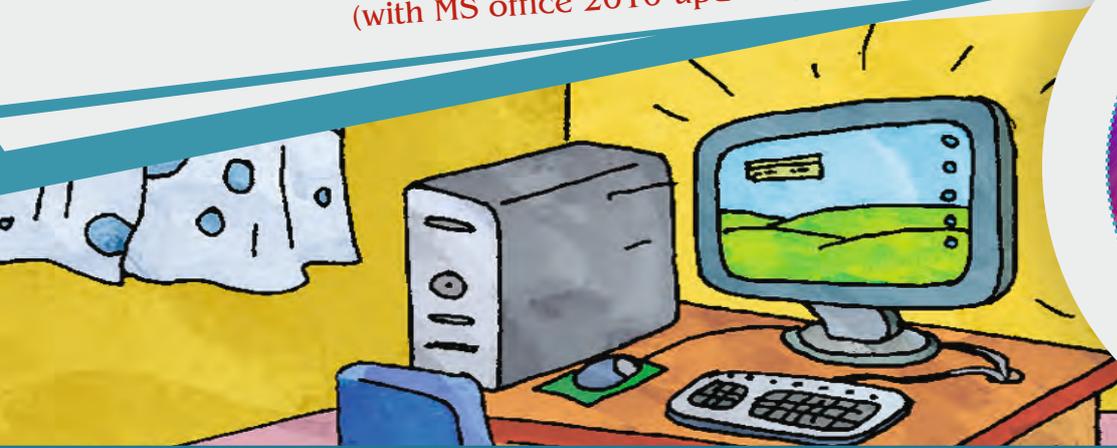
TEACHER'S MANUALS

Includes lesson plans, complete answer key to the course book, worksheets and test papers.

NEW
Windows 7 Edition

KEYBOARD

Windows 7 and MS Office 2007
(with MS office 2010 updates)



KEYBOARD KEYBOARD KEYBOARD KEYBOARD KEYBOARD KEYBOARD

Authors

KEYBOARD 1 to 8 (Windows 7 and MS Office 2007 with MS Office 2010 updates), is a comprehensively revised edition of *Keyboard Computer Science with Application Software*. The books have MS Office 2007 modules along with Logo at the primary level, and include design and graphics software, namely, Flash, HTML, Visual Basic, Dreamweaver, and Photoshop, in the middleschool books.

KEYBOARD Information Technology CBSE IX and X (Windows 7 and MS Office 2007 with MS Office 2010 updates) fully include the Secondary School Curriculum 2014 prescribed by the CBSE for subject code 165. It covers the basics of Information Technology (IT), Information Processing Tools, Office Tools, HTML, and XML, with special sections on IT applications and the societal impacts of IT. Under Office Tools, word processing, presentation tools, spreadsheets and database management are dealt with in detail.

Sangeeta Panchal is presently a senior teacher in the Computer Science Department of Hans Raj Model School, New Delhi. She has been a member of the computer science syllabus-designing committees of both the NCERT and CBSE.

Alka Sabharwal is currently a senior teacher in the Computer Science Department of Hans Raj Model School, New Delhi.

ISBN	TITLE	PRICE*
9780198081463	Keyboard - Windows 7 Edition Book 1	₹ 111
9780198081470	Keyboard - Windows 7 Edition Book 2	₹ 137
9780198081487	Keyboard - Windows 7 Edition Book 3	₹ 179
9780198081494	Keyboard - Windows 7 Edition Book 4	₹ 195
9780198081500	Keyboard - Windows 7 Edition Book 5	₹ 208
9780198081517	Keyboard - Windows 7 Edition Book 6	₹ 230
9780198081524	Keyboard - Windows 7 Edition Book 7	₹ 243
9780198081531	Keyboard - Windows 7 Edition Book 8	₹ 255
9780198081548	Keyboard - Windows 7 Edition Book 9	₹ 343
9780198081555	Keyboard - Windows 7 Edition Book 10	₹ 334

*Prices are subject to change

