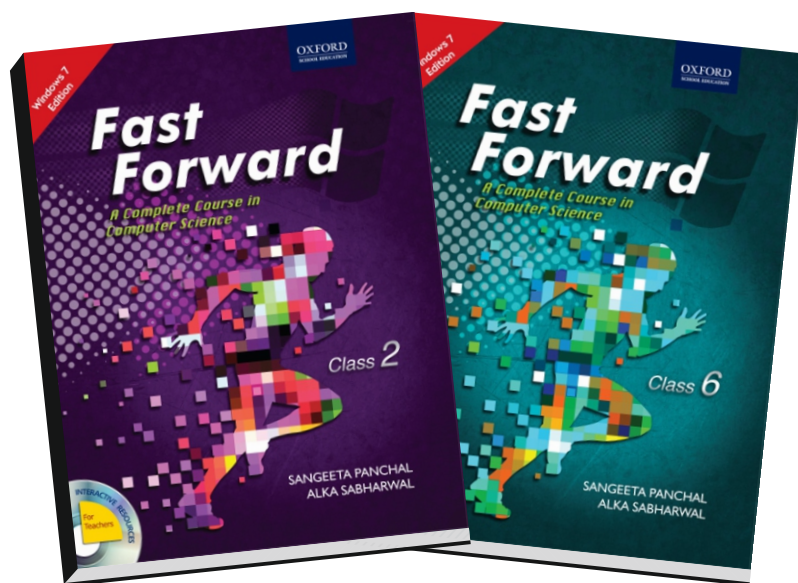


# Fast Forward

OXFORD  
SCHOOL EDUCATION

The revised edition is an upgraded edition of **Fast Forward**, a series aimed at making the study of computer science engaging and interactive for students through a combination of interesting features. This upgraded series is based on MS Office 2007, with Windows 7 as the operating system. The MS Office 2010 features have also been highlighted at relevant places in the MS Office chapters.

Designed for students of classes 1 to 8, the series covers the basics of computers and of Internet services. The MS Office modules focus on the main software comprising MS Word, MS Excel, MS PowerPoint, and MS Access. The series also takes up MSWLogo in primary and QBASIC in the middle school as an introduction to the concepts of computer programming.



Course Components: Books for Classes 1 to 8, E-book, Teacher's Manual, Website

## KEY FEATURES

- **Practice Time** after major topic provides situational exercises to reinforce learning
- **Fast Forward** highlights the keyboard shortcuts for commands to increase efficiency
- **Top Tip** gives students useful tips on the options available for different operations
- **Tricky Terms** at the end of a chapter lists the important terms along with their definitions
- **Memory Bytes** summarizes the chapter for a quick review of all the topics
- **Exercises** contain a variety of questions to comprehensively test the student on the theoretical understanding of concepts
- **In the Lab** provides situation-based practical questions that are to be tried hands-on, thus encouraging critical thinking in students
- **Test Papers** align with formative assessment recommendations of the NCERT and CBSE while the **Final Test Paper** is a model for summative assessment
- **Update: MS Office 2007** highlights the important differences between the interfaces of MS Office 2003 and MS Office 2007
- **Appendix** contains challenging Projects, a set of Practice Questions for the Cyber Olympiad, and Revision questions

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