

# KEYBOARD

Windows 7 and MS Office 2013

Keyboard - Windows 7 and

MS Office 2013, a series of eight books for

Classes 1 to 8, is a comprehensively revised edition of the existing Keyboard series. The books have MS Office 2013 modules along with **KTurtle** at the primary level, and include design and graphics software, namely, **Publisher**, **Flash**, **Dreamweaver**, and **Photoshop**, apart from programming concepts based on **MS Small Basic**, **Visual Basic**, and **HTML 5**, in the middle school books. This edition also introduces the exciting world of sound- and video-editing through **Audacity** and **Lightworks**, respectively.

## Course Components

Books for Classes 1 to 8

Teacher's Manual

Oxford Educate with Test Generator

Website:  
[www.oxfordresources.in/keyboard](http://www.oxfordresources.in/keyboard)

With



### Teacher's Resources

The book is packaged with:

- **Teacher's Manual:** Include lesson plans, the complete answer key to the coursebook, worksheets, and test papers.
- **Oxford Educate** is an exciting new digital teaching aid that integrates in a single resource an e-book with interactive teaching tools and learning materials. Appendices within Oxford Educate include projects, revision questions, and sample questions for the Cyber Olympiad examination.
- 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. It now incorporates the coursebook questions as a separate set.

### Authors

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Watch the images in this textbook come alive with the FREE Areal app

### STEPS for OXFORD Areal installation -

- 1 Open [adstuck.com/areal](http://adstuck.com/areal) in your mobile browser.
- 2 Install the app.
- 3 Open the app and scan the image.
- 4 See the magic unfold.

ISBN	Title	INR*
9780199451487	Keyboard (Windows 7 Ed. and MS Office 2013) Class 1	₹ 135
9780199451494	Keyboard (Windows 7 Ed. and MS Office 2013) Class 2	₹ 160
9780199451500	Keyboard (Windows 7 Ed. and MS Office 2013) Class 3	₹ 210
9780199451517	Keyboard (Windows 7 Ed. and MS Office 2013) Class 4	₹ 225
9780199451524	Keyboard (Windows 7 Ed. and MS Office 2013) Class 5	₹ 240
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9780199451555	Keyboard (Windows 7 Ed. and MS Office 2013) Class 8	₹ 295
9780199451562	Keyboard (Windows 7 Ed. and MS Office 2013) Class 9	₹ 435
9780199451579	Keyboard (Windows 7 Ed. and MS Office 2013) Class 10	₹ 415

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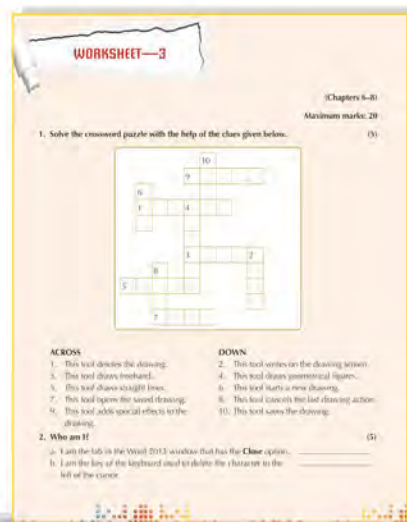
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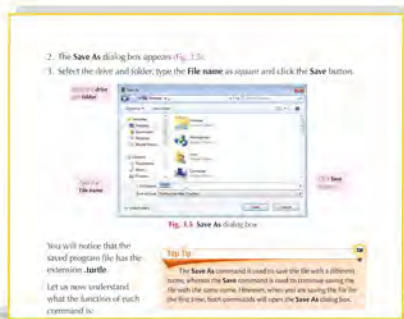
The presentation and language continues to be lively, simple and easy-to-understand. The text is well-supported by comic strips, icons, cartoon characters, and illustrations, making the learning pro-cess an enjoyable experience.

## KEY FEATURES



### Worksheets:

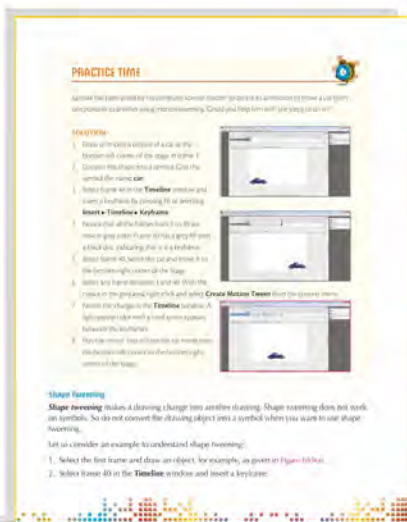
Unit-based and conforming to the continuous assessment recommendations of various boards.



**Top Tip:**  
Useful tips on options available for different operations.



**Computer Manners:**  
Computer etiquette explained through cartoon strips.



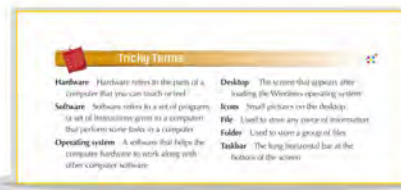
### Practice Time:

Situational exercises along with their solutions that reinforce learning.

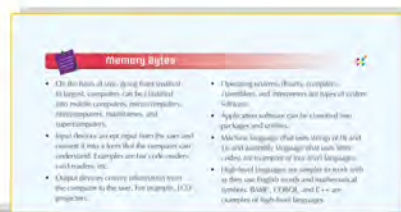


### Fast Forward:

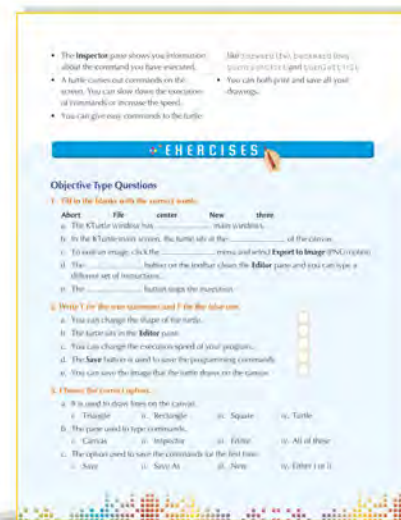
Time-saving keyboard shortcuts for menu commands.



**Tricky Terms:**  
Chapter-end list of important terms along with their definitions.

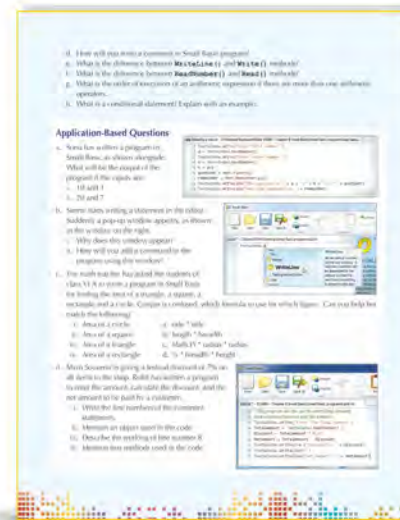


**Memory Bytes:**  
Summary of each chapter for quick recapitulation.

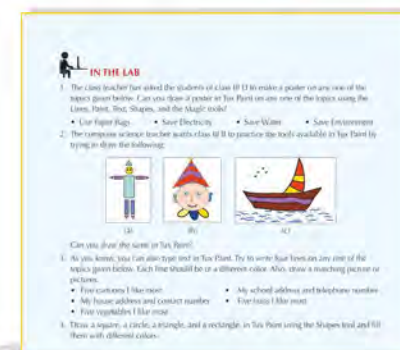


### Exercises:

A varied question set testing learners on all aspects of conceptual theory covered in a chapter.



**Application-Based Questions:**  
A special analytical section within Exercises that encourages students to evaluate a picture or a situation and answer questions based on them.



**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 a topic.