

FOUNDATIONS OF information technology

OXFORD
SCHOOL EDUCATION

Foundations of Information Technology (Windows 7 Edition) is a series of two books for Classes IX and X designed exactly as per the CBSE Secondary School Curriculum 2015 prescribed for subject code 165 (effective for the academic session 2013-2014 of Class IX and for the Class X Board/School Board Examination to be held in 2015).

The course aims to facilitate clear conceptual understanding, and to provide adequate practical experience of working with various Information Technology (IT) tools. The contents of this book include the basics of IT, office tools, HTML and XML with special sections on IT applications and its societal. Under office tools, database management is dealt with in detail.



Course Components: Books for Classes 9 and 10, Student's Companion E-book

KEY FEATURES

- ⇒ Text is supported by **appropriate screenshots, tables and schematic representations**
- ⇒ **Open Office modules** included at the end of each of the office tools chapters
- ⇒ **Update Office 2010** describes the new/additional features in MS Office 2010
- ⇒ **Try Yourself**, provides hands-on practice in using the concepts learnt
- ⇒ **Did You Know?**, provides interesting snippets of information
- ⇒ **Fast Forward**, reveals time-saving keyboard shortcuts for menu commands
- ⇒ **Top Tip**, gives useful tips on options available for different operations
- ⇒ **Memory Bytes**, summarizes a chapter enabling a quick review of the concepts learnt
- ⇒ **Key Terms**, provides a glossary of important terms at the end of each chapter
- ⇒ **Exercises**, test the student's theoretical understanding of concepts
- ⇒ **In the Lab**, provides interesting practical problems for students
- ⇒ **Teacher's Notes**, provides useful suggestions for complex concepts
- ⇒ **Solved Questions**, include both objective and subjective questions
- ⇒ One **Summative** and two **Formative Assessment** papers based on the latest examination pattern

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