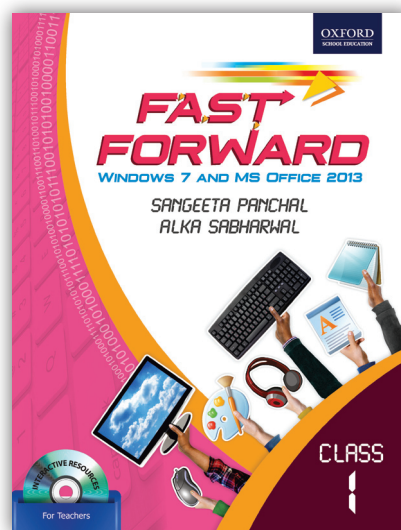
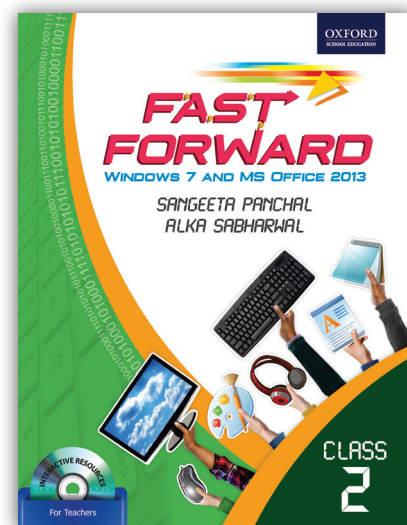


FAST FORWARD

WINDOWS 7 AND MS OFFICE 2013



SANGEETA PANCHAL
ALKA SABHARWAL



FEATURES

- ✓ **What's in Store?** gives the reader a snapshot of the chapter contents
- ✓ **Action Break** within a chapter provides students situational exercises with their solutions to reinforce conceptual learning
- ✓ **Handy Hint** gives students useful tips on the options available for different operations
- ✓ **At A Glance** summarizes the chapter for a quick review of all the topics covered in that chapter
- ✓ **Worksheets** in primary and **Assessment papers** in middle school based on the formative assessment question recommendations of the CBSE are included in the textbook
- ✓ **Term Papers** have been introduced for summative assessment practice
- ✓ **Application-Based Questions** within Exercises enables students to develop their analytical skills
- ✓ **A Dictionary of Terms** at the end of each book for easy reference to key terms and their definitions

Course Components

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

Fast Forward: Windows 7 and MS Office 2013, meant for students of classes 1 to 8, is a thoroughly revised edition of Fast Forward: Windows 7 and MS Office 2007 (with MS Office 2010 Updates) that aims to make the study of computer science engaging and interactive for students through a combination of interesting features.

It covers the fundamentals of computers and Internet services, as also of the main MS Office 2013 software comprising Word, PowerPoint, Excel, Publisher and Access. It also introduces the concepts of computer programming through **KTurtle** in primary and **Scratch** in middle school. Further, students are encouraged to develop their artistic and creative side by learning how to create simple animations in **Pivot Animator** and movies using **Windows MovieMaker**.

TEACHER'S RESOURCES

This book includes:

- **Oxford Educate**, the enhanced e-book with interactive teaching tools and learning materials. It will include animations, demo videos of the practice times, interactive exercises, and printables. The Oxford Educate CD also contains the **Test Generator** designed to aid teachers in creating a variety of test papers from an extensive pool of questions, including those from the coursebook, for effective evaluation.
- **Teacher's manuals** includes lesson plans, complete answer key to the coursebook, additional chapter-wise worksheets and test papers along with their answers, and a set of multiple choice questions for each chapter.

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