Windows 7 and MS Office 2013

Oxford Educate Teacher’s Manuals is an exciting new digital teaching aid that integrates in a single resource an e-book with interactive teaching tools and learning materials. The accompanying Test Generator 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. One can choose questions from both the coursebook set and the additional set to create a test paper.

This course is also supported by Teacher’s Manuals that include lesson plans, the complete answer key to the coursebook, worksheets, and an additional set of multiple choice questions for each chapter.

Fast Forward: Windows 7 and MS Office 2013, the latest edition of the Fast Forward series for classes 1 to 8, aims to make the study of computer science engaging and interactive for students. Designed to provide a basic but solid grounding in computer science, the new series covers the fundamentals of computers and Internet services, with the MS Office 2013 modules focusing on Word, PowerPoint, Excel, Publisher, and Access. It also takes up KTurtle in primary and Scratch in the middle school as an introduction to the concepts of computer programming. Further, students develop their artistic and creative side by learning how to create simple animations in Pivot Animator and movies using Windows MovieMaker.

Action Break within a chapter provides students situational exercises with their solutions to reinforce conceptual learning. Fast Forward highlights the keyboard shortcuts for ribbon commands, to help users save time while performing routine operations. Handy Hint gives students useful tips on the options available for different operations. How About That! conveys interesting information on the topic being covered. Computer Manners presents computer etiquette using cartoon strips. Geek Speak at the end of a chapter lists the important terms a student comes across in the chapter along with their definitions. At A Glance summarizes the chapter for a quick review of all the topics in that chapter. Exercises in each chapter has a varied question set testing learners on all aspects of conceptual theory covered in that chapter. Application-Based Questions within Exercises enables students to develop their analytical skills. Work Out! provides situation-based practical questions that are to be tried hands-on, thus encouraging critical thinking and developing the ability to choose the correct commands and operations. Worksheet provided in primary, and Assessment papers provided in middle school, are recommended for use as formative assessment tools, while a Term Paper may be used for summative assessment practice.

Appendices contains challenging projects, a set of practice questions for the National Cyber Olympiad, and a list of keyboard shortcuts for easy lookup.

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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