

BOARD

Office 2013

Information Technology (Windows 7 and MS Office 2013). CBSE IX and X form a series of textbooks for secondary school. They fully include the latest syllabus prescribed by the CBSE for subject code 113. The Windows 7-based (Professional Edition), and the MS Office version used is 2013. The textbooks have been divided into terms I and II conforming fully to the stipulations of the CBSE. They also incorporate the Continuous and Comprehensive Evaluation (CCE) recommendations.

The book covers the basics of Information Technology, Information Processing Tools, Office Tools, HTML, and sections on IT applications and the societal impacts of IT. Under Office Tools, word processing, spreadsheets and database management are dealt with in detail. In terms of requirements, the class IX book has modules on Python, Java Script, and Java, linking them to Science, Multimedia and Web Technologies, and Informatics Practices syllabi, respectively. The class X book includes an introduction to MySQL, which is a part of the class XI Informatics Practices syllabus.

It includes time-saving keyboard shortcuts for menu commands.

It provides tips on options available for different operations.

It includes a glossary, included after every major topic, provides situational exercises along with their solutions to test understanding.

At the end of each chapter, a list of important terms along with their definitions for quick reference is provided.

A summary at the end of each chapter summarizes each chapter for a quick recapitulation of all the topics in that chapter.

Exercises, including both objective and descriptive questions, test learners on all aspects of conceptual understanding.

Questions is a special analytical section within Exercises that encourages students to think critically about a situation and answer questions based on them.

It challenges students to apply the concepts learned to real-life situations.

It also poses creative ways to approach a problem, thus a difficult topic.

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ISBN 0-19-9



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Patrick Vollmar



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