

Bill Gates



Tim Cook



Sundar Pichai



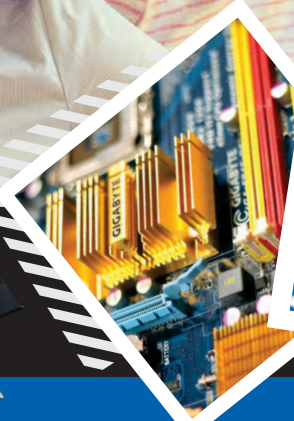
PENGUIN SERIES

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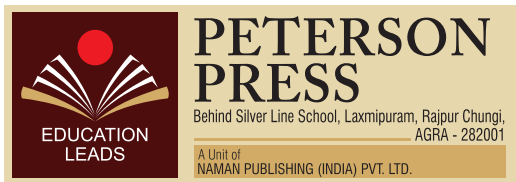


# icon-x

Based on Windows 8 with MS Office 2010



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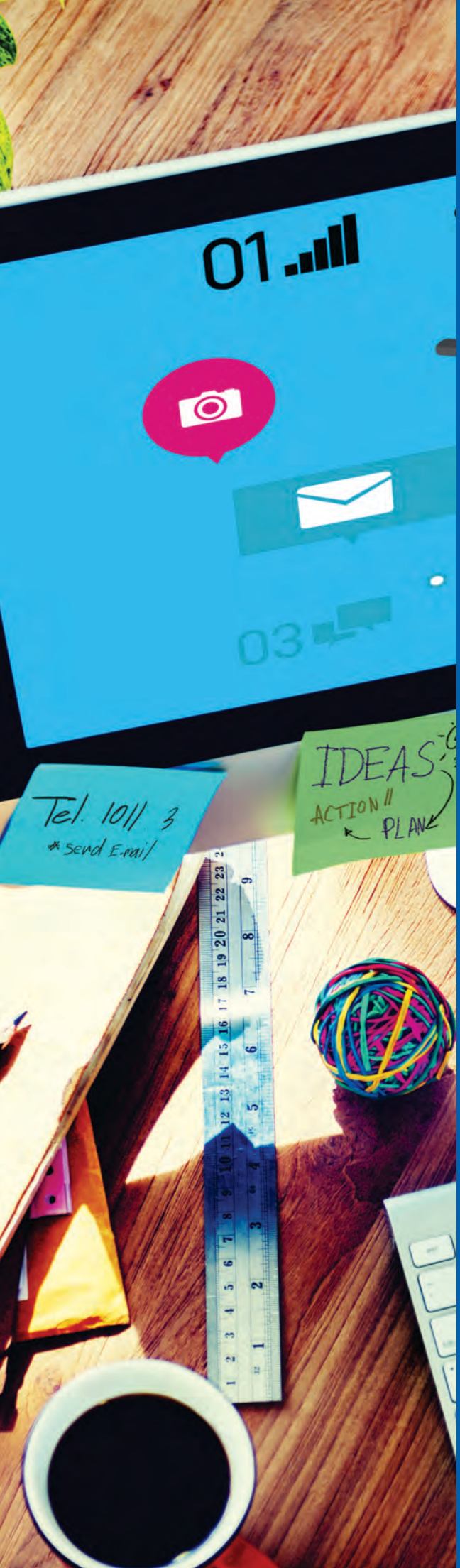


### • Hindi version of this book is also available.

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# Preface

In this age of technology, the computer has become the most important and inseparable part of our daily life. Computer literacy is, therefore, a must for all of us. Today computers are used as highly versatile information retrieval, learning, communication, entertainment, business and networking tools. Keeping in view the importance and fact that computer has entered into all the fields of learning and working, it is imperative for your generation to create their interest in computer learning as also to develop their creativity.

With the above aim in view, the **Icon X** is a humble effort to reach the students at various levels and help them to see the computer as their friend, so that they not only understand but also use it with ease. This series is graded as per the latest NCERT guidelines and is strictly in accordance with the syllabus prescribed by CBSE, ICSE and various state Boards.

The book of this series are based on the latest hardware and software technologies such as **Windows 8** and **MS office 2010**. The language of these books has been kept quite simple, keeping in mind the levels of learners.

## The salient features of this series are :

- Simple language and well-illustrated pictures to elucidate the concepts.
- The terms and examples described in these books are based on **Child-Centred Approach** to ignite interest in the students.
- Practical learning is facilitated through sections such as Activity, lab time, Activity time and projects within, after chapters and at the end of the books.
- **Remember** helps in memory reinforcement.
- **Do you know** gives new and interesting facts.
- To facilities revision, sections such as **Points to Recall** and **Terms To Learn** have been added at the end of the chapters and **National Cyber Olympiad** at the end of the books from class 3 onwards.

This book shall prove to be a treasure trove that you would like to have forever once you have picked it up.

Although, all efforts have been made to keep this series up to date and comprehensive, any suggestions for further improvement would be highly appreciated.

*-Author*

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