

# Contents

## The author and series editor

### Foreword

### Introduction

### How to use this book

Activity	Level	Age	Time (minutes)	Page
<b>1 First steps</b>				
1.1 Computer objects	Beginner and above	7 and above	40	28
1.2 Typing practice	Elementary and above	8 and above	15	28
1.3 The elevator	Beginner and above	7 and above	30	30
1.4 Click, drag, and drop	Beginner and above	7 and above	30	31
1.5 Cut and paste	Beginner and above	7 and above	30	32
1.6 Finding your way on the web	Elementary and above	8 and above	40+	34
1.7 What's in a website?	Elementary and above	8 and above	40+ ongoing	35

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