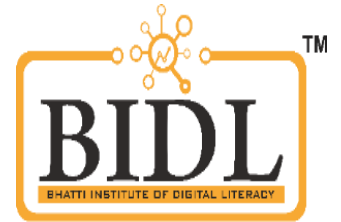# (CERTIFICATE COURSE IN E-ACCOUNTING)
(Course Duration: 6 Months)

Course Overview

This course is designed for freshers who wish to learn basics of commonly used accounting software like tally, MS-Excel besides learning the widely used MS-office applications for the purpose of bookkeeping, drafting, presentations, etc.

Course Content

MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Input units
- Output units
- Central Processing Units
- What is Hardware
- What is Software
- Windows Short Cut Keys

Microsoft-Word 2016/2021

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

Microsoft-Excel 2016/2021

- Spreadsheet Basics
  - Creating
  - Editing
  - Saving
  - Page Settings
- Working with Functions & Formulas
  - Basic Functions
  - Lookup Functions
  - Logical If Functions
  - Financial Functions
  - Statistical Functions
  - Maths & Trig. Functions
  - Text Functions & Many More
- Modifying worksheets with color
- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analysing Data
- Data
  - Subtotal
  - Sorting Data
  - Filtering Data
  - Data Validation
  - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

Microsoft-PowerPoint 2016/2021

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation

Tally with GST

- Basic of Accounting
- Types of accounting
- Accounting terms
- Introduction to Tally Prime
- Journal Entry
- Ledger Posting
- Trial Balance
- Profit & Loss Account
- Balance Sheet
- Ledger Creation
- Voucher Entry
- Bill wise Detail
- Interest Calculation (Using Debit Note, Credit Note and Voucher Class)
- Cost Centre
- Advanced Cost Centre under Cost Category
- Goods & Service Tax (GST)
- Display Profit &Loss A/C & Balance Sheet
- Stock Maintenance, Payroll, Job Costing