

CERTIFICATE COURSE IN FINANCIAL ACCOUNTING USING TALLY.ERP 9

1. INTRODUCTION TO COMPUTERS
2. WINDOWS 7, 8

MS-WORD (WORD – 2010)

3. WORD AS AN EDITOR
 - a. HOME MENU
 - b. INSERT MENU
 - c. PAGE LAYOUT
 - d. VIEW MENU
 - e. PRINTING USING WORD

MS-EXCEL (EXCEL-2010)

4. EXCEL AS AN SPREADSHEET
 - a. HOME MENU
 - b. INSERT MENU
 - c. PAGE LAYOUT
 - d. FORMULAS MENU
 - e. DATA MENU
 - f. REVIEW MENU
 - g. VIEW MENU
 - h. PRINTING IN EXCEL

1. TALLY
2. CONCEPTS OF BASIC & ADVANCE ACCOUNTING
3. CONCEPTS OF COMPUTERISED ACCOUNTING
 - a. COMPANY CREATION
 - b. ACCOUNTS CREATION – LEDGER
 - c. VOUCHER ENTRY
 - d. DISPLAY – ACCOUNT BOOKS, TRIAL BALANCE, DAY BOOK, LIST OF ACCOUNTS
 - e. REPORTS – BALANCE SHEET, PROFIT & LOSS ACCOUNT
 - f. INVENTORY & INVOICING
 - g. INTRODUCTION TO TAXATION
 - h. INTRODUCTION TO PAYROLL