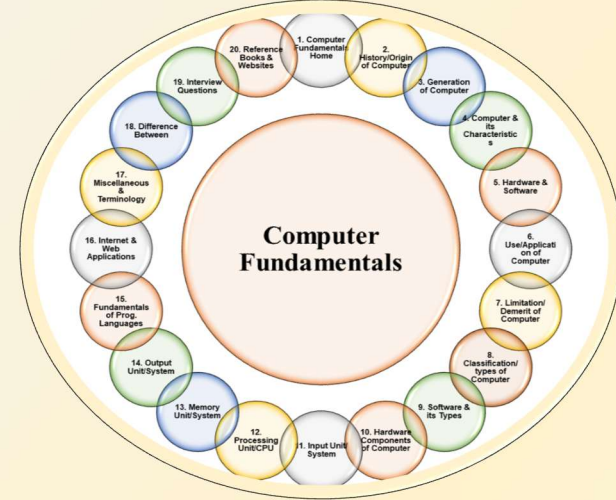


## EACCOUNTING – 4 MONTHS

### Basic Fundamentals of Computer

- ✓ Desktop Environment
- ✓ Understanding the Start Menu and Taskbar.
- ✓ Navigating system folders: Documents, Downloads, and Pictures.
- ✓ File Management:
- ✓ Creating, Renaming, and Deleting
- ✓ Files/Folders.
- ✓ Understanding File Extensions and Types.
- ✓ OS APPLICATIONS
- ✓ ms paint
- ✓ wordpad
- ✓ ms-word

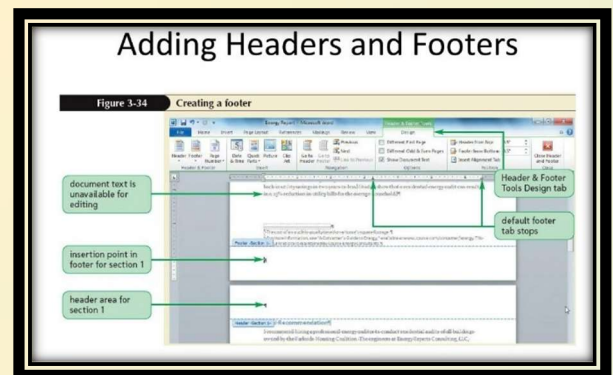


### Microsoft Word

- ✓ Home Tab:
- ✓ Font Formatting: Bold, Italic, Underline, Font Size, and Color.
- ✓ Paragraph Formatting: Alignment, Line Spacing, Indentation, Bullets, and Numbering.
- ✓ Styles: Applying and Modifying
- ✓ Styles.
- ✓ Insert Tab:
- ✓ Inserting Tables, Pictures, Shapes, and SmartArt.
- ✓ Adding Headers, Footers, and Page Numbers.
- ✓ Creating and Formatting Tables.
- ✓ Design Tab:
- ✓ Document Themes and Styles.
- ✓ Page Backgrounds: Colors, Watermarks, and Borders.
- ✓ Layout Tab:
- ✓ Setting Margins, Orientation, and Size.
- ✓ Paragraph Spacing and Indentation.
- ✓ Column Layouts and Page Breaks.
- ✓ References Tab:
- ✓ Inserting Table of Contents, Footnotes, and Endnotes.
- ✓ Adding Citations, Bibliography, and Captions.
- ✓ Managing Sources and Cross-References.
- ✓ Mailings Tab:
- ✓ Creating Mail Merge Documents for Letters, Labels, and Envelop
- ✓ Setting Up Recipients and Merging Fields.
- ✓ Previewing and Completing the Mail Merge.
- ✓ Review Tab:
- ✓ Spelling & Grammar Check.
- ✓ Using Thesaurus and Word Count.
- ✓ Track Changes, Comments, and Comparing Documents
- ✓ View Tab:
- ✓ Document Views: Read Mode, Print Layout, and Web Layout.



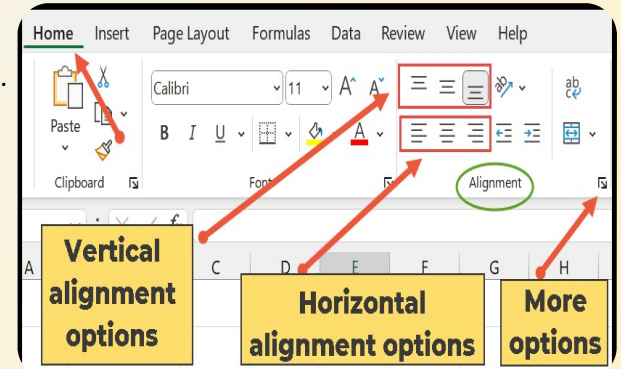
### Adding Headers and Footers



- ✓ Show/Hide Ruler, Gridlines, and Navigation Pane.
- ✓ Managing Windows: Split, Arrange, and Switch Resume Format in MS WORD

## Microsoft Excel

- ✓ Introduction to Excel:
- ✓ Understanding the Excel Interface: Ribbon, Workbook, Worksheets.
- ✓ Basic Data Entry: Numbers, Text,
- ✓ Dates.
- ✓ Formats of Cells:
- ✓ Formatting Cells: Font, Alignment, Number, Border, Fill, and Protection.
- ✓ Conditional Formatting: Applying Rules, Using Data Bars, Color Scales, and Icon Sets.
- ✓ Working with Cells:
- ✓ Inserting, Deleting, Merging, and Splitting Cells.
- ✓ Protection of Excel Data: Locking Cells, Protecting Worksheets, and Workbooks.
- ✓ Working with Charts:
- ✓ Creating and Customizing Charts: Column, Line, Pie, Bar.
- ✓ Formatting Chart Elements: Titles, Legends, Axes, Data Labels.
- ✓ Formulas and Functions:
- ✓ Basic Arithmetic: SUM, SUBTRACTION, MULTIPLICATION, DIVISION.
- ✓ AVERAGE Formula, RANK Function.
- ✓ Conditional Functions: IF, COUNTIF, SUMIF.
- ✓ Advanced Conditional Functions: COUNTIFS, SUMIFS with Multiple Conditions.
- ✓ Lookup Functions: VLOOKUP, HLOOKUP, LOOKUP.
- ✓ Fixing Formulas: Absolute and Relative References
- ✓ Financial Functions: PMT (Per Month Installment Calculation), Simple Interest Calculation.
- ✓ Running Total: Creating a Cumulative Sum.
- ✓ Text Functions: CONCATENATE, LEFT, RIGHT, MID, UPPER, LOWER, PROPER.
- ✓ Rounding Functions: ROUND, ROUNDUP, ROUNDDOWN.
- ✓ Worksheets:
- ✓ Managing Worksheets: Inserting, Deleting, Renaming, Moving, and Copying.
- ✓ Formatting Worksheets: Headers, Footers, Page Setup, and Printing.
- ✓ Practical Applications:
- ✓ Mark Sheet Creation: Using Formulas to Calculate Totals, Averages, and Grades.
- ✓ Payroll Sheet Creation: Managing Salaries, Taxes, and Deductions.
- ✓ Bills Creation with GST: Designing and Calculating Tax in Excel.
- ✓ Attendance Sheet Format: Tracking and Analyzing • Attendance Data



## COUNTIF FUNCTION IN EXCEL

**COUNTIF FUNCTION IN EXCEL** is used to find the number of cells that satisfy the condition.

### SYNTAX & ARGUMENTS

**=COUNTIF(range,criteria)**

- **range** – In this argument, specify the criteria to check for.
- **criteria** – In this argument, specify the actual condition.

**Note that**, this function will calculate number of cells from the range where the criteria is TRUE. It is not case sensitive.

### EXAMPLE

Finding the number of students who score more than 80 marks

1	Marks	A
2	80	
3	37	
4	39	
5	40	
6	50	
7	31	
8	49	
9	48	
10	47	
11	46	
12	72	
13	89	

Formula =COUNTIF(A2:A13,>80)  
Result 2



## Microsoft Powerpoint

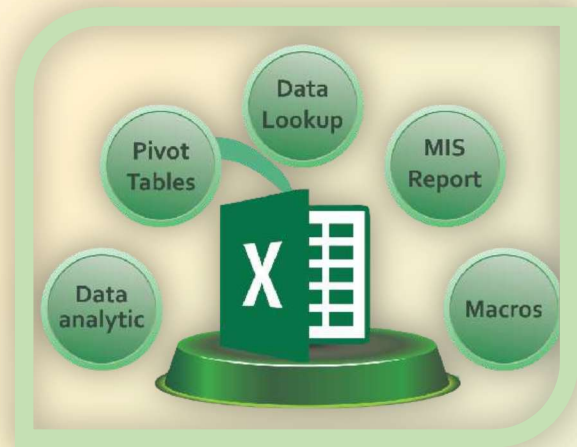
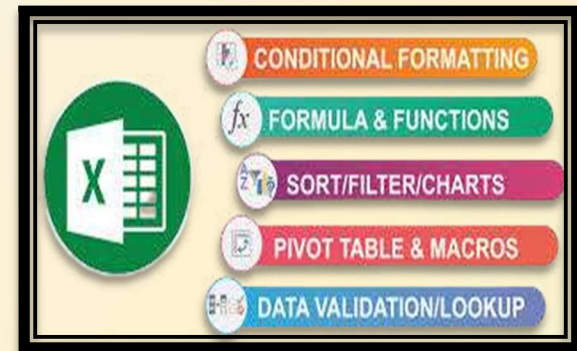
- ✓ Creating Presentations:
- ✓ Selecting Themes and Layouts.
- ✓ Inserting and Formatting Text, Images, and Shapes.
- ✓ Adding and Arranging Slides.
- ✓ Design and Formatting:
- ✓ Using Slide Master for Consistent Design.
- ✓ Applying Transitions and Animations.
- ✓ Customizing Slide Backgrounds and Themes.
- ✓ Multimedia and Interactivity:
- ✓ Embedding Videos and Audio.
- ✓ Creating Hyperlinks and Action Buttons.
- ✓ Designing Interactive Presentations.
- ✓ Software Installation
- ✓ Mailing
- ✓ Final Project:
- ✓ Comprehensive Project Combining Word, Excel, and PowerPoint.
- ✓ Creating Creative Templates and Resume Format in MS WORD

## ADVANCE EXCEL

- ✓ Excel Interface Overview
- ✓ Ribbon, Toolbars, And Key Shortcuts
- ✓ Customizing The Excel Interface
- ✓ Basic Excel Operations
- ✓ Creating, Saving, And Navigating Workbooks
- ✓ Understanding Cells, Rows, Columns, And Ranges
- ✓ Arithmetic And Logical Operations
- ✓ Sum, Average, Min, Max ,If, And, Or, Not
- ✓ Text Functions Concatenate, Textjoin, Trim, Len
- ✓ Find, Replace, Upper, Lower,Data Entry Techniques
- ✓ Autofill, Flash Fill,Data Validation And Dropdown Lists
- ✓ Formatting Techniques
- ✓ Number Formatting, Custom Formats
- ✓ **CONDITIONAL FORMATTING BASICS**
- ✓ Managing Worksheets
- ✓ Adding, Deleting, And Moving Sheets
- ✓ Grouping And Linking Worksheets
- ✓ Introduction To Sorting And Filtering
- ✓ Custom Sorts, Advanced Filters
- ✓ Using Subtotals,Basic Charts
- ✓ Creating And Customizing Chart
- ✓ Sorting By Custom Lists

## USING MULTIPLE CRITERIA IN FILTER

- ✓ Using Sparklines For Data Visualization
- ✓ Lookup & Reference Functions
- ✓ Vlookup, Hlookup, Xlookup
- ✓ Index And Match ,Date & Time Functions



## 10 Advanced Formulas of Excel

1	Index And Match	6	Frequency Formula
2	Choose Formula	7	Subtotal Formula
3	Indirect Formula	8	Sumifs Formula
4	Correl Formula	9	Whatif Analysis
5	Forecast Formula	10	Isnumber Formula

- ✓ Today, Now, Datedif, Networkdays, Workdays
- ✓ New Excel Formulas In Ms Office 2024
- ✓ Textsplit: Splitting Text Strings Into Arrays
- ✓ Textbefore And Textafter: Extracting Text Based On Delimiters.
- ✓ Lambda: Creating Custom Functions
- ✓ Let: Storing Intermediate Calculations And Values.
- ✓ Arraytotext: Converting An Array To Text Format.
- ✓ Advanced Sorting And Filter
- ✓ Removing Duplicates
- ✓ Text To Columns For Data Parsing
- ✓ Using Flash Fill For Data Cleaning

### INTRODUCTION TO PIVOT TABLES

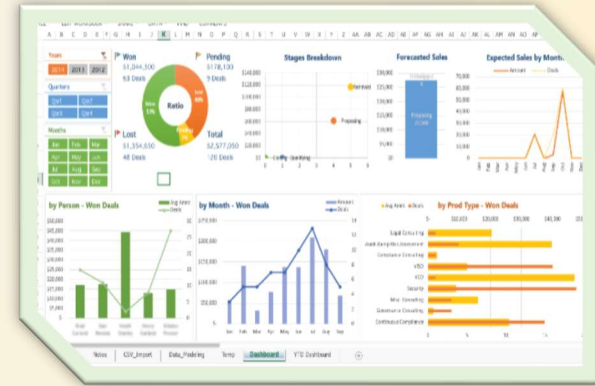
- ✓ Creating and Modifying Pivot Tables
- ✓ Grouping and Filtering Data in Pivot Tables
- ✓ Advanced Pivot Table Techniques
- ✓ Calculated Fields and Items
- ✓ Slicers and Timelines
- ✓ Pivot Charts
- ✓ Creating and Customizing Pivot Charts
- ✓ Using Pivot Charts for Dynamic Reporting
- ✓ Advanced Conditional Formatting
- ✓ Using Formulas in Conditional Formatting
- ✓ Icon Sets, Data Bars, and Color Scales
- ✓ Data Validation Techniques
- ✓ Custom Data Validation Rules
- ✓ Error Messages and Input Messages

### POWER QUERY BASICS

- ✓ Introduction to Power Query
- ✓ Data Import from Various Sources
- ✓ Basic Data Transformation (Merge, Append)
- ✓ Cleaning Data with Power Query
- ✓ Advanced Data Manipulation
- ✓ Unpivoting Data
- ✓ Creating Custom Columns and Conditional Columns
- ✓ Advanced Charting Techniques
- ✓ Waterfall, Funnel, and Radar Charts
- ✓ Combo Charts with Secondary Axes
- ✓ Interactive Dashboards
- ✓ Creating Interactive Elements (Slicers, Buttons)
- ✓ Linking Charts and Tables in Dashboards
- ✓ Dynamic Charting
- ✓ Using Named Ranges and OFFSET for Dynamic Charts

### INTRODUCTION TO POWER PIVOT

- ✓ Creating Data Models
- ✓ Understanding Relationships and Hierarchies



**Xlookup**

Clipboard Font

D13 =XLOOKUP(C13,

Sales Report				
S.No	Name	Jan	Feb	March
1	Harkesh	2961	4333	3522
2	Kapil	3912	4051	4264
3	Mohit	1858	4541	2075
4	Pooja	946	1394	2160
5	Harendra	4708	509	889
6	Sujit	3088	2893	2029
7	Virendra	2269	4963	3057

12 Name Total Sales

13 =XLOOKUP(C13,

14 XLOOKUP(lookup\_value,lookup

## Top 10 Queries??? in Advance Excel

Table 1		Table 2	
Name	Salary	Name	Salary
osuf Peter	447,877	Yosuf	447,877
amesh P	449,267	Ramesh	449,267
hahab islam	332,857	Shahab	332,857
arun Chandru	282,287	Tarun	282,287
habbir ghor	272,071	Shabbir	272,071
aran Gowda	458,393	Karan	458,393



**Work Smarter, Not Harder**

Work Smarter, Not Harder





- ✓ Credit Limits
- ✓ Price Levels and Price Lists
- ✓ Batch-wise and Expiry-based Inventory
- ✓ Multiple Stock Valuation Methods

#### **PAYROLL, TDS & MIS REPORTS**

- ✓ Payroll configuration
- ✓ Creating employee records
- ✓ Defining salary structures
- ✓ Payslip generation and reports
- ✓ TDS configuration and deduction
- ✓ TDS reports and returns
- ✓ MIS Reports: Cash Flow, Fund Flow, Ratio Analysis

#### **SECURITY, DATA MANAGEMENT & FINAL REVIEW**

- ✓ User Roles and Security Levels
- ✓ Tally Vault and Audit Trail
- ✓ Backup and Restore
- ✓ Split Company Data
- ✓ Exporting, Emailing, and Printing Reports
- ✓ Remote Access and Tally.
- ✓ Final Assessment & Practice Exercises



#### **FEATURES OF AUDIT TRAIL IN TALLY**



Accurately tracks changes in data



Maintains transparent financial transactions



Prevent fraudulent practices



Ensures proper verification of all kinds of data

