



MS OFFICE FULL COURSE OVERVIEW (Course Duration: 60 Hrs.)

This course covers basic to advance topics of MS Word, MS Excel, MS Power Point and Internet and E-Mailing.

Lesson-1: Introduction of Computer

- Basic Parts of a computer
- Input Device and Output Device
- Hardware and Software
- Directories of the computer

Lesson-2: MS Word

Module 1: Save File and Text Basics

- Create, Save, Save As and Open MS Word
- Typing the text, Alignment of text
- Editing text: Cut, Copy, Paste, Select All, Clear
- Find and Replace

Module 2: Text Formatting

- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents
- Page bordering
- Page background

Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time

- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting

Module 4: Header & Footers

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

Module 5: Working with bullets and numbered lists

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

Module 6: Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option
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Module 7: Styles and Content

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote



Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges
- Finish & Merge options

Module 9: Proofing the document

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options

Module 10: Printing

- Page Setup, Setting margins
- Print Preview, Print

Lesson-3: MS EXCEL

Module 1: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

Module 2: Formatting excel work book:

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

Module 3: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula

- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

Module 4: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

Module 5: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

Module 6: Analyze Data Using PivotTables and Pivot Charts

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 7: Protecting and Sharing the work book

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments



- Insert Excel Objects and Charts in Word Document and Power point Presentation.

Module 8: Use Macros to Automate Tasks

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook

Module 9: Proofing and Printing

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options

Lesson-4: MS POWERPOINT

Module 1: Setting Up PowerPoint

Environment:

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

Module 2: Creating slides and applying themes

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying themes to the slide layout
- Changing theme color
- Slide background
- Formatting slide background

- Using slide views

Module 3: Working with bullets and numbering

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

Module 4: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

Module 5: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes

Module 6: Working With Movies and Sounds

- Inserting Movie From a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video

Module 7: Using SmartArt and Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option



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- Merge and split option
- Converting text to smart art

Module 8: Animation and Slide Transition

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a
- Transition, Advancing to the Next Slide

Module 9: Using slide Master

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders

Module 10: Slide show option

- Start slide show

- Start show from the current slide
- Rehearse timing
- Creating custom slide show

Module 11: Proofing and Printing

- Check Spelling As You Type
- Setting Auto Correct Options
- Save as video
- Save as JPEG files
- Save as Power Point Show file
- Print Preview, Print

Lesson-4: INTERNET & E-MAIL

- What is Internet?, Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting, Webcam Chatting etc.

To know details regarding Admission or Computer Literacy Programme, please contact at the office of Krishna Chandra College or Call to the Course Coordinator

☎ - 8637083695



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Certificate Course in Tally (Course Duration: 60 Hrs.)

Objective of the Course: The objective of the course is to acquaint students with the accounting concept, tools and techniques influencing business organization.

MODULE - 1 Introduction to computerised accounting: Computerised accounting Vs. Manual accounting- merits of computerised accounting – Tally 9 - Features of Tally – Screen components-Creation of Company- selecting a company – altering/ modifying company creation details – Deleting a company – F 11 Features – F 12 Configuration.

MODULE - 2 Accounts and Vouchers – account groups – pre-defined groups – creating single & multiple groups – creation of primary account groups – creating ledger accounts in single & multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers-entering transactions in accounting vouchers – bill wise details - altering and deleting a voucher entry – creating new voucher types – modifying an existing voucher – duplicating a voucher – optional vouchers – post-dated vouchers – reverse journal – bank reconciliation statement - creating budget - generating reports – configuring reports balance sheet – profit and loss account Balance Sheet – trial balance – day books – account books – statement of accounts – ratio analysis - cash flow - fund flow – list of accounts – exception reports.

MODULE - 3 Accounts with inventory – enabling F 11 and F 12 - stock category – stock group – single/multiple creation of stock category and stock group – creation of units of measurement – creating single/multiple stock items – creating godowns - displaying, altering and deleting stock groups, units, items and godowns – cost categories- cost centres – creating cost categories and cost centres - displaying, altering and deleting cost categories and cost centres – purchase / sales orders - Inventory vouchers - using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - Tally Security - Tally vault – Tally audit – advanced security control – back-up and restore – inventory reports - stock summary - inventory books – statement of inventory.

Module 4- Manufacturing in Tally, stock clearness, delivery note and receipts notes, purchase & sales Voucher, Inventory Management in Tally, Employees salary creation bill and batch wise details. Rejection In and Rejection Out, Reversing Journal, entering petty cash in tally.

MODULE - 5 Accounting with GST – F 11 & F 12 settings for taxation – TDS - ledgers related to TDS – creating TDS voucher types - TDS reports – TCS – service tax - GST – GST terminologies – purchase and sales bills with GST, computing GSTT – ledgers and vouchers pertaining to GST – GST reports – GST forms.

For more details regarding Admission or Certificate Course in Tally Programme, please contact at the office of Krishna Chandra College or Call to the Course Coordinator ☎ - 8637083695