

G-ACCOUNTANT - TALLY

DURATION: 3 MONTHS/ 108 HRS

OBJECTIVE



The course is tailored for a student to enter into the world of numbers and digits and formulate the financial transactions is a well-structured way with the help of computers. The course starts with computer basics and then lead through manual accounting necessary for computerized accounting using the most popular TALLY. The students will get certificate and course ware directly from Tally solutions.

Module I

COMPUTER BASICS & FUNDAMENTALS OF OFFICE AUTOMATION

- Introduction to windows
- Introduction MS Word
- Introduction to MS Excel
- Introduction to PowerPoint





Introduction to windows

- Settings system date and time
- Regional and Language settings
- Customize start menu
- Customize icons on task bar
- Folder options
- Set/Change your window password
- Printer settings



Introduction to MS Word



- **Create Document in MS Word,**
- **Change font type, font style, font size and color**
- **Save and Save As option**
- **Opening an existing document,**
- **Paragraph settings,**
- **Create Tables –**
- **Inserting and deleting rows and columns,**
- **Printing Techniques**

Introduction to MS Excel



- Cell, rows, columns,
- Worksheets & Workbooks,
- Name box and Formula bar
- Working with Simple problems using the formula SUM & Average
- Page Layout
- Saving and Opening Spread sheets

Introduction to PowerPoint

- Creating simple presentations
- Saving presentation
- Add and Remove slides
- Apply background styles
- Changing layouts
- Insert Pictures in Slides



MODULE 2 - FUNDAMENTALS OF ACCOUNTING STANDARDS

- Basic Terms of Accounting
- Accounting standards
- Journal Entries
- Ledger Posting
- Trail Balance
- Profit / Loss account
- Adjustment entries





POWER OF SIMPLICITY

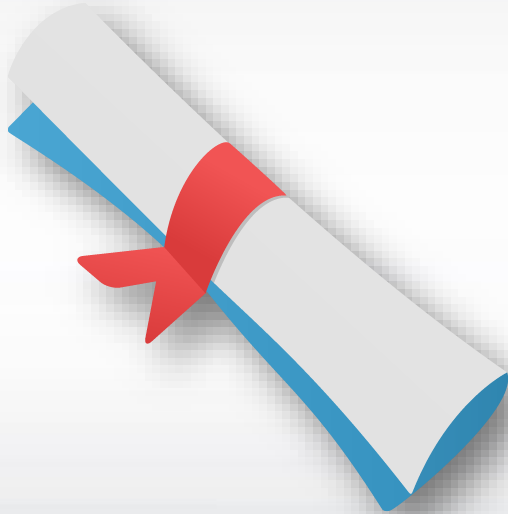
- Fundamentals of Accounts and Maintaining Chart of Accounts
- Maintaining Stock Keeping Units (SKU)
- Performing the Accounting Entry / Recording Day to Day Business Transactions
- Accounts Receivable and Payable Management
- MIS Reports and Banking
- Manufacturing and Godown
- Receipt/Delivery/Rejection Notes
- Payroll, Cost Centres and all industry relevant topics
- GST

CAREER PROSPECTS

- Become a Tally Professional Accountant
- IT Educator- in Tally
- Accounting Executive
- Gulf Job as Accountant



MANDATORY CERTIFICATE



Thank
you!