

## **Advance Diploma in Computer in Application with Financial Accounting**

### **1. Ms-Word**

Word Processing concepts: Creating, Saving and Printing a new document. Opening, closing & editing existing documents. Selecting and Editing Text, Find & Replacing text, creating and Printing Documents, labels & envelope using Mail merge feature of word. Formatting the Document, Page setup and layout. Print & Print Preview. Editing and Proofing Tools, Spelling and grammar checking, Handling Graphics, creating tables and charts.

### **2. Ms-PowerPoint**

Concept and need of Presentation, Creating, Opening and Saving Presentations, working in different Views, working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spellings and Correcting Typing Mistakes, Making Notes Pages and Handouts, drawing and working with Objects, Adding Clip Arts and Pictures, Designing Slide Shows, running and controlling slide shows<printing Presentations.

### **3. MS Advanced Excel 2007**

- Introduction
- Defining names and Its Importance.
- Sorting ,To Sort by Multiple Columns
- To perform a Simple Sort
- Magic of Auto Fill
- Text Function: TRIM, LEFT, RIGHT, FIND, CONCATENATE, UPPER and More
- IF Function with more Nested IF() Function
- SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS & COUNTIFS
- MAX, MIN, CHOOSE and other nested Function
- VLOOKUP & HLOOKUP Function
- IFERROR Function
- Chart Preparation
- Working with Pivot Table
- Date Functions
- Working with Data Validation
- Protecting and Sharing Worksheet
- How to use Hyperlink feature
- Conditional Formatting
- Recording Macros

# AL-AMEEN INSTITUTE OF INFORMATION TECHNOLOGY

## 4. *Introduction to Access*

- Creating a Report
- Working in Layout View
- Adding a Logo
- Working in Design View
- Adjusting Page Margins and Orientation
- Adding Page Numbers and Dates
- Grouping and Sorting
- Summarize Data using Totals
- Formatting Fonts
- Changing Text Alignment
- Applying Special Effects
- Using Conditional Formatting
- Adding Pictures, Lines and Gridlines
- Working with Number Formatting
- Creating and Running a Macro
- Editing a Macro
- Working with Macro Groups

## 5. *Financial Accounting Using Tally*

### • UNIT -I

Introduction to Accounting - Fundamentals of Accounts, Definition of Accounting, Recording of Transactions, Recording of Transactions, Trail Balance and Rectification of Errors, Branches of accounting, double entry system, rules of accounting, mode of accounting, financial statement, and business organizations.

### • UNIT II

- What is Tally?
- Types of Accounting - Personal A/c, Real a/c, Nominal a/c
- Processing transaction in Tally
- Creating a New Company
- What is Ledger and Accounts Groups - Capital A/c, Cash in Hand A/c, Bank Account A/c, Bank OD A/c, Direct
- Expenses A/c, Fixed Assets A/c, Indirect Expenses A/c, Indirect Income A/c, Purchase A/c, Sales A/c, Sundry
- Creditors A/c, Sundry Debtors
- Accounting Vouchers
- Generating and printing reports, Financial Reports in Tally,

**Course Duration: 6 Month**  
**Timings: 1:30 Hrs. Daily (Mon-Sat)**  
**Fees: Rs.7550 /-**