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# ACHIEVER'S INSTITUTE OF COMPUTER STUDIES

117/N/110, KAKADEO KANPUR (NEAR DEOKI CINEMA, DR. JHA LANE, HANUMAN TEMPLE)

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**COURSE NAME**

**OFFICE MANAGEMENT**

**COURSE DURATION**

**180 HOURS / 6 MONTH**

**REG. FEES + COURSE FEES**

**250/- + 7,000/-**

**PAYMENT MODE**

**BHIM UPI/ GOOGLE PAY/ PHONE PAY/ OFFLINE METHOD**

## SYLLABUS

### ➤ Microsoft Word

1. Introduction	2. Create & manage Table
3. Word Processing Basic	4. Inserting Header & Footer
5. Creating templates	6. Creating Endnote & Footnote
7. Text formatting	8. Drop Cap, Equation, Symbols
9. Editing	10. Create Comment
11. Text Boxes	12. Mailing or Mail Merge
13. SmartArt	14. Creating Macros
15. Quick Access	16. Book Creation
17. Title and ribbon bar	18. View and split document
19. Spelling check	20. Resume & CV creation
21. Grammar check	22. Content writing
23. Opening & Closing Documents	24. Hyperlink, Bookmark, Cross Reference

### ➤ Microsoft Excel

1. Introduction to spreadsheet	2. Data Validation
3. Elements of electronic spreadsheet	4. Data Consolidation
5. Custom Formatting	6. Drop Down List
7. Conditional Formatting	8. Data Table
9. Format cell & cell References	10. Goal Seek and Solver
11. Format Table	12. Form Creation
13. Data linking	14. Search Box Creation
15. Data Entry and Analysis	16. Lookup, Hlookup, Vlookup
17. Create Effective Charts to Present Data	18. Double/Nested Vlookup
19. Analyze Data Using Pivot Tables & Pivot Charts	20. Protecting and Sharing the Work book and work sheet
21. Preparing MIS Report	22. Creating Dashboard
23. Use of Chart & Sparkline	24. If, IfError and Nested If
25. Macros to Automate Works & Freeze	26. Creating Budget & Scenario
27. Function or Formula	28. Creating Invoicing
29. Formula Auditing	30. Creating Pay slip/ salary slip
31. Filter and Advance Filter	32. Get External Data
33. Get External Data	34. Formula [Logical, Text, Date & Time, Mathematical, Statistical, Financial, lookup & More]

### ➤ Microsoft Power Point

1. Introduction	2. Custom Slides
3. Creation of Presentation	4. Applying Animation
5. Applying Theme	6. Templates Creation
7. Working with Object	8. Creating graphs and charts
9. Preparation of Slides	10. Presentations troubleshooting
11. Basic of Power Point	12. Slide Show

### ➤ Microsoft Access

1. Introduction	2. Get External Data
3. Data Base Creation	4. Applying Formula & Functions
5. Form Creation	6. Table Creation
7. Managing Queries	8. Making Report

# TALLY ERP 9.0

## **1. Company Info Menu**

- Select Company
- Shut Company
- Create Company
- Alter Company
- Security Control
- Change Tally Vault
- Split company Data
- Backup & Restore
- Tally audit feature & Shortcuts

## **2. Accounting Information**

- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Creation
- Multiple ledger Creation
- New Voucher Creation
- Advance Ledger Creation

## **3. Inventory Information**

- Inventory configuration & features
- Inventory info, Menu
- Stock groups
- Stock categories
- Stock Item
- Unit of Measurement
- Bills of materials
- Locations/Godowns
- Batches & Expiry

## **4. Voucher Entry**

- Accounting Voucher
- Inventory Voucher
- Optional & non-accounting voucher
- Order processing
- Advanced Voucher entry

## **5. Advanced Accounting Features**

- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario Management
- Reorder levels & reorder quantity
- Price level & price lists

## **6. Taxation**

- Tax deducted at source (TDS)
- Tax collected at source (TCS)

## **7. Data management & Administration**

- Backup & Restore
- Split a company
- Data Editing (alteration)
- Security controls
- Tally Vault

## **8. Reports**

## **9. Introduction to GST**

- Concept of GST
- Rate of GST
- GST in other countries
- Categories of GST
- Other concepts.

## **10. GST (Goods & Services Tax)**