



( A Venture of Chandigarh ETC Services Pvt. Ltd. )

An ISO 9001:2015 Certified Organisation with Completely Online Management System

**Website : [www.citcchandigarh.com](http://www.citcchandigarh.com)**

## Course: Certificate in Basics & Tally

**Batch Name: Basics & Tally**

**Eligibility: 10th**

**Course Start: 1st of Every Month**

**Course Duration: 90Hours**

### Courses / Modules Paper

#### Module 1:

<b>Paper 1</b>
<b>Fundamentals, MS-Office, Internet</b>

#### Module 2:

<b>Paper 1</b>
<b>Tally ERP9, Accounting Concepts</b>

#### Module 1:

##### Paper 1: Fundamentals, MS-Office, Internet

#### 1: Fundamentals of Computer

- 1.1 Introduction to Computer
- 1.2 Block Diagram of Computer
- 1.3 Classification of Computer
- 1.4 Characteristics of computer
- 1.5 Generations of Computer
- 1.6 Uses of Computer
- 1.7 Input Devices
- 1.8 Output Devices
- 1.9 Computer Memory
- 1.10 Computer Hardware
- 1.11 Computer Software
- 1.12 Operating System

#### 2: Number System

- 2.1 Introduction
- 2.2 types of Number Systems
- 2.3 Conversion of Number system

#### 3 : Windows-7

- 3.1 Introduction to Windows
- 3.2 User Interface of Microsoft Window 2007
- 3.3 Changing Desktop Background
- 3.4 Changing Window Color
- 3.5 Changing Screen Saver
- 3.6 Changing Screen Resolution
- 3.7 Changing Data/Time
- 3.8 Making Empty Recycle Bin
- 3.9 Restoring Deleted File
- 3.10 Hard Drives
- 3.11 File and Folder Views
- 3.12 Copying File and Folder
- 3.13 Opening a File and Folder
- 3.14 Deleting a File and Folder
- 3.15 Renaming File and Folder
- 3.16 Working with Calculator
- 3.17 Working with Paint
- 3.18 Working with Notepad
- 3.19 Windows 7 vs Windows 10

#### Microsoft Word

##### 1: MS Word Home Tab

- 1.1 Introduction
- 1.2 Elements of MS Word
- 1.3 Explaining the Ribbons

##### 2: MS Word Insert Tab

- 2.1 Insert
- 2.2 Pages
- 2.3 Tables
- 2.4 Illustrations
- 2.5 Links
- 2.6 Headers and Footers
- 2.7 Text Group
- 2.8 Symbols

##### 3: MS Word Mailing

- 3.1 Create
- 3.2 Start Mail Merge

##### 4: MS Word References

- 4.1 Table of Contents
- 4.2 Footnotes
- 4.3 Citation and Bibliography
- 4.4 Caption
- 4.5 Index
- 4.6 Table of Authorities

##### 5: MS Word Review

- 5.1 Proofing
- 5.2 Comments
- 5.3 Tracking
- 5.4 Changes
- 5.5 Compare
- 5.6 Protect

##### 6: MS Word Views

- 6.1 Document View
- 6.2 Show/Hide
- 6.3 Zoom Group
- 6.4 Window
- 6.5 Macro

#### Microsoft Excel

##### 7: Introduction to Excel

- 7.1 Introduction
- 7.2 History of Excel
- 7.3 Uses of MS Excel
- 7.4 Important Components of Excel
- 7.5 Excel Window Overview
- 7.6 Font
- 7.7 Alignment
- 7.8 Clip Board
- 7.9 Number Formatting
- 7.10 Conditional Formatting
- 7.11 Format as Table
- 7.12 Cell Styles
- 7.13 Cells
- 7.14 Editing

##### 8: MS Excel: Data

- 8.1 Get External Data
- 8.2 Sort and Filter
- 8.3 Data Tools

##### 9: MS Excel: Insert

- 9.1 Tables
- 9.2 Illustrations
- 9.3 Charts
- 9.4 Links
- 9.5 Spark-Lines
- 9.6 Text Group

##### 10: MS Excel: Page Layout

- 10.1 Themes
- 10.2 Page Setup
- 10.3 Scale to Fit
- 10.4 Sheet Options
- 10.5 Arrange

##### 11: MS Excel: Review

- 11.1 Proofing
- 11.2 Comments

11.3 Changes

## 12: MS Excel: View

- 12.1 Workbook Views
- 12.2 Show/Hide
- 12.3 Zoom
- 12.4 Window Group
- 12.5 Macros

## Microsoft Power Point

### 13: Power Point: Home

- 13.1 Starting MS Power Point
- 13.2 Elements of MS Power Point
- 13.3 Clip Board
- 13.4 Slides
- 13.5 Font Group
- 13.6 Paragraph
- 13.7 Drawing Groups
- 13.8 Editing Group

### 14: Power Point: Insert

- 14.1 Insert: Introduction
- 14.2 Tables
- 14.3 Illustrations Group
- 14.4 Links
- 14.5 Text Group
- 14.6 Media Group

### 15: Power Point: Design

- 15.1 Page Setup
- 15.2 Adding Themes to Presentation
- 15.3 Changing Slide Background
- 15.4 Variants

### 16: Power Point: Animation

- 16.1 Animations: Introduction
- 16.2 Timing Group
- 16.3 Add Custom Animation to Objects
- 16.4 Add Animations to Text
- 16.5 Custom Animation as Exact Effect
- 16.6 Motion Path under Custom Animation
- 16.7 Removing Animation
- 16.8 Transition to This Slide Tab
- 16.9 Advance slide

### 17: Power Point: Slide Show

- 17.1 Slide Show: Introduction
- 17.2 Slide Show Starting from the Beginning
- 17.3 Setup Group

### 18: Power Point: Review

- 18.1 Proofing
- 18.2 Comments
- 18.3 Protect Presentation

### 19: Power Point: View

- 19.1 View: Introduction
- 19.2 Presentation View Group
- 19.3 Show/Hide
- 19.4 Zoom
- 19.5 Color Tab
- 19.6 Window Tab
- 19.7 Macro

## Microsoft Access

### 20: MS Access-Overview

- 20.1 What is MS Access?
- 20.2 Advantages and Features of MS Access
- 20.3 Difference between Access and Excel
- 20.4 Architecture of MS Access
- 20.5 MS Access Objects
  - Tables
  - Queries
  - Forms
  - Reports
- 20.6 Other MS Access Objects
  - Macro
  - Module
- 20.7 Creating MS Access Database
  - Create Blank Database
- 20.8 Data Types Used in MS Access
  - Short Text
  - Long Text
  - Number
  - Date/Time
  - Currency

- AutoNumber
- Yes/No
- Reports

### 21: MS Access-Creating Tables

- 21.1 Create Tables
- 21.2 Storing Data in Tables
- 21.3 Table Design View

### 22: MS Access-Query Data

- 22.1 What is Query in MS Access?
- 22.2 Create Select Query
- 22.3 Query Criteria
- 22.4 Action Queries
- 22.5 Types of Action Queries
  - Append
  - Update
  - Delete
  - Make-Table
- 22.6 Parameter Queries
- 22.7 Alternate Criteria

### 23: MS Access-Relating Data

- 23.1 Introduction
- 23.2 Normalization
- 23.3 Defining Relationships
- 23.4 Types of Relationships
  - One-to-Many Relationships
  - Many-to-Many Relationships
  - One-to-One Relationships
  - Make-Table
- 23.5 Creating Relationships

### 24: MS Access-Grouping Data

- 24.1 Aggregate Query
- 24.2 Aggregate Query Functions
  - Sum
  - Avg
  - Min
  - Max
  - Count
  - StDev
  - Var
- 24.3 Concatenation of Data
- 24.4 Summarizing Data
  - Cross Tab Query

### 25: Joins and Query Wizard

- 25.1 What is Join?
- 25.2 Types of Joins in Access
  - The Inner Join
  - The Outer Join
  - The Left Outer Join
  - The Right Outer Join
  - Self Join
- 25.3 Concatenation of Data
- 25.4 Summarizing Data
  - Cross Tab Query
- 25.5 Query Wizard
  - Duplicated Query wizard
  - Unmatched Query Wizard

### 26: MS Access- Forms

- 26.1 Creating Forms
- 26.2 Two Basic Types of Forms
  - Bound Forms
  - Unbound Forms
- 26.3 Types of Bound Forms
  - Single Item Form
  - Multiple Item Form
  - Bound Forms
  - Split Forms
- 26.4 Creating Forms
- 26.5 Form Design
- 26.6 Modify Form
  - Themes
- 26.7 Navigation Form
- 26.8 Form Controls
  - Combo Box
  - Text Box
  - Label
  - Tab Control
  - Hyperlink
  - Check Box
  - List Box
  - Attachment

- Image

### 27: MS Access- Reports

- 27.1 Creating Report
- 27.2 Create Report by Report Design
- 27.3 Formatting Reports

### 28: MS Access- Macros & Built-in Functions

- 28.1 What are Macros?
- 28.2 Creating a Macro
- 28.3 Formatting Reports
- 28.4 Built-in Functions
  - Date & Time Functions
  - DateDiff() Function
  - Format() Function
  - Iif() Function

### 29: Data Import and Export

- 29.1 Import Different Types of Data
  - MS Excel
  - ODBC Database
  - Text Files
  - XML Files
- 29.2 Data Export
- 29.3 Data Export Formats
  - MS Excel
  - MS Access
  - ODBC Database
  - XML Files
  - Text Files

## Internet

### 1: Internet

- 1.1 Internet
- 1.2 Advantages & Disadvantages of Internet
- 1.3 Search Engines and Web Browsers
- 1.4 Website
- 1.5 Domain Name
- 1.6 E-Commerce
- 1.7 Email
- 1.8 Computer Security Threats
- 1.9 Networking
- 1.10 Network Topology

## Module 2:

### Paper 1: Tally ERP9, Accounting Concepts (Payroll)

#### 1: Accounting Info: Functioning of Software

- 1.1 Introduction
- 1.2 Book Keeping
- 1.3 Objectives of Book keeping
- 1.4 What is accounting?
- 1.5 Accounting Process
- 1.6 Advantages of Accounting
- 1.7 Limitations of Accounting

#### 2: Basic Accounting Terms

- 2.1 Accounting Terms

#### 3: Accounting Principles & Assumptions

- 3.1 Introduction
- 3.2 Generally Accepted Accounting Principles
- 3.3 Basis of Accounting
- 3.4 Accounting standards
- 3.5 Benefits of accounting standards

#### 4: Accounting Equations

- 4.1 What is Accounting Equations?
- 4.2 Breaking down Accounting
- 4.3 Illustrations

#### 5: Accounting Vouchers

- 5.1 Introduction
- 5.2 Vouchers
- 5.3 Cash Memo
- 5.4 Cash Receipt
- 5.5 Payment Receipt
- 5.6 Purchase Voucher

- 5.7 Sales Vouchers
- 5.8 Debit Note
- 5.9 Credit Note
- 5.10 Difference between Debit & Credit note

- 20.4 Employee Creation
- 20.5 Payroll Unit

## 6: Accounting Rules

- 6.1 Introduction
- 6.2 Account
- 6.3 Meaning of Debit & Credit
- 6.4 Types of Credit
- 6.5 Golden Rule of Accounting

## 7: Journal

- 7.1 Definition
- 7.2 Practical Questions

## 8: Ledger

- 8.1 What is Ledger?

## 9: Cash Book

- 9.1 Introduction
- 9.2 Features
- 9.3 Kind of Cash Book
- 9.4 Practical Questions

## 10: Trial Balance

- 10.1 Trial Balance

## 11: Final Accounts

- 11.1 Introduction
- 11.2 Trading Account
- 11.3 Profit & Loss Account

## 12: Introduction to Tally ERP9

- 12.1 How to install Tally ERP9
- 12.2 Activate License
- 12.3 Work on Education Mode

## 13: Company Formation

- 13.1 Creating a Company
- 13.2 Tally vault Password
- 13.3 Select Company
- 13.4 Alter & Modify Company
- 13.5 Shut a Company
- 13.6 Gateway of Tally

## 14: Ledger Creation

- 14.1 Introduction
- 14.2 Main Functions
- 14.3 Groups by Defaults
- 14.4 Creating Groups
- 14.5 Creating Ledgers

## 15: Voucher Entries

- 15.1 Introduction
- 15.2 Accounting Vouchers
- 15.3 Contra Vouchers
- 15.4 Payment Vouchers
- 15.5 Receipt Vouchers
- 15.6 Journal
- 15.7 Purchase
- 15.8 Sales
- 15.9 Debit note and Credit note

## 16: Course Centres and Budgets

- 16.1 Introduction to Cost Centres
- 16.2 Budgets

## 17: Inventory Info

- 17.1 Introduction
- 17.2 Inventory Information
  - To Create Stock Group
  - Create Stock Items
  - Displaying and Altering Stock items

## 18: Purchase Order

- 18.1 Purchase Order

## 19: Sales Order

- 19.1 Sales Order

## 20: Payroll in Tally ERP9

- 20.1 Introduction
- 20.2 Payroll Info
- 20.3 Employee Group

