SYLLABUS

Certificate Course in MS –Office & Tally

Syllabus Outline

Theory Tutorials Practical

1. Introduction to computer
2. Introduction to GUI Based
   Operating System
3. Elements of Word
4. Spreadsheets
5. Computer communication
   and Internet
6. WWW and web browsers
7. Communication and
   Collaboration
8. Making small presentations

DETAILED SYLLABUS

1. INTRODUCTION TO COMPUTER

1.0 Introduction
1.1 Objectives
1.2 What is Computer?
1.2.1 History of Computers
1.2.2 Characteristics Of Computer System
1.2.3 Basic Applications of Computer
1.3 Components of Computer System
1.3.1 Central Processing Unit
1.3.2 Keyboard, mouse and VDU
1.3.3 Other Input devices
1.3.4 Other Output devices
1.3.5 Computer Memory
1.4 Concept of Hardware and Software
1.4.1 Hardware
1.4.2 Software
1.4.2.1 Application Software
1.4.2.2 Systems software
1.4.3 Programming Languages
1.5 Representation of Data/Information
1.6 Concept of Data processing
1.7 Applications of IECT
1.7.1 e-governance
1.7.2 Multimedia and Entertainment
1.8 Summary
1.9 Model Questions and Answers

2. INTRODUCTION TO GUI BASED OPERATING SYSTEM

2.0 Introduction
2.1 Objectives
2.2 Basics of Operating System
2.2.1 Operating system
2.2.2 Basics of popular operating system (LINUX, WINDOWS)
2.3 The User Interface
2.3.1 Task Bar
2.3.2 Icons
2.3.3 Start Menu
2.3.4 Running an Application
2.4 Operating System Simple Setting
2.4.1 Changing System Date And Time
2.4.2 Changing Display Properties
2.4.3 To Add Or Remove A Windows Component
2.4.4 Changing Mouse Properties
2.4.5 Adding and removing Printers
2.5 File and Directory Management
2.6 Types of files
2.7 Summary
2.8 Model Questions and Answers

3. ELEMENTS OF WORD PROCESSING

3.0 Introduction
3.1 Objectives
3.2 Word Processing Basics
3.2.1 Opening Word Processing Package
3.2.2 Menu Bar
3.2.3 Using The Help
3.2.4 Using The Icons Below Menu Bar
3.3 Opening and closing Documents
3.3.1 Opening Documents
3.3.2 Save and Save as
3.3.3 Page Setup
3.3.4 Print Preview
3.3.5 Printing of Documents
3.4 Text Creation and manipulation
3.4.1 Document Creation
3.4.2 Editing Text
3.4.3 Text Selection
3.4.4 Cut, Copy and Paste
3.4.5 Font and Size selection
3.4.6 Alignment of Text
3.5 Formatting the Text
3.5.1 Paragraph Indenting
3.5.2 Bullets and Numbering
3.5.3 Changing case
3.6 Table Manipulation
3.6.1 Draw Table
3.6.2 Changing cell width and height
3.6.3 Alignment of Text in cell

7. COMMUNICATION AND COLLABORATION

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8. MAKING SMALL PRESENTATIONS

8.5 Providing Aesthetics
8.5.1 Enhancing Text Presentation
8.5.2 Working with Color and Line Style
8.5.3 Adding Movie and Sound
8.5.4 Adding Headers and Footers
8.6 Presentation of Slides
8.6.1 Viewing A Presentation
8.6.2 Choosing a Set Up for Presentation
8.6.3 Printing Slides And Handouts
8.7 Slide Show
8.7.1 Running a Slide Show
8.7.2 Transition and Slide Timings
8.7.3 Automating a Slide Show

9. Financial Accounting with Introduction to Tally

(a) Financial Accounting:- Commerce, Industry, Business, types of business organization, Book- Keeping ,Accountancy ,Object of Book –Keeping & Accountancy, Scope of Book-Keeping, Scope of Accountancy Difference between Book-Keeping and Accountancy, types of Book-Keeping & Accountancy, terminologies, Double Entry System, Principles of Double Entry System, Scope & Advantage , Account, Origin of Account, Classification of Account, Accounting Principle, Golden Rules, Transactions ,Memorandum Book or Waste Book, Journal ,Rules for Journalizing ,ledger, Posting in ledger, Totaling & balancing of ledger ,Accounting Books & Registers –types &its objective, Trail Balance, Principles with types of Ledger balance, Final account, Trading account, profit & loss .Balance Sheet, Financial year

(b) Introduction to Tally: **Account Only**-Scope,& Objective, Company information, create, display, alter, backup, restore, recovery of data, quit, gateway of tally, ledgers, ledger alteration, ledger display, , groups, cost centers, voucher entry, Adjustment entries, rectifying entries, opening entries, closing entries, voucher types. Report etc.

Account With Inventory- Scope,& Objective, ,Company Information, create, display, alter, backup, restore, recovery of data, quit, gateway of tally, ledgers, ledger alteration, ledger display, Inventory, unit, simple & compound, Stock Items, sock Group ,Godown budgets, groups, cost centers, voucher entry, voucher types. Sytems of Stock Maintain LIFO, FIFO, Tax amendment-VAT, CST, Service Tax, Report etc.