

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

- 3.6.4 Delete / Insertion of row and column
- 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Questions and Answers

4. SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- v (Revision I)
- 4.4 Function and Charts
 - 4.4.1 Using Formulas
 - 4.4.2 Function
 - 4.4.3 Charts
- 4.5 Summary
- 4.6 Model Questions and Answers

5. COMPUTER COMMUNICATION AND INTERNET

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basics of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Basics of Internet Architecture
- 5.4 Services on Internet
 - 5.4.1 World Wide Web and Websites
 - 5.4.2 Communication on Internet
 - 5.4.3 Internet Services
- 5.5 Preparing Computer for Internet Access
 - 5.5.1 ISPs and examples (Broadband/Dialup/WiFi)
 - 5.5.2 Internet Access Techniques
- 5.6 Summary
- 5.7 Model Questions and Answers

6. WWW AND WEB BROWSER

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Web Browsing Software
 - 6.2.1 Popular Web Browsing Software
- 6.3 Configuring Web Browser
- 6.4 Search Engines

- 6.4.1 Popular Search Engines / Search for content
- 6.4.2 Accessing Web Browser
- 6.4.3 Using Favorites Folder
- 6.4.4 Downloading Web Pages
- 6.4.5 Printing Web Pages
- 6.5 Summary
- 6.6 Model Questions and Answers

7. COMMUNICATION AND COLLABORATION

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of E-mail
 - 7.2.1 What is an Electronic Mail
 - 7.2.2 Email Addressing
 - 7.2.3 Configuring Email Client
- 7.3 Using E-mails
 - 7.3.1 Opening Email Client
 - 7.3.2 Mailbox: Inbox and Outbox
 - 7.3.3 Creating and Sending a new E-mail
 - 7.3.4 Replying to an E-mail message
 - 7.3.5 Forwarding an E-mail message
 - 7.3.6 Sorting and Searching emails
- 7.4 Advance email features
 - 7.4.1 Sending document by E-mail
 - 7.4.2 Activating Spell checking
 - 7.4.3 Using Address book
 - 7.4.4 Sending Softcopy as attachment
 - 7.4.5 Handling SPAM
- 7.5 Instant Messaging and Collaboration
 - 7.5.1 Using Smiley
 - 7.5.2 Internet etiquettes
- 7.6 Summary
- 7.7 Model Questions and Answers

8. MAKING SMALL PRESENTATIONS

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
 - 8.2.1 Using PowerPoint
 - 8.2.2 Opening A PowerPoint Presentation
 - 8.2.3 Saving A Presentation
- 8.3 Creation of Presentation
 - 8.3.1 Creating a Presentation Using a Template
 - 8.3.2 Creating a Blank Presentation
 - 8.3.3 Entering and Editing Text
 - 8.3.4 Inserting And Deleting Slides in a Presentation
- 8.4 Preparation of Slides
 - 8.4.1 Inserting Word Table or An Excel Worksheet
 - 8.4.2 Adding Clip Art Pictures
 - 8.4.3 Inserting Other Objects
 - 8.4.4 Resizing and Scaling an Object

- 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. Sysems of Stock Maintain LIFO, FIFO, Tax amendment-VAT, CST, Service Tax, Report etc.