

Course: Diploma in computer Application & Accounting

BARANAGAR-RGCSM
(GOVT OF INDIA APPROVED CERTIFICATION)

CONT : 9830530920

COURSE: DCAA

Tally Prime Full Course Details

(Diploma in Computer Application & Accounting) DCAA

Duration: 6 Months

Eligibility: 12th

Code: R10619

Fundamental (Windows 10 & 11)

Ms-Word, Ms-PowerPoint, Ms-Access

Ms-Excel & Advanced Excel

- **Basic Microsoft Excel**

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions and formulas
- Graphically representing data: Charts & Graphs
- Analysing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets, Securing & Protecting spreadsheets
- All tabs of Microsoft Excel 2013

- **Formulas & Functions**

- Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT)
- Nested functions, Name cells/ranges/constants
- Relative, Absolute, Mixed cell references: ><, = operators
- Logical functions using IF, AND OR, NOT
- The LOOKUP function, Date and time functions, Annotating formulas
- Text Function, Statistical Function, Mathematical Function, Financial Function

- **Financial Function**

- **PMT / PPMT / IPMT / IRR / PV / FV** all others Financial function with example

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• **DATA Analysis**

- Sub Total Reports, Auto Filter
- Password Protecting Worksheets
- Sheet Referencing
- What-if-analysis, GOAL SEEK
- PIVOT Tables, NESTED IF
- Reporting
- Consolidation of Data
- Data Validation
- Index /Large function
- **Match/Vlookup/Hlookup Functions** Details with Assignment
- **Xlookup Function** Detail with Assignment

• **Conditional Formatting**

• **Macros**

- Definition and use, Record a macro
- Assign a macro, Run a macro
- Store a macro, Introduction to VBA Prog.

• **Develop the Worksheet**

- Plan a worksheet, Row and Column labels
- Split worksheet/box/bar, Copy data and formulas
- Display/move toolbars, Enhance worksheet Appearance
- Use Multiple windows: Copy/Paste between worksheets
- Link Worksheets, Consolidate worksheets
- Import and link from other Applications
- Use Auto Format: Create, Use and Modify styles and templates
- Print features: Create/edit an outline
- Excel Shortcuts

• **Graphic Operations**

- Create Charts, enhance charts, Drawing toolbar features.

• **MIS Report with Different Charts**

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- **DASHBOARD presentation with using PIVOT table and using functions & Buttons.**
- **Provided Printed Assignments.**
- **Full Power Query For Data Modelling**
- **Shortcut TIPS with Example**

ETL Tools Power Query

• **What You Will Learn:**

- Power Query Split Column
- Group Sheets
- Pivot & Unpivot of Data
- Append & Merge Query
- Merge Multiple Table
- Date & Time Add Column
- Introduction to Power Query and Data Cleaning
- Importing Large CSV Files and Creating Pivot Tables
- Extracting Data from PDF, Images, and Websites
- Appending Data from Multiple Workbooks
- Merging Data and Learning Joins in Power Query
- Using Power Query in Power BI and Importing Multiple CSV Files
- How to Import Large Pdf in Excel using ETL

TALLY PRIME Details (Full Practial with Assignment)

- Ledger_Group_Tally.pdf
- Company_Info.pdf
- Profit_and_Loss_& Balance_Sheet_Solution
- Profit_and Loss & Balance_Sheet
- Journal_Entry
- Journal_Entry_Solution
- Cash_Bank_Book
- Inventory
- Sales_Purchase_with_Return
- Billwise_Details
- Adjustment_Voucher
- GST_Introduction
- GST_Calculation_(Feature_wise)
- GST_Calculation_(Group_Wise)
- GST_Calculation_(Item_Wise)
- GST_Calculation_(Ledger_wise)
- GST_Invoice_(Round_Method)
- GST_(E-way_Bill)_Introduction
- GST_(E-way_Bill)_Practical
- Stock_Transfer_(Godown_Report).pdf
- Manufacture_Accounting
- Security_Control_
- Banking
- Multiple_Price_Level
- Budget_and_Control
- GST_(Debit-Credit_Note)
- Currency_(Forex_Loss-Gain)
- Purchase_Order_Process
- Sales_Order_Process
- Interest_Calculation
- Import_Data_&_Export_Data
- Cost_Center_-_Cost_Category

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- Actual_and_Bill_QTY_invoice
- Free_Item_Entry_Invoice
- GST_(Import_Goods_and_Service)
- Stock_Invoice_(Batch-wise)
- GST_(Exp-Assets-Service)
- Short_Keys_Tally
- Inclusive_GST_Invoice
- GST_-_Advance_Receipt
- POS_Invoice
- Nil_Rate_Invoice
- UTGST_Calculation
- GST_(Additional_CESS)_Calculation
- Payroll_(Salary_Calculation)
- Composition_Dealer
- Job_Work_Out_Order
- Job_Work_In_Order
- TDS_Computation

GST Return Details

- Introduction - GST
- GST Computation
- How to take New GST Number Stepwise Details
- Adjustment of Credit
- Returns Under GST
- GST Adjustment in Tally
- Making GSTR3B
- ITC Fundamentals
- Composition Scheme
- Parts of GST
- Different Invoices E-way Bill
- Interest and Late Fee
- Challan Online
- Upload JSON file GSTR1-2-4 etc.

GSTR File Online and other topics with assignment all contents.