

Accounting with Tally (Erp 9.0)

Course Code : 104

Duration : 6 Months

Eligibility : 8th Pass

Sl. No.	Installment	Amount	Installment	Amount
1	Registration Fee	200/-	Registration	200/-
	1 st Installment	500/-	One Time	2800/-
2	2 nd Installment	500/-		
3	3 rd Installment	500/-		
4	4 th Installment	500/-		
5	5 th Installment	500/-		
6	6 th Installment	500/-		
	Total Fee	3200/-	Total Fee	3000/-

Syllabus :

1. **Account with Tally** : Introduction of Accounting, Journal Entry
Create a Account, Create a ledger, Create inventory, Voucher
Entry, Trail Balance, Day book, VAT & CST

2. **Word Processing**

Introduction of MS Word

Office Button: Open Save, Save As, Print Preview, Print

Insert : Table, Picture, Shape, Chart, Header Footer, Text Box, Equation

Page Layout : Page Setup, Watermark, Page Color & Borders.

Mailings : Create Mail Merge

Review & View

Project Work

3. **Worksheet** : Introduction, Use of Formula, Tab Button /Icons for preparing simple Mini Project.

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