

# CERTIFIED PROFESSIONAL IN FINANCE & ACCOUNTING

Powered by AI

## MODULE -1 (MS-OFFICE)

**Duration : 12 Months**

### Ms-Word

#### Text Creation and manipulation

- ✦ Text Selection,
- ✦ Font, Colour, Style and Size selection,
- ✦ Alignment of Text, Autocorrect,
- ✦ Find and Replace,
- ✦ Formatting the Text,
- ✦ Paragraph Indentation,
- ✦ Bullets and Numbering,
- ✦ Border and Shading.

#### Formatting a document

- ✦ Header & Footer,
- ✦ Table Manipulation, Insert & Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of Row, Column, Merging & Splitting of Cells,
- ✦ Adjust margins,
- ✦ Table of Contents,
- ✦ Footnote,
- ✦ Citation.

#### Managing Graphic Elements

- ✦ Clip art picture,
- ✦ Working with symbols and special characters, Graphics including word art;
- ✦ Adept use of drop cap
- ✦ Inserting charts, themes & Watermark

#### Mail Merge

- ✦ Printing Envelopes, Labels, Letters
- ✦ Enter recipients,
- ✦ Inserting fields,
- ✦ Preview results

### Ms-Excel

#### Elements of Spread Sheet

- ✦ Creating of Spread Sheet
- ✦ Concept of Cell Address [Row and Column] and selecting a Cell
- ✦ Entering Data [text, number date] in Cell

#### Formulas and Function

- ✦ Using Formulas (Sum, Max, Min, Count, Average, If),
- ✦ Function, basic mathematical operators, using AutoSum using formulas with multiple cell reference
- ✦ Basic Conditional Formatting
- ✦ Sorting, Filter

#### Introduction Of Pivot chart

- ✦ Manipulating of Data
- ✦ Working with charts
- ✦ Working with pivot table

### Ms-PowerPoint

#### Creation of Presentation

- ✦ Creating a Presentation
- ✦ Using a Template,
- ✦ Entering and Editing Text,
- ✦ Inserting and Deleting Slides in a Presentation;
- ✦ Background, Themes and Styles

#### Preparation of Slides

- ✦ Inserting Word Table or An Excel Worksheet,
- ✦ Adding Clip Art Pictures,
- ✦ Inserting Other Objects,
- ✦ Hyperlink
- ✦ Resizing and Scaling an Object.

#### Presentation of Slides

- ✦ Viewing A Presentation,
- ✦ Choosing a Set Up for Presentation,
- ✦ Printing Slides and Handouts.

#### Slide Show

- ✦ Running a Slide Show,
- ✦ Transition and Slide Timings, Automating a Slide Show.

### Google Docs

- ✦ Format Options in Google Docs
- ✦ Bullets and Numbering
- ✦ Styles in Docs- Heading Pattern
- ✦ Understanding File Tab in Docs
- ✦ Print Option in Docs
- ✦ Bookmark and Link in Docs
- ✦ Header, Footer and Page no in Docs
- ✦ Understanding Edit Tab in Docs
- ✦ View Tab and Page Break in Docs
- ✦ Table of Content
- ✦ Footnote in Docs
- ✦ Line and Date in Docs
- ✦ Image Format in Docs
- ✦ Creating Table in Docs
- ✦ Charts in Docs
- ✦ Drawing Option in Docs
- ✦ Text Format and Column option
- ✦ Word Count, Translate and Voice Typing
- ✦ Comment and Citation in Docs

## Google Sheets

- ✦ Operators Based Equation
- ✦ Logical Function - IF()
- ✦ Nested IF Function
- ✦ IF Function related Task
- ✦ IF Function Task Solution
- ✦ AND and OR Function
- ✦ Upper, Lower, Proper and Trim Function
- ✦ Left, Right and Find Function
- ✦ Filter in Google Sheets
- ✦ Conditional Formatting in Google Sheets
- ✦ Named Ranges in Google Sheets
- ✦ Data Validation in Google Sheets
- ✦ Pivot Table in Google Sheet
- ✦ Chart Preparation in Google Sheets
- ✦ Sharing and Protection in Google Sheets

## Google Slides

- ✦ Quick Guide to Presentation
- ✦ Options in File Tab
- ✦ Options in View Tab
- ✦ Audio and Video Management in Slides
- ✦ Creating Diagram and slide number
- ✦ Format and Arrange option
- ✦ Slides Management

## Accessing the internet

- ✦ Exploring the Internet, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.
- ✦ Surfing the web
- ✦ Searching on Internet
- ✦ Downloading Web Pages
- ✦ Online Booking

## MODULE - 2 (ADVANCED EXCEL)

### Introduction and Basic Brush-up of MS Excel and Excel Back-End Operations:

- ✦ Start-up with MS Excel, Quick review on MS Excel Customize Ribbon, Quick Access Toolbar, Mini Toolbar.
- ✦ Difference between Excel 2016 and 2019. Saving of Old version MS Excel 1999 and 2003 files to new excel version MS excel 2007 and 2010.
- ✦ Conversion of Excel files to PDF.
- ✦ be provided by Advanced Excel.
- ✦ Introduction to Excel Worksheet, Row, Column, Cells etc.
- ✦ Detailed discussion on Excel design, Back-End working structure and Excel Options.
- ✦ Use of Basic Operators Like:- / \* ^ %.
- ✦ Introduction to the Data and Data Formats.
- ✦ Copy, Cut, Paste, Hide, Unhide, Link the Data in Rows, Columns and Sheet.
- ✦ Inserting, Deleting, Moving, and linking the data in between the multiple sheets.
- ✦ Introduction to the Paste Special all Option. (Formulas, Values, Formats, Comments, Borders, Column Widths, Formula None, Add, Subtract, Multiply, Divide, Skip Blanks and Transpose)
- ✦ Format Cells, Rows, Columns and Sheets.
- ✦ Protection of Cells, Rows, Columns and Sheets.
- ✦ Password protection to the Worksheet, Sheets, Rows, Columns, and Cells.
- ✦ Printer Properties and Page Setup (Page, Margin, Header/Footer and Sheet) for Printing.
- ✦ Insert Logo to your worksheet while printing.

### **Start-up With Formulas: Part-I AND Working With Name Ranges:**

- ✦ Text Functions: Concatenate, Dollar, Left, Mid, Right, Lower, Upper, Proper, Replace,
- ✦ Rept, Find, Search, Substitute, Trim.
- ✦ Combine multiple formulas
- ✦ Writing of the Complex formulas for improvement in formulas writing skills.
- ✦ Date and Time Functions: Date, Datevalue, Day, Day360, Minutes, Hours, Now, Today, Month, Year, Yearfrac, Time, Weekday, Workday, Networkdays.

### **Basic If Formulas:**

- ✦ If, If with OR, If with AND, If with AND &OR, If with OR&AND.
- ✦ If with Trim, If with Concatenation, If with Left, Mid, Right.
- ✦ If with Other formulas, Complex formulas writing in If.

### **Beginner Level( if Formulas):**

- ✦ Nested If (For Multiple Conditions), If condition used more than one time in the same formula.
- ✦ Production Store Management template with the help of Nested If. ( Example)
- ✦ Nested if with left, Mid, Right

### **Advance Level( If Formulas):**

- ✦ Nested if with Multiple Text Functions in single formula.
- ✦ Preparation of the TAX Calculation Sheet by Nested if(Based on Indian and US Tax)
- ✦ Nested if with Other Critical Lookup Formulas (To be discussed after Super Advanced Look-up Class).
- ✦ Nested if with Look-up (To be discussed in Super Advanced Look-up Class).
- ✦ Other Complex Nested if to be discussed in Class.
- ✦ Introduction to Name Manager: Discussion on Name Ranges and Apply the Name Ranges on Cell and the combination of Cells.
- ✦ Use of Name Manager: Creating, Editing, and Deleting of Names.
- ✦ Create Name Ranges Automatically.

### **Startup With Formulas: Part-II And Use of Tool Find & Select Go To Special**

- ✦ Math & Trig Functions: ABS, Aggregate, Power, Product, Rand, Randbetween, Round, Rounddown, Roundup, Subtotal Sum, Sumif, Sumifs, Sumproduct, Trunc.
- ✦ Use of Sumproduct as lookup and in various activities.
- ✦ Statistical Functions: Average, AverageA, Averageif, Averageifs, Count, CountA, Countblack, Countif, Countifs, MAX, MAXA, MIN, MINA, Smac Large.
- ✦ Use of Sumif, Sumifs, Count if, Countifs, Averageif, Averaefis with the Name Ranges.
- ✦ Informative AND Other Functions: Cell, Info, ISBLANK, ISERROR, ISEVEN, ISODD, Use of &.
- ✦ Use of Tool Find & Select: Discussion on Excel's very important tool "Find & Select" (Go To Special) including all options: (Comments, Constants, Formulas, Blanks, Current region, Current array, Objects, Row differences, Column differences, Precedents, Dependents, Last cell, Visible cells only, Conditional formats, Data validation).

### **Startup With Formulas: Part-III: Lookup Functions:**

#### **Lookup Functions: Basic Level Lookup Formulas:**

- ✦ Discussion on Lookup Functions, Use of Lookup, Vlookup, Hlookup, Index, Indirect Match, Offset. Choose.
- ✦ Vlookup with Name Range.
- ✦ Hlookup with Name Range.
- ✦ Vlookup with Match, Hlookup with Match.
- ✦ Lookup from the Left side of Data. (Lookup, Index and Match)
- ✦ Vlookup with Left, Mid and Right.
- ✦ Vlookup with Multiple Text Functions.
- ✦ Hlookup with Multiple Text Functions.
- ✦ Vlookup from multiple Data Ranges. (With the help of Logical and Lookup Functions).
- ✦ Vlookup with arrays.
- ✦ Hlookup with arrays.
- ✦ Vlookup with other Multiple Lookup

- ✦ functions.
- ✦ Hlookup with other Multiple Lookup functions.
- ✦ Creation of Hyperlink.
- ✦ Detailed Discussion on Arrays: What are the Array Formulas, How Array Formulas work and Use of the Array Formulas, Acceptance of Array Formulas in today's scenario.
- ✦ Basic Array Formulas Example.
- ✦ Linking of Spread sheet with the help of Array
- ✦ Array in Multiple formulas.
- ✦ Array with Lookup functions.
- ✦ Advanced Use of formulas with Array.

### **Conditional Formatting And Working With Charts**

- ✦ Conditional Formatting: Detailed discussion on conditional formatting.
- ✦ Conditional Formatting with multiple cell rules and Top/Bottom Rules.
- ✦ Conditional Formatting with Data Bars. Colour Scales and Icon Sets.
- ✦ Conditional Formatting on Desired Output, Create New rules, Manage the rules.
- ✦ Apply any formula to Conditional formatting.
- ✦ Choose Formatting as Table and different Cell Style.
- ✦ Working With Charts: Detailed discussion on graphically presentation of Data by using Charts.
- ✦ Presentation with different kind to Basic charts like Column Charts, Line Charts, Pie Charts, Bar Charts, Scatter Charts
- ✦ Preparation of Advanced Level of Charts: Gantt Chart, Bubble Chart, Speedo Meter Chart. Pareto Chart
- ✦ Introduction to Multiple switches and buttons: Like Form Control, Combo Box, Check Box, Spin Box, List Box and Option Box.
- ✦ How To Use Switches with Offset function effectively in Charts.

- ✦ Preparation of the Interactive Charts.
- ✦ Preparation of the Dashboards: Different of Kind of Advanced level of Dashboards
- ✦ Use of Formulas Like Offset, Match, Sumif, Sumifs and many more to prepare the Dashboards.
- ✦ Use of Data Validation in Charting.
- ✦ Use of Sparkline to your Sheet, Interactive Sparklines
- ✦ Working with 2axis and 3axis charts.

### **Pivot Table and Pivot Charts with Slicer and Handling of Errors In Excel :**

- ✦ Start With Pivot Table, Do the Multiple Field Setting in Pivot Table.
- ✦ Pivot from the Multiple Source of Data.
- ✦ Pivot from the Multiple Data Ranges.
- ✦ Pivot from the Name Range.
- ✦ Do the Juggling of Data in Pivot Table and Work on layout of Pivot Table.
- ✦ Creating Groups, Insert additional Calculated Field in Pivot Table.
- ✦ Perform the % calculation on the basis of multiple fields.
- ✦ Start-up with Pivot charts.
- ✦ Insert slicer in Pivot Table and Pivot charts.



## MODULE -3 (MANUAL & E-ACCOUNTING)

### Fundamentals Of Accounting

- ✦ Introduction to Accounting
- ✦ Accounting terms
- ✦ Accounting Assumptions, Concepts and Principles
- ✦ Double entry system of Accounting
- ✦ Types of Accounts
- ✦ Golden and Modern rules of Accounting
- ✦ Source Document of Accounting
- ✦ Recording of Transactions in Journal
- ✦ Subsidiary books of Accounts
- ✦ Classification of Accounts (Ledger Posting)
- ✦ Summary of Accounts (Trial Balance)
- ✦ Trading and Profit & Loss Account
- ✦ Balance Sheet
- ✦ Source Document of Accounting
- ✦ Recording of Transactions in Journal
- ✦ Subsidiary books of Accounts
- ✦ Classification of Accounts (Ledger Posting)
- ✦ Summary of Accounts (Trial Balance)
- ✦ Trading and Profit & Loss Account
- ✦ Balance Sheet

### Fundamentals of Tally Prime

- ✦ **Getting Function with Tally Prime**
- ✦ **Creation/ Setting up of Company in tally Prime**

### Accounting Masters in Tally Prime

- ✦ F11:Features
- ✦ F12 : Configurations
- ✦ Setting up Account Heads

### Inventory in Tally Prime

- ✦ Stock Groups
- ✦ Stock Categories
- ✦ Godowns / Locations
- ✦ Units of Measure
- ✦ Stock Items
- ✦ Creating Inventory Masters for National Traders

### Voucher Entry in Tally Prime

- ✦ Accounting Vouchers
- ✦ Inventory Vouchers
- ✦ Invoicing

### Accounting in Tally Prime

- ✦ Bill-wise Details
- ✦ Cost Centres and Cost Categories
- ✦ Voucher Class and Cost Centre Class
- ✦ Multiple Currencies
- ✦ Bank Reconciliation
- ✦ Interest Calculations
- ✦ Budgets & Controls
- ✦ Scenario Management

### Advanced Inventory in Tally Prime

- ✦ Order Processing
- ✦ Reorder Levels
- ✦ Tracking Numbers
- ✦ Batch- wise Details
- ✦ Additional Cost Details
- ✦ Bill of Materials (BoM)
- ✦ Price Levels and Price Lists
- ✦ Stock Valuation
- ✦ Zero Valued Entries
- ✦ Inventory Ageing Analysis
- ✦ Different Actual and Billed Quantities

### Recording Day To Day Transaction In Tally Prime

- ✦ Recording transaction in Tally using source document
- ✦ Accounting voucher- Receipt, Contra, Journal, Payment, Purchase, Sales, Debit Note and Credit Note
- ✦ Modify, Duplicate and Copy voucher
- ✦ Keyboard Short-cuts and Reports

### Payroll In Tally Prime

- ✦ Enabling and filling statutory details
- ✦ PF and ESI Rules and rates
- ✦ PF and ESI calculation and Accounting
- ✦ TDS Deduction on salary
- ✦ Monthly Attendance
- ✦ Auto calculation and entry of Monthly Salary
- ✦ Entry for PF, ESI
- ✦ Entry of User defined salary components

- ✦ Generate payroll reports- Pay-slip, Attendance Register, Salary register
- ✦ Payment Advice
- ✦ Leave Reports

## MODULE -4 (BUSY & TAXES)

### Busy

- ✦ Introduction of Busy
- ✦ Creating Groups & Ledgers
- ✦ Voucher Entry
- ✦ Inventory Management
- ✦ Balance Sheet/ P& L/ Trial Balance
- ✦ BOM
- ✦ GST
- ✦ E-Return

### Tally Good And Services Tax(GST)

- ✦ Introduction to GST
- ✦ Activating GST in Tally
- ✦ Accounting of GST Transactions
- ✦ Purchase from URD's
- ✦ Imports
- ✦ Advance Payments and Receipts
- ✦ Transaction at MRP
- ✦ Define GST slab rate
- ✦ ITC Set Off
- ✦ GST Payments and Reports
- ✦ GST Live Filling

### GST Return Filling

- ✦ Why GST return preparation and filing is the key challenge under GST Law for the Accountants?
- ✦ GST Registration
- ✦ Obtaining GSTIN
- ✦ GST Return
- ✦ Generate Mismatch Report
- ✦ Penalty & Interest etc

### TDS (tax Deducted at Source)

- ✦ Introduction to TDS
- ✦ Enabling TDS in Tally Prime
- ✦ Transaction involving TDS
- ✦ Time & Mode of TDS Deduction & Payment
- ✦ Issue of TDS Certificate
- ✦ E-TDS Return
- ✦ TDS Reports (Challan & Forms)

### Income Tax

- ✦ Introduction of Income Head Sources
- ✦ Slabs of Tax
- ✦ Calculation of Tax

## TIMINGS



7:00 am to 8:30 am | 8:30 am to 10:00 am | 10:00 am to 11:30 am  
11:30 am to 1:00 pm | 1:30 pm to 3:00 pm | 3:00 pm to 4:30 pm  
4:30 pm to 6:00 pm | 6:00 pm to 7:30 pm

## CERTIFICATIONS



**MICROSOFT | TALLY | CERTIFICATE | NIELIT | MARG**

## FEES STRUCTURE



### ADMISSION FEES

### INSTALLMENT

### EXAM FEES

### LUMPSUM FEES

## Extra Benefits

**JOB ASSISTANCE | INTERVIEW SESSION | MOCK INTERVIEW | PRESENTATION  
ASSIGNMENTS | PERSONALITY DEVELOPMENT SEMINAR | DOUBT CLASSES | VOUCHERS | BILL BOOK**

## DELHI SCHOOL OF SKILL DEVELOPMENT CONTACT DETAILS

H-17/253, Near Rohini West Metro Station  
Sec-7, Rohini Delhi-85

**9212301072, 9811128610**

### Our Branches

Green Park | Moti Nagar | Nangloi | Rohini | Tagore Garden

## TRAINING & ASSESSMENT PARTNERS

