



ADVANCE EXCEL TRAINING COURSE MODULES

ADVANCED EXCEL SHEET

- Complete knowledge on advanced Excel Sheet-all formulas & shortcut keys with their usage.
- V Look up - formulas and its application
- H Look up - formulas and its application
- Auto & Advanced Filters - formulas and its application
- Goal Seek- formulas and its application
- Freeze Panes - formulas and its application
- Pivot Table-Formation of charts & presentation
- Macros- formulas and its application
- Spilt- formulas and its application
- Data Validation-searching & application
- Transpose-its application.

MIS REPORT

Count if, Network days, Attrition-all formulas, Round sum, and, if,

Formatting of MIS

PAYROLL

PAYROLL PROCESSING-ON WINDOWS / WEB PAYROLL SOFTWARE

MASTER APPLICATION

Employee master on payroll, Department master, Designation master, Bank detail, Earning & deduction, Month year master, Parameter file, Leave setup, Monthly leave record, Mark attendance.

TRANSACTION

-Salary processing Payroll, Employee resignation

REPORTING

-Company Master, ESI, PF, Employee master report, Salary transfer for banks, Normally master report, Attendance Input report, Department wise report, Designation wise report, Employee check list, Salary register, Register of wages Form IV, Form X, Salary wages slip, Overtime, Advance register, Salary sheet, Leave register.



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TOOLS

-Company set up, Create new company, Help, Data base path, Report path, Data base back up

TALLY Version 9

FINANCIAL ACCOUNTING COURSE

Accounting is called the backbone of very business process. It is a system of preparation as well as display of economic events.

TALLY is a financial accounting course is a total and integrated enterprise solution integrated in such a way that explains basic accounting terms and application in a simple and systematic manner.

COURSE MODULE: THEORY

- Accounting principles, concepts and conventions
- Recording transactions and types of accounts
- Double Entry system
- Golden rules of accounting and posting of entries
- Preparation of vouchers, ledgers and cash books
- Mode and Methods of accounting
- Classification of direct and indirect expenses; capital and revenue expenses
- Trial Balance and rectification of errors
- Bank Reconciliation Statement
- Depreciation, Provisions & resources
- Financial statement, Profit & Loss, Balance Sheet

COURSE MODULE AND PROCESSING TRANSACTION ON SOFTWARE

- Creating Ledgers/ Groups
- Accounting Vouchers
- Recording Transactions on sample data
- Report Generation



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APPENDIX

- Sample exercise
- Practice Exercise
- Charts of Accounts
- List of Function keys

JOB PORTAL WORK

- Manpower planning
- End to End recruitment
- Joining & relieving procedure
- Training & development
- Induction kit
- Issue of offer letter, appointment letter.
- Exit Interviews.

Work on actual JOB PORTAL

Bulk Mailing, Job Posting, Head hunting, Quick search etc.