

DBAX

Diploma In Business Accounting Express

Course Duration: - 3 Months

Type :- Diploma

Three Major Topics

Computer Application

1. Introduction to Computer
2. Introduction to Operating System
3. Notepad
4. WordPad
5. Ms-Paint
6. Ms-Word
7. Ms-Excel
8. Ms-Power Point
9. Internet

Tally.ERP 9 With GST

1. Company Info Menu
2. Accounting Information
3. Inventory Information
4. Voucher Entry
5. Advanced Accounting Features
6. Quick Setup
7. Taxation
8. Data Management & Administration
9. Reports
10. Online Taxation Return
11. Introduction to GST

12. Implementation of GST
(Goods & Services Tax)

Advance Excel

1. Introduction to Excel
 - Basic Understanding Menu and Toolbar
 - Introduction to different category of functions like Basics, Mathematical and Statistical, Text and Information, Date and Time, Logical, Lookup and References.
2. Other Functions
 - Data Collection Method With Data Quality
 - Single/Multidimensional Analysis
 - Advanced Chart Techniques
 - Custom Sort
 - Filters (Conditional, Copy, Advance)
 - Advanced Conditional Formatting
 - Data Validation
 - Data Consolidation
 - What if Analysis (Goal Seek, Scanner Manager, Data Table)
 - Formula Auditing/Calculation Option
 - Define Name and Creates Selection
 - Basic Macro Recording
 - Pivot Table and Charts, Import and Export data
 - Report Development-(Live Project)