

# **Diploma in Office Automation (DOA)**

## **WINDOWS EXPLORER**

- Types of Computer Keyboard Keys
- Computer Mouse Cursor Shapes
- Introduction of Computer
- Definition of Computer
- Hardware & Software
- Binary Language
- Classification of Computers
- Characteristics of Computer
- Block Diagram of Computer
- Open Application Windows
- Control Menu for Application Window
- Organize Folders & Files
- Personalize of Desktop Screen and Display Settings of Icons

## **MICROSOFT WORD**

- Introduction about MS Word Application
- Basic Parts of MS Word Window
- File Menu of MS Word Application
- Data Clipboard Settings
- Setting Font Formats
- Settings Paragraph Formats
- Changing Paragraph Styles
- Document Data Editing
- Create Document Pages
- Create Different Format Tables

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### **Our Courses**

Java Full Stack, Dotnet Full Stack, Python Full Stack, Data Science (AI & ML), Front End – Angular, Front End – React, Testing, Tools – QA, Digital Marketing, Tally, MS Office, C & DS, Java, Advanced Java, Azure Devops, UI Technologies

- Formatting Pictures
- Formatting Shapes
- Formatting SmartArt's
- Formatting Screenshots
- Insert Graphical Reports
- Insert Hyperlinks & Objects
- Insert Header & Footer, Page Numbers
- Formatting Text Boxes
- Insert WordArt
- Insert Signature Line, Date & Time
- Setup Pages Margins, Orientation , Size
- Covert Data in to Columns
- Apply Page Numbers & Hyphenation
- Creating Page Watermarks
- Apply Page Colors
- Apply Page Borders
- Adjusting Paragraphs Indents & Spacing
- Create Index Tables
- Checking Spelling & Grammar, Document Word Count
- Protect/Unprotect Document
- Changing Document Views & Zoom Levels

## **BASIC EXCEL**

- Introduction about MS Excel Application
- Basic Parts of MS Excel Window
- File Menu of MS Excel Application
- Excel Work Book & Work Sheet
- Data Clipboard Settings
- Setting Font Formats

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- Cell Data Alignments
- Number Format Cells
- Table Format Cells & Styles
- Insert Work Sheet Columns & Rows
- Delete Work Sheet Columns & Rows
- Adjust Columns Widths & Rows Height
- Visibility & Organize Work Sheets
- Data Series Fillings
- Cells Data Paste Special
- Insert Hyperlinks
- Insert Header & Footer
- Set the Paper Margins, Orientation, Size
- Set Print Area & Insert Page Breaks
- Sheet Background & Print Titles
- Set Scale to Fit of Sheet
- Print Gridlines & Headings
- Date Formulas
- Time Formulas
- Mathematical Formulas
- Financial Formals
- Statistical Formulas
- Logical Formulas
- Text Formulas
- Name Manager with Define Names
- Protect Work Sheet
- Workbook Views
- Set Sheet Zoom Levels
- Set Sheet Freeze Panes

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## **ADVANCED EXCEL**

- SUMIF Formulas
- COUNTIF Formulas
- Subtotal Formulas
- Database Formulas
- VLOOKUP Formulas
- HLOOKUP Formulas
- Text To Columns
- Create Cell Conditional Formatting
- Create Pivot Tables & Graphical Reports
- Remove Duplicates
- Auto Filter Functions
- Advanced Filter Data Functions
- Calculating Inputs with Goal Seek
- Calculating Results with Data Table
- Subtotal Functions with Category Wise

## **MICROSOFT POWERPOINT**

- Introduction about MS PowerPoint Application
- Basic Parts of MS PowerPoint Window
- File Menu of MS PowerPoint Application
- Insert New Slides
- Change Slide Layouts
- Create Photo Album
- Insert Hyperlinks
- Insert Time & Date, Slide Numbers
- Insert Video Clips & Audio Clips
- Setup Slide Size, Orientation
- Apply Slide Themes, Colors & Fonts

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- Format Slide Background Styles
- Hide/Unhide Background Graphics
- Setup Slide Transition Effects
- Apply Transition Sound & Duration Time
- Apply Animation Effects & Preview
- Start Slides Shows & Custom Slide Shows
- Set Up Slide Show & Hide/Unhide Slides
- Set Slide Show Rehearse Timings
- Presentation Views and Zoom Levels

## **MICROSOFT ACCESS**

- Introduction about MS Access Application
- Basic Parts of MS Access Window
- File Menu of MS Access Application
- Create Table Design Format
- Create Table Data with Format
- Create Relationships between Multiple Tables
- Preparation of Query Design
- Preparation of Query Wizard

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# **TALLY PRIME**

## **MANUAL ACCOUNTS**

- Introduction & Need for Accounting
- World of Accounts & Type of Accounts
- History of Accounting
- Evolution of Accounting
- Definition of Accounting
- Meaning of Accounting
- Procedure of Accounting
- Process of Accounting
- Book-Keeping System
- Chart of Accounts
- Classification of Accounts
- Accounting Concepts
- Single Entry System
- Double Entry System
- Golden Rules of Accounts
- Analysis of Transactions
- Accounting Cycle
- Accounting Terms
- Significance of Accounts
- Journal Entries (Vouchers Posting)
- Adjustment Entries
- Accounting Equation

## **COMPUTERIZED ACCOUNTS**

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- Introduction of Tally Prime
- Company Creation & Select Company
- Group Company Creation
- Shut Company & Company Alteration
- Groups, Ledgers Creation & Alteration
- Accounting Vouchers, Function Keys & Short Cut Keys
- Posting Accounting Vouchers with Practical Problems
- Inventory Masters Creation & Alteration
- Posting Inventory Voucher with Practical Problems
- Generating Accounting & Inventory Reports
- Bill Wise Details, Purchase & Sales Returns
- Maintain Zero Valued Transactions
- Invoice Preparation with Stock Items
- Preparation of Budgets & Controls
- Preparation of Multiple Price Levels
- Set Credit Limits, Cost Centers
- Bank Reconciliation Statement (BRS)
- Stock Transfers to Godowns
- Maintain Batch Wise Details
- Preparation of Bill of Materials (BOM)
- Tally Data Backup & Restore
- Year Ending Process & Split Company Data
- Payroll (Pay Slips, Attendance Sheet & Payroll Register)
- Intrastate Good Service Tax (GST) Invoices
- Interstate Good Service Tax (GST) Invoices
- Input GST & Output GST Reports

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