



St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A Christian Minority Institution)

John's College Road, Ammandivilai, Kanyakumari District - 629 204,
Tamil Nadu. Visit us at : www.stjohnskk.ac.in



Ph : 04651 200014 | E-mail : Off.: stjcas@gmail.com | e-mail Per. : edwingnanadhas@gmail.com | Mob. 9488272021

1.2.1 Certificate course

M.S. Office course Syllabus

Objective:

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint and Internet and Emailing to improve the skill of the students.

MS WINDOWS, COMPUTER BASICS

- Computer Basic, Creating Folder, Paint
- Directories, input units, Output unit
- Central Processing Units,
- What is hard ware, what is Soft ware
- Windows short cut keys

MS WORD

Module 1: Text Basics

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

Module 2: Text Formatting and saving file

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols

- Inserting Chart

Module 4: Header & Footers

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

Module 5: Working with bullets and numbered lists

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

Module 6: Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

Module 7: Styles and Content

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges
- Finish & Merge options

Module 9: Sharing and Maintaining

Document

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks

Module 10: Proofing the document

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options

Module 11: Printing

- Page Setup, Setting margins
- Print Preview, Print

MS EXCEL

Module 12: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

Module 13: Formatting excel work book:

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells

Module 14: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula

- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns
- Conditional formatting

Module 16: Create Effective Charts to Present

Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart

Module 17: Analyze Data Using PivotTables and Pivot Charts

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

Module 18: Protecting and Sharing the work book

- Protecting a workbook with a password
- Allow user to edit ranges

- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word
- Document and Power point Presentation.

Module 19: Use Macros to Automate Tasks

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook

Module 20: Proofing and Printing

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking
- Setting AutoCorrect Options

MS POWERPOINT

Module 21: Setting Up PowerPoint

Environment:

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

Module 22: Creating slides and applying themes

- Inserting new slide
- Changing layout of slides
- Duplicating slides

- Copying and pasting slide
- Applying themes to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

Module 23: Working with bullets and numbering

- Multilevel numbering and Bulleting
- Creating List
- Page bordering
- Page background
- Aligning text
- Text directions
- Columns option

Module 24: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes

Module 26: Working With Movies and Sounds

- Inserting Movie From a Computer File
- Inserting Audio file
- Audio Video playback and format options

- Video options, Adjust options
- Reshaping and bordering Video

Module 27: Using SmartArt and Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option
- Converting text to smart art

Module 28: Animation and Slide Transition

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a
- Transition, Advancing to the Next Slide

Module 29: Using slide Master

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders

Module 30: Slide show option

- Start slide show
- Start show from the current slide
- Rehearse timing
- Creating custom slide show

Module 31: Proofing and Printing

- Check Spelling As You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
- Print Preview, Print

INTERNET & E-MAIL

- What is Internet?, Receiving Incoming Messages
- Sending Outgoing Messages, Email addressing
- Email attachments, Browsing, Search engines
- Text chatting, Job Searching
- Downloading video and Music
- Uploading Video or Music, Voice chatting,
- Webcam Chatting etc.
- Introduction to Blogging, Facebook

Course Content

Entry Requirement	: Beginners of MS Office
Course Duration	: 30hrs.
Mode of Training	: led Training
Materials	: Course books will be provided to each participant

Tally Course Syllabus

Objective:

Tally course syllabus is framed by Tally certified experts which will help you to understand how to perform Accounting, Inventory and Basic Taxation (GST, TDS) from the basic to advanced level. This tally erp syllabus makes you expert in Accounting and Finance domain from the scratch.

Syllabus:

Basic Of Accounting

- Introduction
- Types of Accounts
- Accounting Principles or concepts
- Mode of Accounting
- Rules of Accounting
- Double-entry system of bookkeeping

Fundamentals Of Tally.Erp 9

- Company Features
- Configuration
- Getting functions with Tally.ERP9
- Creation / setting up of Company in Tally.ERP9

Accounting Masters In Tally.Erp 9

- Chart of Groups
- Groups
- Multiple Groups
- Ledgers
- Multiple Ledgers

Inventory Masters In Tally.Erp9

- Stock Groups
- Multiple Stock Groups
- Stock Categories
- Multiple Stock Categories
- Units of Measure
- Stock Items

Vouchers Entries In Tally.Erp9

- Introduction
- Types of Vouchers
- Chart of Vouchers
- Accounting Vouchers
- Inventory Vouchers
- Invoicing

Advance Accounting In Tally.Erp9

- Bill-wise details
- Cost centers and Cost Categories
- Multiple currencies
- Interest calculations
- Budget and controls
- Scenario management
- Bank Reconciliation

Advance Inventory In Tally.Erp9

- Order Processing
- Recorder Levels
- Batch-wise details
- Bill of Materials
- Batch-Wise Details
- Different Actual and Billed Quantities
- Price Lists
- Zero-Valued Entries
- Additional cost details
- POS

Taxes In Tally.Erp9

- TDS
- TDS Reports
- TDS Online Payment
- TDS Returns filing
- TDS Certificate issuing
- 26AS Reconciliation
- TCS
- TCS Reports
- GST
- GST Returns
- EPF

- ESIC
- Professional Tax

Technological Advantages In Tally.Erp9

- Tally vault
- Security controls
- Tally Audit
- Backup and restore
- Split company data
- Import and export of data
- Printing Reports and Cheques
- Create a Company Logo

Payroll Accounting In Tally.Erp9

- Employee Creation
- Salary Define
- Employee Attendance Register
- Pay Heads Creation
- Salary Report

Generating Reports In Tally.Erp9

- Financial Statements
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Accounts Books and Reports
- Inventory Books and Reports
- Exception Reports
- Statutory Reports
- Payroll Reports
- Trail balance
- Day Book
- List of Accounts
- Stock Summary
- Outstanding Statement

OUTCOME:

After the completion of this course

- Students learn to records all types of accounting that include invoicing, receipt notes, inventory management, sale records, credit note, etc.
- Students will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc.

- Students can work in work in a wide range of settings, including banks, financial organisations, and other businesses.

Course content

Duration of Course: 3 months

Total hours: 30hrs

Venue: UG Lab.



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Dr. M. EDWIN GNANADHAS, Ph.D
Principal

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal

Dr. M. EDWIN GNANADHAS
PRINCIPAL
St. John's College of Arts and Science
Ammandivilai- 629 204