

DIPLOMA IN COMPUTER APPLICATION (ADCA)



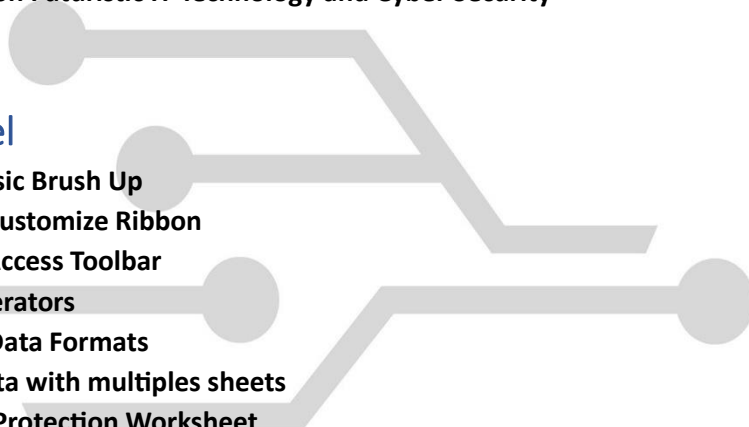
DURATION: 8 MONTHS

IT Tools & Network Basics

- Introduction to computers
- Introduction to Operating System
- Word Processing using Ms-Word
- Spreadsheet Using Ms-Excel
- Presentations Using Ms-PowerPoint
- Introduction to Internet, WWW and Web
- Email, Social Networking and e-Governance Services
- Digital Financial Tools and Applications
- Overview on Futuristic IT Technology and Cyber Security

Advance Excel

- Intro & Basic Brush Up
- MS Excel Customize Ribbon
- MS Excel Access Toolbar
- Use of Operators
- Data and Data Formats
- Linking Data with multiples sheets
- Password Protection Worksheet
- Conditional Formatting with Charts
- Dashboard
- Control multiples switches and board
- Creation, Management Pivot Tables
- Creation, Management Pivot Charts
- VBA Macros & WhatIf Analysis
- MIS Reporting
- Data Analysis
- Arrays Functions
- V-Look Up & H-Look Up
- Nested If Formulas
- Date & Time Function
- Test & Combine Function Formulas
- Printer Properties & Page Setup



VBA (VISUAL BASICS APPLICATION) & MACROS

- Create a Macro
- MsgBox
- Workbook and Worksheet Object
- Range Object
- Variables
- It Then Statement
- Loop
- Macro Errors
- Strings Manipulation
- Date and Time
- Events
- Array
- Function and Sub
- Application Object
- ActiveX Controls
- Use Forms

Tally ERP 9

- Create Company
- Create Ledger
- Voucher Entry Understanding
- Types of Voucher
- Sales and Purchase order
- Understanding VAT
- Understanding TDS
- Understanding GST
- Bill of Material
- Service Tax
- Point of Sale
- Budget
- Cost Category
- Cost Centre
- Payroll
- Reverse Charge Mechanism

Partners :



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