



PROFESSIONAL ACCOUNTANT COURSE

COURSE AS PER INCOME TAX ACT, 2025 AND FY 2026-27

COURSE SPECIFICATION

- | | |
|--|--|
| • Validity : 2 Years | • Practice Exercise |
| • Lecture : Recorded + Live
(Once a week) | • Downloadable Tally Notes |
| • Classes : 210+ Video Lecture | • Study Material with Practical Examples |
| | • Support & Guidance |

COURSE HIGHLIGHTS

- | | |
|---------------------------------------|---------------------------------------|
| • Complete Practical Training | • Live Doubt Solving Session (Weekly) |
| • Basic to Advance Level | • Downloadable Notes in Tally Format |
| • Accounting + Taxation + Tally + GST | • Practice Exercises for Each Module |
| • Income Tax Act, 2025 Compliant | • Practical Assignments |
| • FY 2026-27 Updated Content | • Certificate of Completion |
| • Real Office Practical Approach | |

WHAT WILL YOU LEARN IN THIS COURSE?

This course is specially designed for Students, Job Seekers, Business Owners, Accountants, CA / CMA / CS / B.Com / M.Com Students and Tax Professionals.

You will learn from Basic Accounting to Advance Taxation with Practical Implementation in Tally Prime, GST Portal and Income Tax Return Filing.

COURSE MODULES (9 MODULES)

- | | |
|--|---|
| 1 Basic Accounting | 6 TDS & TCS in Tally Prime |
| 2 Tally Prime with GST | 7 Payroll Management in Tally Prime |
| 3 Advance Accounting &
Balance Sheet Finalization | 8 Microsoft Excel, Word & PowerPoint |
| 4 GST with Return Filing | 9 Practical Assignments &
Real Office Case Studies |
| 5 Income Tax with Return Filing | |



NOTE : This is a Practical Oriented Course. You will get Practical Training, Practical Exercises, Recorded Lectures and Weekly Live Doubt Solving Session.

KSR ACADEMY

MAKE BRIGHT FUTURE



MAKE BRIGHT FUTURE

PROFESSIONAL ACCOUNTANT COURSE

COURSE AS PER INCOME TAX ACT, 2025 AND FY 2026-27

MODULE-1

BASIC ACCOUNTING



CHAPTER-1



INTRODUCTION TO ACCOUNTING

- Meaning & Objectives of Accounting
- Types of Business
- Types of Persons in Accounting
- Types of Business Transactions
- Capital & Revenue Transactions
- Accounting Cycle
- Accounting Equation

CHAPTER-2



5 PILLARS OF ACCOUNTING

- Assets
- Liabilities
- Capital
- Income
- Expenses
- Classification of Accounts
- Effect of Transactions

CHAPTER-3



GOLDEN RULES OF ACCOUNTING

- Personal Account
- Real Account
- Nominal Account
- Debit & Credit Rules
- Practical Transaction Examples
- Journal Entry Practice

CHAPTER-4



JOURNAL & LEDGER

- Journal Entry
- Compound Journal Entry
- Ledger Posting
- Opening Balance
- Closing Balance
- Ledger Scrutiny
- Practical Examples

CHAPTER-5



TRIAL BALANCE

- Meaning of Trial Balance
- Preparation of Trial Balance
- Debit & Credit Balancing
- Errors Affecting Trial Balance
- Rectification of Errors
- Practical Exercises

CHAPTER-6



FINAL ACCOUNTS

- Trading Account
- Profit & Loss Account
- Balance Sheet
- Gross Profit & Net Profit
- Adjustments in Final Accounts
- Preparation through Trial Balance
- Practical Final Accounts



PRACTICAL ORIENTED TRAINING

Real Life Examples & Practical Exercises for Better Understanding



BASIC TO ADVANCE LEVEL

From Basic Concepts to Final Accounts Step by Step



STRONG FOUNDATION

Build a Strong Base in Accounting for your Professional Career



NOTE : This Module provides the strong foundation of Accounting. Practice Each Concept with Examples for Better Clarity.

MODULE-2

TALLY PRIME WITH GST (BASIC TO ADVANCE)



1. CHAPTER-1 : INTRODUCTION TO TALLY PRIME

- Installation & Activation
- Company Creation
- Company Features
- Company Alteration
- Data Migration
- Backup & Restore

2. CHAPTER-2 : COMPANY MANAGEMENT

- Company Split
- Company Merge
- Security Control
- User Management
- Data Verification
- Company Configuration

3. CHAPTER-3 : ACCOUNTING MASTERS

- Group Creation
- Ledger Creation
- Voucher Types
- Bill-wise Details
- Interest Calculation
- Multi-Currency Setup

4. CHAPTER-4 : INVENTORY MASTERS

- Stock Group
- Stock Category
- Stock Item
- Units of Measurement
- Godown
- Batch & Expiry Management

5. CHAPTER-5 : INVENTORY CONTROL

- Barcode Management
- Price List
- Price Levels
- Reorder Levels
- Stock Ageing
- Stock Valuation Methods

6. CHAPTER-6 : ACCOUNTING VOUCHERS

- Contra Voucher
- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Purchase Voucher
- Sales Voucher

7. CHAPTER-7 : INVENTORY VOUCHERS

- Purchase Order
- Sales Order
- Receipt Note
- Delivery Note
- Rejections In & Out
- Stock Journal
- Physical Stock

8. CHAPTER-8 : COST CENTRE & BUDGETS

- Cost Centre Creation
- Cost Category Creation
- Budgets
- Budget Controls
- Scenario Management
- Job Costing

9. CHAPTER-9 : BANKING FEATURES

- Bank Reconciliation (BRS)
- Cheque Printing
- Payment Advice
- Deposit Slip
- Post-Dated Cheques
- Banking Reports

10. CHAPTER-10 : GST CONFIGURATION

- Enable GST in Tally Prime
- GST Registration
- GST Ledger Creation
- HSN/SAC Code Configuration
- GST Rate Setup
- GST Classification of Items

NOTE :

After completing this section, students will be able to create companies, masters, vouchers, configure GST, manage inventory, banking and budgets confidently in Tally Prime.

TALLY PRIME WITH GST

(BASIC TO ADVANCE)

**11. CHAPTER-11 : GST PRACTICAL ENTRIES**

- Local Purchase
- Interstate Purchase
- Local Sales
- Interstate Sales
- Purchase Return
- Sales Return
- Advance Receipt & Payment

12. CHAPTER-12 : ADVANCE GST

- Reverse Charge (RCM)
- Advance Receipt
- Advance Payment
- Debit Note
- Credit Note
- GST Adjustments & Setoff
- ITC Management

13. CHAPTER-13 : E-INVOICE & E-WAY BILL

- E-Invoice Configuration
- E-Invoice Generation
- IRN & QR Code
- E-Way Bill Configuration
- E-Way Bill Generation
- Transport & Vehicle Details

14. CHAPTER-14 : TDS & TCS IN TALLY

- Enable TDS
- Enable TCS
- Nature of Payment
- Nature of Goods
- TDS Entries
- TCS Entries
- TDS/TCS Challan Entries
- TDS/TCS Reports

15. CHAPTER-15 : PAYROLL MANAGEMENT

- Payroll Features
- Employee Creation
- Attendance Management
- Salary Structure
- Payroll Voucher
- Payslip Generation
- Payroll Reports
- Statutory Deductions

16. CHAPTER-16 : MANUFACTURING FEATURES

- Manufacturing Journal
- Bill of Material (BOM)
- Production Entries
- Consumption Entries
- Job Work In & Out
- Costing in Manufacturing
- Manufacturing Reports

17. CHAPTER-17 : REPORTS & MIS

- | | |
|------------------|-------------------------|
| • Day Book | • Trial Balance |
| • Cash Book | • Profit & Loss Account |
| • Bank Book | • Balance Sheet |
| • Ledger Reports | • Ratio Analysis |
| • Stock Summary | • MIS Reports |

18. CHAPTER-18 : DATA MANAGEMENT

- | | |
|---------------------------------|------------------------|
| • Import Data | • Split Financial Year |
| • Export Data (Excel, PDF, XML) | • Data Synchronization |
| • E-mail Reports | • Remote Access |
| • Print Configuration | • Rewrite Company Data |
| • Backup & Restore | |

19. CHAPTER-19 : AUDIT & FINALIZATION

- | | |
|------------------------------|------------------------|
| • Audit Features | • Monthly Closing |
| • Exception Reports | • Year-End Closing |
| • Verification of Books | • Financial Statements |
| • Reconciliation Reports | • Compliance Checklist |
| • Final Accounts Preparation | |

20. CHAPTER-20 : PRACTICAL OFFICE WORK

- | | |
|-------------------------------|----------------------------|
| • Complete Company Accounting | • Real Office Case Studies |
| • Purchase to Payment Cycle | • Live Office Projects |
| • Sales to Receipt Cycle | • Interview Practical Q&A |
| • GST Return Working | • Office File Management |
| • Balance Sheet Finalization | • Client Data Handling |

NOTE :

After completing this section, students will be able to configure GST, manage advanced transactions, generate E-Invoices & E-Way Bills, handle payroll, TDS/TCS, manufacturing, reports, audit and perform complete practical office work confidently in Tally Prime.

MODULE-3 BALANCE SHEET FINALIZATION (SOLE PROPRIETORSHIP)



PAGE-1 OF MODULE-3



1 CHAPTER-1 : OPENING BALANCE & DATA VERIFICATION

- Opening Balance Match with Previous Year
- Opening Balance Match with Audited Data
- Opening Balance Verification in Tally Prime
- Ledger-wise Balance Verification
- Difference in Opening Balance
- Previous Year Closing to Current Year Opening
- Trial Balance Verification



2 CHAPTER-2 : LEDGER SCRUTINY

- Ledger Scrutiny Process
- Review of Debtors & Creditors
- Cash & Bank Ledger Verification
- Expense Ledger Scrutiny
- Income Ledger Scrutiny
- Suspense Ledger Review
- Advance & Deposit Ledger Verification
- Document Required for Finalization



3 CHAPTER-3 : CASH & BANK ADJUSTMENTS

- Cash Balance Verification
- Negative Cash Balance Adjustment
- Cash Entry Scrutiny
- Bank Balance Verification
- Bank Reconciliation
- Unpresented Cheques
- Outstanding Bank Entries
- Bank Interest & Charges Adjustment



4 CHAPTER-4 : LOAN & INTEREST ADJUSTMENT

- Loan Ledger Verification
- Principal & Interest Classification
- Loan Interest Calculation
- Interest Payable Adjustment
- Interest Provision
- Provision Entry in Tally Prime
- Current & Non-Current Loan Classification
- Practical Loan Adjustment



LEARNING OUTCOME :

Understand and verify opening balances, scrutinize ledgers, reconcile cash & bank transactions and adjust loans & interest accurately for error-free finalization.



MODULE-3

BALANCE SHEET FINALIZATION (SOLE PROPRIETORSHIP)

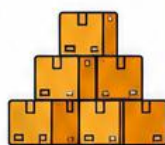


PAGE-2 OF MODULE-3



5 CHAPTER-5 : DEPRECIATION & FIXED ASSETS

- Fixed Asset Ledger Verification
- Addition of Fixed Assets
- Sale of Fixed Assets
- Depreciation Calculation
- Depreciation Entry in Tally Prime
- Accumulated Depreciation
- Profit/Loss on Sale of Asset
- Fixed Asset Schedule



6 CHAPTER-6 : INVENTORY & CLOSING STOCK

- Stock Verification
- Raw Material Stock
- Finished Goods Stock
- Raw Material Conversion into Finished Goods
- Closing Stock Valuation
- Stock Adjustment in Tally Prime
- Impact of Closing Stock on Gross Profit
- Impact of Closing Stock on Net Profit



7 CHAPTER-7 : GST RECONCILIATION

- GST Liability Verification
- Output GST Reconciliation
- Input Tax Credit Verification
- ITC Ledger Matching with Tally Prime
- GSTR-2B Reconciliation
- Tally Data vs GSTR-2B
- GST Payable Adjustment
- GST Set-off Entry in Tally Prime



8 CHAPTER-8 : 168 FORM, AIS & TIS RECONCILIATION

- Form 168 Download & Verification
- AIS Download & Verification
- TIS Verification
- Tally Data vs 168 Form
- Tally Data vs AIS
- Tally Data vs TIS
- TDS Receivable Reconciliation
- Interest & Other Income Reconciliation
- Difference Identification & Adjustment



★ LEARNING OUTCOME ★

Learn to verify assets, inventory, GST data and reconcile
168 Form, AIS & TIS with Tally Prime data for accurate
Balance Sheet Finalization.



MODULE-3 BALANCE SHEET FINALIZATION (SOLE PROPRIETORSHIP)



PAGE-3 OF MODULE-3



9 CHAPTER-9 : ADVANCE TAX, TDS & TCS ADJUSTMENT

- Advance Tax Paid Verification
- TDS Receivable Verification
- TCS Receivable Verification
- Income Tax Payable Calculation
- Advance Tax Adjustment
- TDS/TCS Adjustment against Tax Liability
- Tax Provision
- Income Tax Payable Entry



10 CHAPTER-10 : PROFIT & LOSS ADJUSTMENTS

- Outstanding Expenses
- Prepaid Expenses
- Accrued Income
- Income Received in Advance
- Provision for Expenses
- Provision Reversal
- Capital vs Revenue Expense
- Gross Profit Adjustment
- Net Profit Adjustment



11 CHAPTER-11 : FINAL ACCOUNTS PREPARATION

- Final Trial Balance
- Trading Account
- Profit & Loss Account
- Balance Sheet
- Notes to Accounts
- Assets & Liabilities Classification
- Current & Non-Current Classification
- Final Accounts through Tally Prime



12 CHAPTER-12 : BALANCE SHEET IN EXCEL

- Export Tally Data to Excel
- Trial Balance in Excel
- Schedule-wise Classification
- Balance Sheet Preparation
- Profit & Loss Preparation
- Schedule III Format
- Adjustment Working in Excel
- Final Balance Sheet Review



13 CHAPTER-13 : COMPLETE BALANCE SHEET FINALIZATION PROJECT

- Proprietorship Firm Finalization
- Partnership Firm Finalization
- Company Finalization
- Complete Ledger Scrutiny

- GST Reconciliation
- 168 Form, AIS & TIS Reconciliation
- Depreciation & Closing Stock
- Tax Adjustment

- Final P&L & Balance Sheet
- Notes to Accounts
- Real Office Case Study
- Final Review & Validation



★ LEARNING OUTCOME ★

Learn to finalize complete accounts, adjust all transactions, reconcile GST & 168 Form, provide tax adjustment and prepare accurate Balance Sheet as per **Income Tax Act, 2025**.



MODULE-4

GST WITH RETURN FILING (GOODS AND SERVICE TAX)

BASIC TO ADVANCE | PRACTICAL GST TRAINING



PAGE-1 OF MODULE-4



1 CHAPTER-1 : GST FUNDAMENTALS

- Introduction of GST
- Features of GST
- GST – PAN Based System
- Types of GST – CGST, SGST & IGST
- Input Tax Credit (ITC)
- Eligibility & Conditions for Taking ITC
- Input Tax & Output Tax
- GST Taxability



2 CHAPTER-2 : GST REGISTRATION

- Liability to Registration
- Compulsory Registration
- Practical GST Registration on Portal
- Normal Taxpayer Registration
- GST Registration Application
- ARN Generation
- GST Registration Approval
- Download GST Registration Certificate
- GST Profile & Amendment



3 CHAPTER-3 : E-WAY BILL & E-INVOICE

- Introduction to E-Way Bill
- E-Way Bill Registration
- E-Way Bill Generation
- Transport Details
- E-Invoice Overview
- E-Invoice Registration
- E-Invoice Generation
- IRN & QR Code
- Practical E-Way Bill & E-Invoice



4 CHAPTER-4 : GST R-1 & IFF

- Introduction to GST R-1
- B2B & B2C Transactions
- Credit Note & Debit Note Reporting
- Export & Other Supplies
- GST R-1 Filing Process
- IFF – Invoice Furnishing Facility
- GST R-1 Quarterly Filing
- Filing GST R-1 Using Client Excel Data
- Practical Return Preparation



LEARNING OUTCOME

Understand GST fundamentals, registration process, e-way bill & e-invoice, GST R-1 filing with IFF and quarterly return filing using client data for accurate compliance and reporting.





5 CHAPTER-5 : GSTR-2A & GSTR-2B

- What is GSTR-2A?
- What is GSTR-2B?
- Difference Between GSTR 2A & GSTR-2B
- ITC Available as per GSTR-2B
- ITC Verification
- Purchase Data vs GSTR-2B



6 CHAPTER-6 : GSTR-2B RECONCILIATION

- Tally Data vs GSTR-2B
- Purchase Register Reconciliation
- Invoice-wise Matching
- Matched & Unmatched Invoices
- Missing Invoices
- ITC Difference Identification
- Reconciliation in Tally Prime
- GSTR-2B Reconciliation through Pivot Table
- Practical Reconciliation Case Study



7 CHAPTER-7 : GSTR-3B RETURN FILING

- Introduction to GSTR-3B
- Outward Supply Calculation
- ITC Calculation
- Eligible & Ineligible ITC
- Reverse Charge Liability
- Tax Liability Calculation
- ITC Set-off
- GST Payment
- GSTR-3B Preparation
- GSTR-3B Filing on GST Portal
- Download Filed Return & Challan



8 CHAPTER-8 : COMPLETE GST PRACTICAL

- GST Registration to Return Filing
- Purchase & Sales Data Verification
- GSTR-1 Preparation
- GSTR-2B Reconciliation
- ITC Verification
- GSTR-3B Preparation & Filing
- GST Payment & Challan
- Complete Practical GST Case Study



GST PRACTICAL WORKFLOW



★ LEARNING OUTCOME ★

Gain complete practical knowledge of GST – from registration to return filing, reconciliation & compliance with accuracy and confidence.



MODULE-5

INCOME TAX RETURN FILING

INCOME TAX ACT, 2025 | TAX YEAR 2026-27

BASIC TO ADVANCE | PRACTICAL INCOME TAX TRAINING



COMPLETE COURSE OUTLINE (8 CHAPTERS)

1 CHAPTER-1 : INTRODUCTION TO INCOME TAX

- Income Tax Act, 2025
- Tax Year 2026-27
- Person & Assessee
- Residential Status
- Heads of Income
- Gross Total Income & Total Income
- Tax Liability

2 CHAPTER-2 : COMPUTATION OF TOTAL INCOME

- Gross Total Income
- Income from Different Heads
- Deductions
- Taxable Income
- Tax Liability
- Rebate & Cess
- Practical Computation

3 CHAPTER-3 : TAX SLABS & TAX REGIME

- New Tax Regime
- Old Tax Regime
- Tax Slab Rates
- Comparison of Tax Regimes
- Rebate & Marginal Relief
- Practical Tax Calculation

4 CHAPTER-4 : RETURN FILING PROVISIONS

- Mandatory Return Filing
- Return Filing in Case of Loss
- Belated Return
- Revised Return
- Updated Return
- Return Filing Due Dates
- Practical Return Filing Cases

5 CHAPTER-5 : FORM 168

- Introduction to Form 168
- Download & Verification
- Income Information
- Financial Transactions
- Tax Payment Details
- Form 168 Reconciliation
- Practical Verification

6 CHAPTER-6 : ITR-1 RETURN FILING (FORM 130)

- Eligibility for ITR-1
- Income Details
- Form 130 (Salary Information)
- Deductions
- Tax Regime Selection
- ITR-1 Filing
- Return Verification & Submission

7 CHAPTER-7 : ITR-4 – SECTION 58

- Presumptive Taxation u/s 58
- Business Income
- Professional Income
- Goods Carriage Business
- Presumptive Income Calculation
- ITR-4 Preparation & Filing
- Practical ITR-4 Cases

8 CHAPTER-8 : ITR-4 COMPUTATION & BALANCE SHEET

- Computation of Total Income
- Business / Professional Income
- Prepare Balance Sheet
- Assets & Liabilities
- Capital, Debtors, Creditors
- Balance Sheet Data for ITR-4
- Practical Case Study

LEARNING OUTCOME

Gain complete **practical** knowledge of Income Tax Return Filing – from basics to return provisions, tax computation and practical return filing with **accuracy** and **confidence**.

MODULE-6

TDS & TCS IN TALLY PRIME

BASIC TO ADVANCE | PRACTICAL TDS & TCS TRAINING

AS PER INCOME TAX ACT, 2025



1 CHAPTER-1 : INTRODUCTION TO TDS & TCS

- Meaning of TDS & TCS
- Purpose of TDS & TCS
- Difference Between TDS & TCS
- Applicability of TDS
- Applicability of TCS
- Deductor, Deductee & Collector
- Basic Practical Examples

2 CHAPTER-2 : TDS UNDER INCOME TAX ACT, 2025

- Section 392 – TDS on Salary
- Section 393 – TDS on Payments Other Than Salary
- Nature of Payment
- TDS Rates & Thresholds
- TDS Deduction Process
- TDS Calculation
- Practical TDS Examples

3 CHAPTER-3 : TCS UNDER INCOME TAX ACT, 2025

- Section 394 – Tax Collection at Source
- Applicable Transactions
- Nature of Goods
- TCS Rates & Thresholds
- TCS Collection Process
- TCS Calculation
- Practical TCS Examples

4 CHAPTER-4 : TDS IN TALLY PRIME

- Enable TDS in Tally Prime
- Create TDS Deductor Details
- Create Nature of Payment
- Create TDS Ledger
- TDS Deduction in Transactions
- TDS Payable Entry
- TDS Reports & Verification

5 CHAPTER-5 : TCS IN TALLY PRIME

- Enable TCS in Tally Prime
- Create Collector Details
- Create Nature of Goods
- Create TCS Ledger
- TCS in Sales Transactions
- TCS Calculation
- TCS Payable Entry
- TCS Reports & Verification

6 CHAPTER-6 : TDS & TCS WORKING

- TDS Working in Excel
- TDS Deduction Calculation
- TCS Calculation
- Party-wise TDS/TCS
- Monthly TDS/TCS Payable
- Ledger Reconciliation
- TDS/TCS Data Verification
- Practical Working Examples

7 CHAPTER-7 : CHALLAN CREATION

- TDS/TCS Challan Overview
- Challan 281
- Challan Payment Details
- Major Head & Minor Head
- Assessment Year / Tax Year Details
- TDS/TCS Amount Calculation
- Challan Creation on Portal
- Challan Payment Process
- Challan Verification

8 CHAPTER-8 : COMPLETE TDS & TCS PRACTICAL

- TDS Transaction in Tally Prime
- TCS Transaction in Tally Prime
- TDS Calculation & Payable
- TCS Calculation & Payable
- TDS/TCS Ledger Reconciliation
- Challan 281 Preparation
- Challan Creation on Portal
- Complete Practical Case Study

NOTE :

TDS & TCS RETURN FILING IS **NOT COVERED** IN THIS MODULE.
Training is covered up to TDS/TCS Challan Creation & Payment.

MODULE-7

PAYROLL MANAGEMENT IN TALLY PRIME (BASIC TO ADVANCE)



1. CHAPTER-1 : INTRODUCTION TO PAYROLL

- Meaning of Payroll
- Payroll Process
- Employee Lifecycle
- Salary Structure
- Components of Salary
- CTC & Gross Salary
- Payroll Concepts

2. CHAPTER-2 : EMPLOYEE MASTERS

- Employee Creation
- Employee Groups
- Employee Categories
- Attendance Types
- Units (Days & Hours)
- Designation Creation
- Department Creation

3. CHAPTER-3 : PAYROLL MASTERS

- Pay Heads Creation
- Earnings Pay Heads
- Deduction Pay Heads
- Loans & Advances
- Employee Attendance
- Salary Details
- Payroll Voucher Setup

4. CHAPTER-4 : SALARY PROCESSING

- Salary Calculation
- Attendance Entry
- Overtime Calculation
- Bonus Processing
- Incentive Processing
- Advance Salary
- Salary Payment Entry

5. CHAPTER-5 : STATUTORY COMPLIANCE

- EPF Overview
- ESI Overview
- Professional Tax (PT)
- Labour Welfare Fund (LWF)
- TDS on Salary (Overview)
- Payroll Compliance

6. CHAPTER-6 : PAYROLL REPORTS

- Payslip Generation
- Payroll Register
- Attendance Register
- Employee Ledger
- Salary Sheet
- Pay Head Reports
- Payroll Statements

7. CHAPTER-7 : TALLY PRIME PAYROLL

- Enable Payroll
- Payroll Configuration
- Employee Attendance Entry
- Payroll Voucher Entry
- Salary Payment Entry
- Payroll Reports
- Data Backup & Restore

8. CHAPTER-8 : PRACTICAL OFFICE WORK

- Complete Payroll Setup
- Monthly Salary Processing
- Payslip Printing
- Payroll Reports
- Real Office Case Studies
- Practical Exercises
- Complete Payroll Management in Tally Prime

NOTE :

After completing this module, students will be able to create employee masters, configure payroll, process monthly salaries, generate payslips and payroll reports, manage statutory payroll compliance, and perform complete Payroll Management in Tally Prime confidently.

MODULE-8

EXCEL, WORD & POWERPOINT

(BASIC TO ADVANCE)



1 CHAPTER-1 : MICROSOFT EXCEL BASICS

- Introduction to Excel
- Workbook & Worksheet
- Rows, Columns & Cells
- Data Entry & Formatting
- AutoFill & Flash Fill
- Page Layout & Printing
- Keyboard Shortcuts

2 CHAPTER-2 : EXCEL FORMULAS & FUNCTIONS

- Basic Formulas
- SUM, AVERAGE, MIN & MAX
- IF Function
- COUNT & COUNTA
- VLOOKUP & XLOOKUP
- INDEX & MATCH
- Text & Date Functions

3 CHAPTER-3 : DATA MANAGEMENT

- Sort & Filter
- Data Validation
- Conditional Formatting
- Remove Duplicates
- Freeze Panes
- Named Ranges
- Protect Sheet & Workbook

4 CHAPTER-4 : ADVANCE EXCEL

- Pivot Table
- Pivot Chart
- Charts & Graphs
- What-If Analysis
- Goal Seek
- Dashboard Basics
- MIS Reports

5 CHAPTER-5 : MICROSOFT WORD

- Document Creation
- Text Formatting
- Page Setup
- Header & Footer
- Tables & Images
- Mail Merge
- PDF Creation

6 CHAPTER-6 : MICROSOFT POWERPOINT

- Presentation Creation
- Themes & Templates
- SmartArt & Icons
- Images & Charts
- Transitions
- Animations
- Presentation Setup

7 CHAPTER-7 : OFFICE PRODUCTIVITY TOOLS

- Keyboard Shortcuts
- File Management
- Print Settings
- PDF Conversion
- Cloud Storage
- File Sharing
- Data Backup

8 CHAPTER-8 : PRACTICAL OFFICE WORK

- Invoice Preparation
- Salary Sheet in Excel
- GST Working Sheet
- TDS Working Sheet
- MIS Dashboard
- Professional Reports
- PowerPoint Presentation
- Real Office Case Studies

NOTE :

After completing this module, students will be able to work confidently in Microsoft Excel, Word, and PowerPoint, create professional reports, dashboards, invoices, presentations, MIS reports, and perform complete office-level documentation and data management.

