

# SKETS Hope Centre Shanti Devi Mittal Foundation



## Certified Course for Tally, GST & Advance Excel

### 1st Month:

- Introduction of tally for accounting
- Know-How of Tally ERP 9
- Creation of Company
- Ledger Creation
- Point of Sale

### 2nd Month:

- Inventory Management
- Financial Management
- Cost Creators
- Advance MIS Report
- Bank Reconciliation Statement
- Bill of Material

### 3rd Month:

- Payroll & Taxation
- Budgets
- Order Processing
- Data Export & Import
- Gst Theory & Practical

### 4th Month:

- Introduction to MS Excel
- Exploring features of all Excel Ribbon
- Formulas from basic to advance
- Data Validation
- Charts & Table creation
- Hyperlink

### 5th Month:

- Slide + Slice Timeline
- VLOOKUP, HLOOKUP
- Freeze Plane
- Use form with Macros
- Creating Visiting Card, Invoices & Marksheet
- Creation of Dynamic Calendar

### 6th Month:

- Basics OF GST
- Recording GST Sales/Purchases in Tally
- Creation Of GST Invoices in Tally

