

5 DAYS BASIC COMPUTER & TALLY PRACTICAL CRASH COURSE

Day 1. MS Word

1. Drafting a letter
2. Using Smart Arts
3. Creating Tables
4. Graphs

Day 2. MS Excel

1. Preparing a mark sheet
2. Vertical Lookup
3. Creating Attendance sheet
4. Scenario Manager

Day 3. MS Power Point & MS Outlook

1. Creating Power points
2. Giving various transition effect
3. Applying animation
4. How outlook works & Configuration of Outlook

Day 4. Using Canva & Prezi Application

1. Creating visiting cards for business
2. Designing Certificate
3. Making impressionable presentation
4. Creating 3D type, Mind Map type presentation using Prezi application

Day 5. Tally

1. Basic Accounting & doing general entries
2. Posting vouchers
3. Inventory
4. GST Concepts & entries
5. Reporting

❖ Bonus & USP you get by enrolling in the course

- ✓ Daily 3 Hours of live practical class
- ✓ Participating Certificate (Digital format)
- ✓ E Book format Study material via institute's app
- ✓ 5 Sample editable resumes
- ✓ One to one guidance on career confusion