

Dip Finance Management

Introduction to MS-Excel:

- 1.Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets and
- 2.Difference between Excel 2003, 2007, 2010 and 2013
- 3.Saving Excel File as PDF, CSV and Older versions
- 4.Using Excel Shortcuts with Full List of Shortcuts
- 5.Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet
- 6.Using Paste Special Options
- 7.Formatting Cells, Rows, Columns and Sheets
- 8.Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without Password
- 9.Page Layout and Printer Properties
- 10.Inserting Pictures and other objects in Worksheets

Working with Formulas/Functions:

- 1.Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, etc
- 2.Logical Function: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc
- 3.Database Functions
- 4.Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc
- 5.Information Functions :
- 6.Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS etc
- 7.Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA etc
- 8.Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR etc
- 9.And More

Conditional Formatting:

- 1.Using Conditional Formatting
- 2.Using Conditional Formatting with Multiple Cell Rules
- 3.Using Color Scales and Icon Sets in Conditional Formatting
- 4.Creating New Rules and Managing Existing Rules

Data Sorting and Filtering:

- 1.Sorting Data A-Z and Z-A
- 2.Using Filters to Sort Data
- 3.Advance Filtering Options

Pivot Tables:

- 1.Creating Pivot Tables
- 2.Using Pivot Table Options
- 3.Changing and Updating Data Range
- 4.Formatting Pivot Table and Making Dynamic Pivot Tables

Pivot Charts:

- 1.Creating Pivot Charts
- 2.Types of Pivot Charts and Their Usage
- 3.Formatting Pivot Charts and Making Dynamic Pivot Charts

Data Analysis:

- 1.Advanced Filtering
- 2.Data validation
- 3.Consolidation
- 4.Groups
- 5.Subtotal

Excel Macros:

- 1.What is Excel Macro ?
- 2.How to Record / Run Excel Macro ?
- 3.How Add Developer's Tab in Excel 2007 / 2010
- 4.How to add different types of controls like Text Box, Radio button, button etc. in Excel

VBA Macros Designing:

- 1.Visual Basic Editor in Excel
- 2.VBA Control Property
- 3.How to write Excel Macro – Your First Excel Macro
- 4.Excel Macro Tutorial : Excel User Form
- 5.VBA Spin Button

- 6.Toggle Button in Excel
- 7.ComboBox / Drop Down List In Excel
- 8.ListBox In Excel
- 9.How to Open Excel Workbook using Excel Macro
- 10.Using RANGE Object in Excel Macro
- 11.What is difference between CELLS() and RANGE()
- 12.Excel Macros, Excel Terms, Macro comments
- 13.Userforms

VBA Programming:

- 1.Variables in Excel VBA
- 2.Implicit and Explicit declaration of variables in Excel Macro
- 3.Important : Declaring multiple Variables with one Dim Statement
- 4.For Next Loop in Excel Macro
- 5.While Loop and Do While Loop in Excel VBA
- 6.VBA Programming : If Then Statements / If else Statements
- 7.VBA Programming : Decision – Select Case in Excel VBA
- 8.Variables in Excel VBA
- 9.Implicit and Explicit declaration of variables in Excel Macro
- 10.Important : Declaring multiple Variables with one Dim Statement
- 11.For Next Loop in Excel Macro
- 12.While Loop and Do While Loop in Excel VBA
- 13.VBA Programming : If Then Statements / If else Statements
- 14.VBA Programming : Decision – Select Case in Excel VBA
- 15.Events, Error Handling
- 16.Excel Objects, Programming Charts
- 17.Message box, Input box

SQL Database Basics:

- 1.Introduction to SQL
- 2.Creating New Tables
- 3.SQL SELECT Statements
- 4.Manipulating Data(Insert, Delete, Update)
- 5.Distinct, Order By, Join clauses and Aggregate Functions
- 6.Using Primary keys, Foreign keys
- 7.Get Data from Multiple Tables
- 8.Using DDL Statements
- 9.Restricting and Sorting Data
- 10.Using Single-row Functions
- 11.Conversion Functions
- 12.Conditional Expressions

- 13.Using the Group Functions
- 14.Subqueries to solve queries

Basics for Service Industry

- 1.Fundamental of Accounts
- 2.Rules of Accounts
- 3.Creating/Altering/Deleting Company
- 4.Group & Ledger Creation
- 5.Journal Entries in Tally Accounting
- 6.Day Book & Cash/Bank Book
- 7.Trading & P&L Account
- 8.Trial Balance,Balance Sheet & Reports.
- 9.Managing Accounts of Sole Proprietorship
- 10.Managing Accounts of Consultancy Firm

Inventory & Stock Maintainece for Traders

- 1.GST in Tally Accounting.
- 2.Ledgers for GST.
- 3.GST Reports.
- 4.Inventory Management.
- 5.Purchase & sale Vouchers.
- 6.Creating Stock Group, Stock Items, & units.
- 7.Maintaining Stock & Depreciation.
- 8.Managing Account of Partnership Firm.
- 9.Bill Wise Details.
- 10.Inventory Reports.

Advance Taxation

- 1.CGST, SGST, IGST & UTGST.
- 2.Link between the three taxes.
- 3.Composition scheme.
- 4.HSN code.
- 5.What is input tax credit (ITC).
- 6.How to avail the ITC.
- 7.Electronic ledgers.
- 8.Payment of taxes and taking refunds.
- 9.Different types of GST invoices.
- 10.E-way bill.
- 11.Generation of e-way bill.
- 12.Provisions of reverse charge.

13. Cases where reverse charge is applicable.
14. Reverse charge in Tally.

Industries & Factories

1. Managing Account of Different Industries.
2. Journal Entries with GST.
3. Purchase & Sales order.
4. Cost Centers & Cost Categories.
5. Creating Custom Vouchers.
6. Godwons & Currency Creation.
7. Bills of Material (BOM).
8. Inter-Godwon Transfer.
9. Creating & Maintaining Price-List.
10. Interest Calculation.
11. Maintaining Payroll.
12. Security Control.

Advance Reports

1. Budgeting systems & scenarios.
2. Variance Analysis.
3. Costing Systems & Cost Classification.
4. Management Control Systems.
5. Ratio Analysis.
6. Cash Flow & Fund Flow Statement.
7. Analysing and Managing Inventory.
8. Ordering Levels of Stock.
9. System Administration and Other Utilities.