MIS VBA & E -ACCOUNTS

CORE TOPICS

1. Documentation & Presentation
- a) MS Word
- b) MS PowerPoint
- c) MS Visio

2. MIS & Database
- d) MS Excel
- e) MS Access
- f) RDBMS (SQL Integration)
- g) Microsoft Outlook

3. E-Accounts (Tally ERP-9.0)

4. Excel VBA

MS WORD

- ➢ Formatting the documents
- ➢ Working with Bullets and Numbering (customizing the sub bullets options)
- ➢ Secret behind show and hide button.
- ➢ Document style option- Heading Pattern and advance customize option
- ➢ Formatting the Images and learn tadjust as per the document
- ➢ Inserting and working with Tables in documents
- ➢ Creating Flow Charts with ease
- ➢ Working with Bookmarks , Hyperlinks and Cross Reference
- ➢ Inserting Page no, Header & Footer in the documents
- ➢ Using Text box, Word art, Drop box smartly

- ➢ Importance of Ruler, Gridlines & Navigation Pane
- ➢ Advance use of Quick parts and Date and Time
- ➢ Print related options, problems & troubleshooting steps
- ➢ Use of Watermark, Page color and Border option
- ➢ Learn to use Table of Contents(TOC) and customize it as per your requirement
- ➢ Smart use of Footnote and Endnote
- ➢ Using Citation and Bibliography
- ➢ Giving caption to image and create Table of Figure
- ➢ ''Mark Entry'' use in the documents
- ➢ Use of Mail Merge for bulk and mailing option
- ➢ Use of Track Changes
- ➢ Recording Macros
- ➢ Customize and creation of keyboard shortcuts
- ➢ Use of Control Button & Create Smart Template

MS POWER-POINT

- ➢ Getting Started with Microsoft PowerPoint 2010
- ➢ Start with the PowerPoint 2010 Task Pane
- ➢ The PowerPoint Toolbars and Managing Slides
- ➢ Working with Design template and AutoContent Wizard
- ➢ Formatting and Editing Slides tmake it Nicer!
- ➢ Drawings and Pictures in PowerPoint
- ➢ PowerPoint Slide Design - the Color and Animation Schemes
- ➢ PowerPoint Slide Show
- ➢ How tPrint your Presentation Slides?
- ➢ Presentation tips - What you need tprepare?
- ➢ Discover the PowerPoint Slide Master Feature!
- ➢ How tAdd Slide from other PowerPoint Presentations?
- ➢ Discover the PowerPoint 2010 Slide Transitions Effects!
- ➢ Use Slide Show Timing and Annotations tControl Your Presentation Easily
- ➢ Discover the PowerPoint Hidden Slides Feature! Use It Wisely!
- ➢ Why PowerPoint 2010 Custom Animations Effects are So Attractive?

MS VISIO

- ➢ Getting Started with Visio
- ➢ Navigate the Visio Environment
- ➢ Use Backstage Commands
- ➢ Creating a Workflow Diagram
- ➢ Use Drawing Components
- ➢ Modify a Drawing
- ➢ Callouts and Groups
- ➢ Creating an Organization Chart
- ➢ Modify an Organization Chart

- ➢ Creating a Cross-Functional Flowchart
- ➢ Format a Cross-Functional Flowchart
- ➢ Use Shape Data Layers
- ➢ Shape and Connector Styles
- ➢ Themes and Variants
- ➢ Work with Shape Styles
- ➢ Apply Backgrounds, Borders, and Titles
- ➢ Creating Shapes, Stencils, and Templates
- ➢ Create Simple Custom Shapes
- ➢ Create Custom Stencils
- ➢ Create Custom Templates
- ➢ Create a Gantt chart from a Project File

MS EXCEL

- ➢ Understanding Excel structure and its basic
- ➢ Excel's cell properties
- ➢ Table formatting option and AutFill
- ➢ Doing Equation in MS Excel
- ➢ Conditional formatting and customizing it with functions
- ➢ Working on Pivot Chart and Pivot Table
- ➢ Chart preparation and presentation
- ➢ Working on Hyperlinks and "Define Names"
- ➢ Print option in Excel exploring problem and trouble shooting
- ➢ Filter options and Advance filter options as well
- ➢ Remove duplicate data temporary and permanently
- ➢ Working on "Text to Column" option
- ➢ "Data Validation" and customize validate rule creation
- ➢ Goal Seek and Scenario Manager
- ➢ Group ,Ungroup and Subtotal option
- ➢ Protect sheet with password and further security option in it
- ➢ Working with keyboard shortcuts
- ➢ Trance Precedents & Trance Dependents
- ➢ Knowing the Excel Date and Time Formats.
- ➢ Multi-users working on the same worksheet at the same time?
- ➢ Recording macros
- ➢ Working on dashboard

- ➢ Exploring **Following Function with Advance Nesting Methodology**
  - o IF( ), AND( ), OR( ), TRUE( ), FALSE( ), MIN( ), MAX( )
  - o SUMIF( ), SUMIFS( ), COUNTIF( ), COUNTIFS( ), AVERAGEIF( ), AVERAGEIFS( )
  - o TRIM( ), FIND( ), LEFT( ), RIGHT( ), MID( ), EXACT( ), CONCATENATE( )
  - o VLOOKUP( ), HLOOKUP( ), MATCH( ), IFERROR( ), CHOOSE( ), OFFSET( )
  - o Many more important DATE and other Functions

MS ACCESS

- ➢ Getting stared with the Database creation.
- ➢ Creating Table with datasheet view.
- ➢ Creating Table with Design view.
- ➢ Exploring different field options in Table creation.
- ➢ Importance of Input Mask.
- ➢ Creating Forms from Table.
- ➢ Making a new form and customizing.
- ➢ How to create Queries and saving its.
- ➢ Exploring all the commands of Running Queries.
- ➢ Report generation through Table and Queries.
- ➢ How to print the document.
- ➢ Import and export data to Access from various formats.

RDBMS (SQL Integration)

- ➢ SQL Commands
- ➢ SQL Syntax & Queries
  - o Basic and Advance
- ➢ SQL Function

TALLY ERP-9.0

- ➢ Installation of Tally Software
- ➢ Basic Accounting Concepts
- ➢ Getting Familiar with Tally.ERP 9 Interface
- ➢ Managing Company Data
- ➢ Gateway of Tally & Company Features
- ➢ Maintaining Masters
  - o Groups
  - o Ledgers
  - o Stock Groups
  - o Stock Categories
  - o Units of Measurement
  - o Stock Locations / Godowns
  - o Stock Items
  - o Voucher Entry in Tally.ERP 9
  - o Accounting Vouchers
  - o Inventory Vouchers

- ➢ Advanced Concepts in Tally.ERP 9
  - o Optional Vouchers
  - o Cost Centres
  - o Budgeting in Tally.ERP 9
  - o Credit Limits

- o Multi-Currency and Forex Gains / Losses
- o Price Levels and Price Lists

- ➢ Reporting & MIS
  - o Basic Concepts of Reporting in Tally.ERP 9
  - o Report Configuration and Filtering
  - o Balance Sheet
  - o Profit & Loss Account
  - o Trial Balance
  - o Sales Register, Journal Register & Purchase Register
  - o Day Book, Cash Book, Bank Book, Bank Reconciliation & Group Summary
  - o Outstandings - Receivables and Payables with Ageing Analysis
  - o List of Vouchers by Voucher Type
  - o List of Accounts
  - o Statistics - All Accounting and Inventory Masters and Vouchers
  - o Stock Summary
  - o Stock Location / Godown Summary
  - o Cash Flow and Funds Flow
  - o Cost Center Reports
  - o RatiAnalysis

- ➢ Printing from Tally.ERP 9
- ➢ Expert Level
  - o Custom Configuration of Tally.ERP 9
  - o Emailing from Tally.ERP 9
  - o Managing TDS in Tally.ERP 9
  - o Managing VAT & CST in Tally.ERP 9
  - o Managing Service Tax in Tally.ERP 9

EXCEL-VBA
- ➢ Visual Basic Editor in Excel
- ➢ VBA Project Explorer and code windows
- ➢ VBA Project window
- ➢ Variable type:
  - o Static
  - o Module level
  - o Global Variables

- ➢ VBA Data Types
- ➢ Arrays – Multidimensional & Dynamic
- ➢ Modules
- ➢ Subroutines & Functions
- ➢ Decision and Looping
- ➢ Multiple conditional statements
- ➢ Looping
  - o For Next loops
  - o For Each Loop
  - o Do Until Loops
  - o While wend loops

- ➢ Strings and Function and Massage Boxes
- ➢ Strings Concatenation & Searching strings
- ➢ Functions:
  - o Conversion Functions
  - o Format functions
  - o Date & Time Functions

- ➢ Operators
  - o Comparison operators
  - o Concatenation Operators
  - o Logical operators
  - o Other Operator

- ➢ Debugging
- ➢ Types of Errors
- ➢ Stop statements
- ➢ Single stepping, Procedure stepping & call stack dialogs
- ➢ Debug window
- ➢ Using Message Boxes in Debugging
- ➢ Errors and the Error Function Resume Statements
- ➢ Dialogs
- ➢ Excel VBA and User Forms
- ➢ Viewing Form, Displaying form in code
- ➢ Populating form, Default Toolbox Controls
- ➢ Label, Text Box, CombBox, List Box, Check Box, Option Button, Toggle Button,
- ➢ Frame
- ➢ Command Button, Tab Strip, Multipage, Scroll Bar, Spin Button, Image, Ref Edit
- ➢ Common Dialog Control: Open Dialog, Save As, Color, Font, Print, Default Dialog
- ➢ Command Bars and Buttons
- ➢ The Excel Object Model
- ➢ Properties & Methods
- ➢ Application Object
  - o Workbook Object
  - o Windows Objects
  - o Worksheet Object
  - o Range Object

- ➢ Creating pivot table using VBA
- ➢ Advance VBA for Pivot Table
- ➢ Converting Labels to Numbers and Numbers to Labels
- ➢ Transposing a Range of Cells
- ➢ Adding Formula Details into contents
- ➢ Calculating a Range
- ➢ Reversing a Label
- ➢ Evaluating a Cell
- ➢ Sorting Worksheets into Alphabetical Order
- ➢ Replacing Character in a String
- ➢ Timed Event

COURSE HIGHLIGHTS:

1) Practical Training on latest version of all the MIS Tools.

2) The Training will be from the very basic level to the Advance Level

3) Candidate will be Job Ready for the High-end Projects after the Course Completion.

4) A very important and must course for the management students.

5) Anytime LAB Facility will be provided.

6) 100% placement support is being provided.

7) Favorable Student-Trainer Ratio & anytime Doubt session

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