{NODETOLEARN}
COMPUTER EDUCATION
ENGAGE. LEARN. SUCCEED.

COMPUTER BASICS & MS OFFICE WITH AI (CHATGPT)

304-305, 2nd Floor, Shreeji Yarn Chambers, opposite Shivaji Electricals, Zampa Bazaar, Vaspodapol, Salabatpura, Surat, Gujarat 395002

+91 8160529351 | **100% Job Assistance**

INTRODUCTION TO COMPUTERS

- Understanding computer hardware & software
- Basics of Windows operating system & file management
- Using USB, cloud storage, and external devices
- Keyboard & shortcut keys for faster workflow
- Internet browsing, email setup & online security

MICROSOFT EXCEL

- Basic to advanced formulas & functions (SUM, IF, VLOOKUP, etc.)
- Sorting, filtering & data validation
- Pivot Tables & Charts for professional reporting
- Data formatting & conditional formatting
- Excel shortcuts to speed up tasks
- Using ChatGPT for generating formulas & automating tasks
-

ENGLISH & GUJARATI TYPING

- Basic & advanced typing techniques
- Typing in English using standard & professional formats
- Typing in Gujarati using Gujarati Keyboard (Phonetic & Inscript)
- Online & offline tools for practice
- Speed improvement techniques & accuracy enhancement

MICROSOFT POWERPOINT

- Creating stunning presentations for business & education
- Adding animations, transitions & multimedia elements
- Using SmartArt & charts for effective visualization
- Custom templates & slide master for professional consistency
- Using ChatGPT for content generation & summarizing slide
-

MICROSOFT WORD

- Creating professional documents, resumes, and reports
- Formatting text, tables, images, and page layout
- Using templates and styles for business documents
- Mail Merge for bulk document creation
- Collaboration & sharing documents on OneDrive
- Using ChatGPT for content generation, editing & proofreading

AI (CHATGPT) FOR PRODUCTIVITY

- How AI can assist in document writing & formatting
- Generating automatic summaries, reports & presentations
- Using AI for data analysis & automation in Excel
- AI-powered content proofreading & editing
- Using ChatGPT for quick typing & translation (English-Gujarati)

- **100% Job Assistance after course completion**
- **Gain hands-on experience with real projects**
- **Master computer basics & English/Gujarati typing**
- **Learn MS Word, Excel, and PowerPoint efficiently**
- **Enhance productivity with AI (ChatGPT) automation**
- **Develop a professional portfolio to showcase your skills**

{NODETOLEARN}
COMPUTER EDUCATION
ENGAGE. LEARN. SUCCEED.

TALLY PRIME WITH GST & ADVANCE EXCEL

📍 304-305, 2nd Floor, Shreeji Yarn Chambers, opposite Shivaji Electricals, Zampa Bazaar, Vaspodapol, Salabatpura, Surat, Gujarat 395002

📞 **+91 8160529351** | **100% Job Assistance**

TALLY PRIME BASICS & ACCOUNTING

- Introduction to Tally Prime interface
- Company creation, user roles, backup & restore
- Ledger & voucher types (Receipts, Payments, Sales, Purchases, Contra, Journal, Credit Notes, Debit Notes)
- Bank reconciliation & cash book maintenance
- Adjustments & provisions for accurate financial statements

BANKING, E-FILING & REPORTS

- Online banking integration & digital payments
- Cheque printing & managing bank transactions
- E-filing of GST, TDS & other tax returns
- Financial statement analysis (Profit & Loss, Balance Sheet, Cash Flow & Fund Flow Statements)
- Budgeting, forecasting & business decision-making

GST & TAXATION IN TALLY

- GST setup & configuration in Tally Prime
- GST invoice creation & tax computation
- Input tax credit (ITC) & GST return filing (GSTR-1, GSTR-3B)
- TDS & TCS setup, tax deduction, and filing
- Generating GST & taxation reports for compliance

ADVANCED EXCEL

- Excel interface, shortcuts & formatting techniques
- Data entry, sorting, filtering & validation
- Advanced formulas & functions (VLOOKUP, HLOOKUP, IF, SUMIF, COUNTIF, INDEX-MATCH)
- Conditional formatting & data visualization techniques
- Pivot tables & charts for business insights

INVENTORY & PAYROLL MANAGEMENT

- Stock management, stock groups & batch-wise tracking
- Godown management & reorder levels
- Payroll setup – Employee records, salary processing
- Provident Fund (PF), Employee State Insurance (ESI), Professional Tax (PT) calculations
- Generating payroll reports & salary slips

EXCEL AUTOMATION WITH MACROS & VBA

- Introduction to Macros & recording automated tasks
- Basic VBA programming for automation
- Creating custom reports & dashboards
- Automating repetitive data entry & calculations

- **100% Job Assistance after course completion**
- **Master Tally Prime for accounting & GST compliance**
- **Learn GST Filing, E-Way Bill & Taxation**
- **Hands-on training with real business scenarios**
- **Understand Payroll Management & Financial Reporting**
- **Work on industry-relevant projects & case studies**