

## DIPLOMA IN COMPUTER APPLICATION. (ONE YEAR)

### DCA

One Year

(Diploma in computer application)

Computer Fundamentals

#### OPERATING SYSTEM:

Ms Windows XP, Ms Windows 7

Ms Paint, Notepad, WordPad

Control Panel

CD Downloading, CD Writing

Desktop Properties

File & Folders

File searching

Shortcuts

#### MS OFFICE

##### MS WORD

##### MS EXCEL

##### MS POWERPOINT

##### INTERNET:

Typing (Hindi+English)

## Advance Excel

- Keyboard shortcuts
- Controls
- Cell comments
- Naming cells and ranges
- Advanced formulas and functions
- Recording macros and using Visual Basic for Applications \*

\*(Visual Basic needed)

## MS ACCESS

DATABASE ESSENTIALS

MODIFYING TABLES AND FIELDS

CREATING ADVANCED TABLES

CREATING ADVANCED FORMS

CREATING ADVANCED REPORTS

CREATING AND MODIFYING QUERIES

USING CONTROLS IN REPORTS AND FORMS

DISPLAYING AND SHARING DATA

IMPORTING AND EXPORTING DATA

DATABASE TOOLS

## TALLY PROFESSIONAL COURSE: With GST (MANNUAL AND COMPUTERISED)

Fundamental of Accounts, Introduction to Tally, Inventory Maintenance, Advance Tally Features, Taxation