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SMARTBTR INSTITUTE OF TECHNOLOGY INTERNATIONAL

GOSSAIGAON, KOKRAJHAR BTR ASSAM   📞 **+91-8472843238**

Course Title : Smart Office And Accounting Tools (SOAAT)

Course Duration: 3 months

Course Fees: INR. : Rs. 3,000   **Eligibility:** 10+2 Passed

Prerequisites: No experience required

Session-1: MS Word & Office Communication

- Introduction to MS Word Interface
- Document Formatting and Styling
- Creating Letters, Applications, Reports
- Inserting Tables, Images, and Charts
- Header, Footer, Page Numbering
- Mail Merge for Bulk Letters
- Grammar, Proofing & Reviewing Tools
- Writing Professional Emails
- Office Communication Etiquette

Session-3: MS PowerPoint & Smart Integration

- PowerPoint Interface & Slide Layouts
- Inserting Images, Charts, SmartArt
- Animations, Transitions & Slide Timing
- Presentation Skills & Best Practices
- Integrating Excel Charts into Presentations
- Importing Word Content to PowerPoint
- Cloud Storage & Document Sharing (OneDrive, Google Drive)
- Introduction to Online Collaboration Tools (MS Teams, Zoom)

Session-5: GST (Goods & Services Tax) in Tally Prime

- Enabling GST in Tally
- Creating GST Ledgers
- GST Registration Types (Regular, Composite)
- Recording GST Transactions (Sales, Purchase)
- GST Reports and Return Filing
- Printing GST Invoices

Session-2: MS Excel – Data Management & Accounting Basics

- Excel Interface & Worksheet Basics
- Cell Formatting, Sorting, Filtering
- Formulas & Functions (SUM, IF, COUNTIF, LOOKUP)
- Charts & Graphs for Visualization
- Creating Reports, Budgets, Invoices
- Introduction to PivotTables
- Using Excel for Office Accounting:
- Income & Expense Tracker
- Simple Inventory System
- GST Calculation Basics

Session-4: Introduction and Basic Accounting of Tally Prime

- What is Tally Prime?
- Features & Benefits
- Installing and Setting up Tally Prime
- Understanding Gateway of Tally
- Company Creation & Configuration
- Navigation & Shortcuts
- Fundamentals of Accounting
- Creating Ledgers & Groups
- Recording Accounting Vouchers:
- Contra, Payment, Receipt, Journal, Sales, Purchase
- Debit & Credit Concepts
- Day Book and Ledger Reports

Contact Us For More Info

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