

Module 1: Ms-Office

- Basics of Computer
- Microsoft Windows
- MS Office (Word, Excel, Power Point, MIS Reports, Outlook Express)
- Internet
- Emailing

Module 2: Advanced Excel

- Basics of Advanced Excel additional Formatting
- Advanced formulas and function
- Lists, Charts & Data validation
- Pivot & Data from other sources functions
- Security & Macro Basic of Macro and using it
- Practice Session 1
- Doubt clearing session

Module 3: VBA Visual Basic For Application

- Creating a User Interface in a Windows Forms Application
- Working With Data and Variable
- Controlling Program Flow
- Working with Classes
- Enhancing User Interface Functionality
- Deploying Your Application

Module 4: Accounts Fundamental

- Fundamentals of Accounting
- Accounting Concepts
- Journal Entries
- Accounting Documentation
- Trial Balance
- Financial Statements
- BRS & Depreciation

Module 5: Direct Tax

- Direct Taxes
- Introduction to Income Tax
- Heads of Income, Set off and carry forward Loses
- Advance Taxes
- Assessment on individual and Firms
- E-Filling Tax Procedures
- Income Tax Forms

Module 6: Indirect Tax

- Indirect Taxes
- Conceptual understanding of GST
- GST Tax Rates
- Online Filling & Filing of Forms & Challans

Module 7: Tally ERP 9.0

- Accounting Software(Tally ERP 9.0)
- Accounting Treatment
- Accounting Voucher
- Inventory Vouchers
- GST

- TDS
- Reports
- Advance Features
- Configuration
- Various Analytical Reports

Module 8: Portfolio Management

- Portfolio Management
- Financial Planning and portfolio Management

Module 9: Banking & Insurance

- Banking & Insurance
- Conceptual understanding of Banking and Insurance
- Major Laws and Regulation applicable to Banking and Insurance,

Module 10: PDP

- Personality Development
- Spoken English
- Interview Tips



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