

TALLY PRIME WITH GST SYLLABUS

- Accounting – A Narrative Explanation
- Tally In 5 Steps
- Getting Started
- Company Info & Features
- Accounting Masters
- Inventory Masters
- Voucher Entry
- Display & Configuration
- Printing
- Export & Import
- Banking
- Voucher Types & Class
- Bill Wise Details
- Cost Centre & Category
- Job Costing
- Multi-Currency
- Interest Calculation
- Budget
- Scenario Management
- Order processing & Tracking System
- Reorder Level & Status
- Batch Wise Details
- Bill of Material (BOM)
- Price Level & List
- Separate Actual and Billed Quantities
- Consolidation of Books
- Split Company data
- Backup & Restore
- Security Control & Tally Audit
- Tally Vault
- Open Database Connectivity (ODBC)
- Point of Sales (POS)
- Tally.Net
- Save View of reports
- Goods and Service Tax(GST)
- Tax Deducted at Source (TDS)
- Tax Collected at Source (TCS)
- Payroll
- Bank Reconciliation Statement (BRS)
- Import & Export Data

Excel: Basics to Advanced

- Excel tutorial
- Text to Columns
- Concatenate
- The Concatenate Function
- The Right Function with Concatenation
- Absolute Cell References
- Data Validation
- Time and Date Calculations
- Conditional Formatting
- Exploring Styles and Clearing Formatting
- Using Conditional Formatting to Hide Cells
- Using the IF Function
- Changing the “Value if false ”Condition to Text
- PivotTables
- Creating a Pivot Table
- Specifying Pivot Table Data
- Changing a Pivot Tables Calculation
- Filtering and Sorting a PivotTable
- Creating a Pivot Chart
- Grouping Items
- Updating a Pivot Table
- Formatting a Pivot Table
- Using Slicers
- Charts
- Creating a Simple Chart
- Charting Non-Adjacent Cells
- Creating a Chart Using the Chart Wizard
- Modifying Charts
- Moving an Embedded Chart
- Sizing an Embedded Chart
- Changing the Chart Type

- Chart Types
- Changing the Way Data is Displayed
- Moving the Legend
- Formatting Charts
- Adding Chart Items
- Formatting All Text
- Formatting and Aligning Numbers
- Formatting the Plot Area
- Formatting Data Markers
- Pie Charts
- Creating a Pie Chart
- Moving the Pie Chart to its Own Sheet
- Adding Data Labels
- Exploding a Slice of a Pie Chart
- Data Analysis–Overview
- Types of Data Analysis
- Data Analysis Process
- Working with Range VV Names
- Copying Name using Formula Auto complete
- Range Name Syntax Rules
- Creating Range Names
- Creating Names for Constants
- Managing Names
- Scope of a Name
- Editing Names
- Applying Names
- Using Names in a Formula
- Viewing Names in a Workbook
- Copying Formulas with Names
- Difference between Tables and Ranges
- Create Table
- Table Name

- Managing Names in a Table
- Table Headers replacing Column Letters
- Propagation of a Formula in A table
- Resize Table
- Remove Duplicates
- Convert to Range
- Table Style Options
- Table Styles
- Cleaning Data with Text Functions
- Removing Unwanted Characters from Text
- Extracting Data Values from Text
- Formatting Data with Text Functions
- Date Formats
- Conditional Formatting
- Sorting
- Filtering
- Lookup Functions
- Pivoting

PowerBI

Module1: Introduction to PowerBI

- Get Started with PowerBI
- Overview: PowerBI concepts
- Sign up for PowerBI
- Overview: PowerBI data sources
- Connect to a SaaS solution
- Upload a local CSV file
- Connect to Excel data that can be refreshed
- Connect to a sample
- Create a Report with Visualizations
- Explore the PowerBI portal

Module2: Viz and Tiles

- Overview: Visualizations
- Using visualizations
- Create a new report
- Create and arrange visualizations
- Format a visualization
- Create chart visualizations
- Use text, map, and gauge visualizations and save a report
- Use a slicer to filter visualizations
- Sort, copy, and paste visualizations
- Download and use a custom visual from the gallery

Module3: Reports and Dashboards

- Modify and Print a Report
- Rename and delete report pages
- Add a filter to a page or report
- Set visualization interactions
- Print a report page
- Send a report to PowerPoint

- Create a Dashboard
- Create and manage dashboards
- Pin a report tile to a dashboard
- Pin a live report page to a dashboard
- Pin a tile from an other dashboard
- Pin an Excel element to a dashboard
- Manage pinned elements in Excel
- Add a tile to a dashboard
- Build a dashboard with Quick Insights
- Set a Featured (default) dashboard
- Ask Questions about Your Data
- Ask a question with PowerBI Q&A
- Tweak your data set for Q&A
- Enable Cortana for PowerBI

Module 4: Publishing Workbooks and Workspace

- Share Data with Colleagues and Others Publish a report to the web
- Manage published reports
- Share a dashboard
- Create an app workspace and add users
- Use an app workspace
- Publish an app
- Create a QR code share a tile
- Embed a report in Share Point Online

Module 5: Other PowerBI Components and Table Relationship

- Use PowerBI Mobile Apps
- Get PowerBI for mobile
- View reports and dashboards in the iPad app
- Use workspaces in the mobile app
- Sharing from PowerBI Mobile
- Use PowerBI Desktop
- Install and launch PowerBI Desktop

- Get data
- Reduce data
- Transform data
- Relate tables
- Get PowerBI Desktop data with the PowerBI service
- Export a report from PowerBI service to Desktop

Module6:DAXfunctions

- New Dax functions
- Date and time functions
- Time intelligence functions
- Filter functions
- Information functions
- Logical functions
- Math&trig functions
- Parent and child functions
- Text functions