

VIPRA ARTS , COMMERCE AND PHYSICAL EDUCATION COLLEGE , RAIPUR (C.G)



2018-2019

VALUE ADDED COURSE

ON

TALLY

ORGANIZED BY

DEPARTMENT OF COMMERCE

Date:1Jan 2019 -31 Jan 2019

VALUEADDED COURSE

ON

TALLY 2018-2019

Name of Add On Certificate Programs Offered	Course Code(if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of students completing the course in the year	Number of Pass Students
BASIC KNOWLE DGE OF COMPUTER AND TALLY	NA	2018-19	ONCE	30 DAYS	222	182	125

VALUE ADDED COURSE

2018-19

TOPIC-TALLY COURSE

DURATION: 1 MONTH

SYLLABUS

S.NO	SESSION HEAD
UNIT-I	INTRODUCTION OF MS OFFICE MS WORD-FILE CREATING, SHORTCUT KEYS, MS EXCEL- HOW TO USE MATHEMATICAL FUNCTIONS MS POWERPOINT-HOW TO CREATE PPT SLIDES
UNIT-II	Introduction to Accounting Software [Ex.- Tally Creation of Company Ledgers & Groups. Advance features of Accounting Software.
UNIT-III	Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger
	- PRACTICAL - Voucher Entry : Types of Voucher, Capital and Revenue, Income, Expenditure
	- Methods of Depreciation, Depreciation of assets - Depreciation of replacement cost

VALUEADDEDCOURSESESSION 2018-19

TOPIC:TALLY COURSE

DURATION: (1MONTH)

SYLLABUSWEEKLY

WEEK1:

- INTRODUCTIONOFMSOFFICE
- FILECREATINGSHORTCUT
- KEYSMSExcel-

WEEK2:

- HOWTOUSEMATHEMATICALFUNCTIONSINEXCEL
- MSPowerPoint-HOWTOCREATEPPTSLIDES

WEEK3:

- IntroductiontoAccountingSoftware
[Ex.TallyCreationofCompanyLedgers&Groups].
- AdvancefeaturesofAccountingSoftware.

WEEK4:

- AccountingTransactions:Operating Cycle,
- Journal,ConceptofAccountsReceivableandpayable,
- CompoundJournalentry,OpeningentryofLedger

TIMETABLEFORADDONPROGRAME

ON

VALUEADDED COURSEONTALLY

1stJAN to 31STJAN2019

Day	Time	Teacher'sName
Monday	01:00pm to 02:00pm	Ms.CHANDNISAWLANI
Tuesday		Ms.CHANDNISAWLANI
Wednesday		Ms.CHANDNISAWLANI
Thursday		Mr.VIPUL PATEL
Friday		Mr. VIPULPATEL
Saturday		Mr. VIPULPATEL



VIPRAARTS,COMMERCEANDPHYSICALE
DUCATION COLLEGE,RAIPUR(C.G)
VALUE ADDED COURSE



ON

“TALLY COURSE”

Organized by :Deparmentof “C0MMERCE”

PARTICIPATIONCERTIFICATE

ThisistoCertifythat

Mr/Ms.....

On the.....”TALLYCOURSE”.....Inthe Year.....1JAN2019to31st JAN 2019.....

At:.....VALUEADDEDCOURSE.....

Attendentactivelyinlactureon“TALLYCOURSE”

HOD

Mr.VIVEKSHARMA

VipraArts,Commerce and
PhysicalEducationCollegeRaipur(C.G)

Ms.CHANDNISAWLANI

Convener

VipraArts,Commerceand
PhysicalEducationCollegeRaipur(C.G)

Dr.MEGHESH TIWARI

Principal

VipraArts,Commerceand
PhysicalEducationCollegeRaipur(C.G.)

DEPARTMENT OF “COMMERCE”

“TALLYCOURSE”

SESSION – 2018-19

QUESTION PAPER

TIME -1Hour

MM –60

StudentsName.....

1. किस कमांड द्वारा डॉक्यूमेंट को
प्रिंट करने के पूर्व देख सकते है 2

- a) Print
- b)WebPagePreviw
- c)Print Previw
- d)Sendto

2 MSEXCELको किस नाम से जाना जाता है | 2

- a)WordProcessingprogram
- (b)Presentation
- (c) SpreadSheetProgram
- (d)इनमे से कोई नहीं

3 एक्सेल में वर्कशीट के समूह को
क्या कहा जाता है ?

- (a) Excel Sheet
- (b) Worksheet
- (c) ExcelWorksheet
- (d) WorkBook

4 Excel application window में सबसे ऊपर होता है। 2

- a) Title Bar
- b) Menu Bar
- c) Formatting Bar
- d) None of Above

5 Microsoft Word क्या है? 2

- a) Operating System
- b) Word Processing Program
- c) Microsoft Windows
- d) None of Above

6. Microsoft Word विशेषताएं क्या हैं। 2

- a) Spelling Checking
- (b) Graphics
- (c) Both
- (d) None of above

7.M/STWordमबनाईगईफाइलकोकिसनामसेजानाजाताहै?

2

a) Program

b) Text

c) Graph

d) Document

8. किस टेरेट के िेँकू का ता×पय [R या है?

2

a) Text को तिरछा करना।

(b) टेरेट को हाई लाईड करना

(c) टेरेट के बीचों बीच एकरेखा खीचना

(d) उपरोक्त सभी

9 Slide d\starting\showdjudfy;d\hshort cutkeyd\usegkrkg\

2

(a) F5

(b) shift+f

5(c) ctrl+f

5(d) tab+

F5

10 MS power
pointe

(b) shift+f5(c) ctrl+f5(d) tab+F5

(a) F5

Slide show
dkdjugrdu||hshort
cut keydkusegrkg\

2

- | | |
|---|---|
| 11 . Tally मॢ companyकैसे createकरतेहै? | 5 |
| 12 Tally मॢ ledgerकैसे createकरतेहै? | 5 |
| 13. Vouture d type dkuॢg\ | 5 |
| 14. tallye company dॢ create djrg\ | 5 |
| 15 Capital vkjRevenuedkॢe>kb;\ | 5 |
| 16 Income vkj Expenditure dk ॢe>kb;\ | 5 |
| 17 Depriciation ofassets dkॢe>kb;\ | 5 |

Firm's Name

नाम

Monthly

Atten

Jan - 2018 - 19

माहवारी 20

हाजि

No. क्र.	Name नाम	Designation पद/ओहदा	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	AASHI BHOSLE	24/12/11	P	P	P	P		P	P	P	P	P			P	P	P		P	P	P	P	P
2	ABHISHEK Tiwari	31/12/11	P	P		P	P	P	P	P	P	P	P		P		P		P	P		P	P
3	AKASH KUMAR JHA	30/12/11	P		P	P			P	P	P				P	P	P		P	P		P	P
4	AAKASH SAHU	21/8/11	P	P				P	P			P	P		P		P		P	P		P	P
5	ANJLI YADAV	13/18/11	P	P		P			P	P	P				P	P						P	P
6	ANJINI SHARMA	8/18/11	P		P			P	P			P					P	P	P			P	P
7	ANMOL Singh	02/18/11	P	P				P	P	P		P			P	P	P					P	P
8	ANSHU JATWAL	13/18/11	P	P	P	P		P	P	P	P	P	P				P	P				P	P
9	ANURADHA Gupta	14/18/11	P		P				P		P	P			P	P	P		P	P		P	P
10	ASHISH Gupta	30/12/11	P	P				P		P			P			P				P		P	P
11	BIHARTI MONIKA	24/12/11	P		P	P			P		P	P			P		P	P		P		P	P
12	BHAVNA CHANDWANI	06/18/11	P	P		P		P			P	P	P		P	P	P	P		P		P	P
13	BHOLE BAWH	13/18/11	P	P		P			P	P		P	P			P	P	P		P		P	P
14	BHUNESHWART	03/18/11	P		P	P			P	P		P			P		P			P		P	P
15	CHANDRAKUMAR	29/12/11	P		P	P			P	P		P			P		P			P		P	P
16	CHE TAN SONI	30/12/11		P	P	P			P	P	P		P			P	P	P		P		P	P
17	DEVYANTI BAGHEL	14/18/11	P	P	P	P			P	P		P	P		P		P	P	P		P	P	P
18	DHANENDRA SINHA	30/12/11	P	P	P	P			P	P	P		P		P	P	P	P		P		P	P
19	DHANESHWAR BHOT	30/12/11	P	P		P			P		P		P			P	P			P		P	P
20	DHANESHWAR VERMA	31/12/11	P		P	P			P	P		P			P	P				P		P	P
21	DHANIRAM SAHU	31/8/11	P	P	P					P	P	P	P		P	P	P	P		P		P	P
22	DIKSHA DEWANJAN	31/12/11	P			P			P			P	P			P	P	P		P		P	P
23	DJESHWARI DECP	30/12/11		P	P	P			P		P	P			P		P	P		P		P	P
24	DURGHA SAHU	31/12/11		P	P	P			P		P	P			P		P	P		P		P	P
25	DURGESH BAWA	26/12/11		P	P	P			P		P	P			P	P	P	P		P		P	P
26	DURGESH KUMAR	8/18/11		P	P	P			P		P	P			P		P	P		P		P	P
27	MAURAV BALDE	6/18/11		P	P	P	P		P		P		P		P		P	P		P		P	P
28	DEETANJALI DEW	10/18/11		P		P	P		P		P	P	P		P		P	P		P		P	P
29	MAUDYA SINGH	31/12/11		P	P	P	P		P		P	P	P		P		P	P		P		P	P
30	HIMALAYANISHAD	8/18/11		P	P	P	P		P		P	P	P		P		P	P		P		P	P

ATTENDANCE OF STUDENTS

RESULT OF VALUE ADDED COURSE
2018-19

S.NO	TOTAL APPEAR STUDENTS	PASS STUDENTS
1	182	172

