



## MS Excel & Tally for Bussiness

*Skill enhancement and empowerment course for Students.  
Helps in Business Management, Financial Analysis, Data Management,  
Data Visualization, Accounting, etc.....*

## **Module 1: Introduction to Microsoft Excel**

Introduction to spreadsheet software  
Excel interface and navigation  
Entering and formatting data  
Basic calculations and formulas  
Working with rows, columns, and cells  
Saving and managing Excel files

## **Module 2: Essential Excel Functions**

SUM, AVERAGE, MAX, MIN, COUNT functions  
Using IF statements for logical tests  
VLOOKUP and HLOOKUP functions  
PivotTables for data analysis  
Data validation and drop-down lists

## **Module 3: Data Visualization**

Creating charts (e.g., bar charts, pie charts)  
Formatting and customizing charts  
Adding data labels and legends

## **Module 4: Excel Data Management**

Sorting and filtering data  
Conditional formatting  
Grouping and outlining data

## **Module 5: Introduction to Tally**

What is Tally ERP 9?  
Tally interface and navigation  
Creating and managing company data  
Chart of Accounts in Tally

## **Module 6: Recording Transactions**

Entering sales and purchase vouchers

Accounting for payments and receipts

Bank reconciliation in Tally

Recording GST (Goods and Services Tax) transactions

## **Module 7: Generating Reports**

Viewing balance sheets and profit and loss statements

Generating ledger and trial balance reports

Exporting reports to Excel or PDF

Customizing report layouts