

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



2019-2020

VALUE ADDED COURSE

ON

TALLY

ORGANIZED BY

DEPARTMENT OF COMMERCE

Date : 1 January 2020 -31 January2020

VALUE ADDED COURSE

ON

TALLY 2019-2020

Name of Add On Certificate Programs Offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of courses	Number of students enrolled in the year	Number of students completing the course in the year	Number of students Passed
BASIC KNOWLEDGE OF COMPUTER AND TALLY	NA	2019-20	ONCE	30 DAYS	185	124	98

VALUE ADDED COURSE

2019-20

TOPIC – TALLY COURSE

DURATION :30 HOURS(1 MONTH)

SYLLABUS

S.NO	SESSION HEAD
UNIT-I	<ul style="list-style-type: none">INTRODUCTION OF MS OFFICE MS WORD -File Creating , Short Cut Keys, Ms Excel- How To Use Mathematical Functions MS POWER POINT - How To Create PPT Slides
UNIT-II	<ul style="list-style-type: none">INTRODUCTION OF CORELDRAW 11 Added new tools for drawing basic shapes Ability to convert objects into symbols A new Pen tool has been introduced. Easy to use. Conversion from object to symbol made simple.INTRODUCTION OF PHOTOSHOPGet the picture you want with industry standard in photo editing tools. From major colour adjustments to minor blemish removal,Photoshop gives you the power to realise your vision.
UNIT-III	<ul style="list-style-type: none">Introduction to Accounting Software [Ex.-Tally Creation of Company Ledgers &Groups. Advance features of Accountitng Software.
UNIT-IV	<ul style="list-style-type: none">Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivableand payable, Compound Journal entry, Opening entry of LedgerPRACTICALVoucher Entry : Types of Voucher, Capital and Revenue, Income, ExpenditureMethods of Depreciation, Depreciation of assetsDepreciation of replacement cost

Note :- In this year an additional topic will be learn to students like as CORAL DRAW Added new tools for drawing basic shapes
Ability to convert objects into symbols

VALUE ADDED COURSE SESSION 2019-20

TOPIC : TALLY COURSE

DURATION : 30 HOURS (1MONTHS)

SYLLABUS WEEKLY

WEEK 1:

INTRODUCTION OF MS OFFICE
MS WORD - File Creating , Short Cut Keys,
MS EXCEL- How To Use Mathematical Functions
MS POWER POINT - How To Create Attractive Ppt Slides.

WEEK2:

INTRODUCTION OF COREL DRAW 11 Added new tools for drawing basic shapes ,
Ability to convert objects into symbols
A new Pen tool has been introduced.Easy to use.Conversion from object to symbol made simple.
INTRODUCTION OF PHOTOSHOP
Get the picture you want with industry standard in photo editing tools.
From major colour adjustments to minor blemish
removal,Photoshop gives you the power to realise your vision.

WEEK 3 :

Introduction to Accounting Software
[Ex. Tally Creation of Company Ledgers &Groups].Advance features of Accountitng Software.

WEEK 4 :

Accounting Transactions :
Operating Cycle, Journal, Concept of Accounts Receivableand payable, Compound Journal entry,
Opening entry of Ledger

TIME TABLE FOR ADD ON PROGRAMME

ON

VALUE ADDED COURSE ON TALLY

1 January 2020 to 31 January 2020

Day	Time	Teacher's Name
Monday	01:00 pm to 02:00 pm	Ms. CHANDNI SAWLANI
Tuesday		Ms. CHANDNI SAWLANI
Wednesday		Mrs. PREETI YADAV
Thursday		Mrs. PREETI YADAV
Friday		Mr. VIPUL PATEL
Saturday		Mr. VIPUL PATEL



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



ON

“TALLY COURSE ”

Organized by :DepartSment of “C0MMERCE”

PARTICIPATION CERTIFICATE

This is to Certify that

Mr/Ms
On the” TALLY COURSE”.....In the Year1 JAN 2020to31ST JAN2020.....

At:.....VALUE ADDED COURSE.....

Attendent actively inlacture on “TALLY COURSE”

HOD

Mr. Vivek Sharma

Vipra Arts ,Commerce and physical
Education College Raipur(C.G)

Miss CHANDNI SAWLANI

Convener

Vipra Arts ,Commerce and
Physical Education College Raipur(C.G)

Dr. MEGHESH TIWARI

Principal

Vipra Arts ,Commerce and Physical
Physical Education College Raipur(C.G.)

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

DEPARTMENT OF“COMMERCE”

“TALLY COURSE”

SESSION - 2019-20

QUESTION PAPER

**TIME -1 Hour
MM –60**

Students Name.....

- | | |
|--|---|
| 1 .किस कमांड द्वारा डॉक्यूमेंट को प्रिंट करने से पूर्व देख सकते है ? | 2 |
| a)Print | |
| b)Web Page Previw | |
| c)Print Previw | |
| d)Send to | |
| 2 MS EXCEL को किस नाम से जाना जाता है | 2 |
| (a)Word Processing program | |
| (b)Presentation | |
| (c) Spread Sheet Program | |
| (d) इनमेसेकोईनहीं | |
| 3 Excel में worksheet के समूह को क्या कहा जाता है | 2 |
| (a) Excel Sheet | |
| (b) Worksheet | |
| (c) Excel Worksheet | |
| (d) Work Book | |

- 4 Microsoft Word क्या है ? 2
- a) Operating System
 - b) Word Processing Program
 - c) Microsoft Windows
 - d) Non of Above
- 5 **M/S Word** में बनाई गई फाइल को किस नाम से जाना जाता है ? 2
- a) Program
 - b) Text
 - c) Graph
 - d) Document
- 6 किसी टेक्स्ट के स्ट्रिक थ्रू का तात्पर्य क्या है ? 2
- (a) Text को तिरछा करना |
 - (b) टेक्स्ट को हाईलाईड करना
 - (c) टेक्स्ट के बीचोंबीच एकरेखा खींचना
 - (d) उपरोक्त सभी
- 7 Slide को starting से show करने के लिये कौन सी short cut key का use होता है ? 2
- (a) F5
 - (b) shift+f5
 - (c) ctrl+f5
 - (d) tab+F5

8 MS power point में Slide show को करने हेतु कौन सी short cut key का use होता है ?	2
(a) F5	
(b) shift+f5	
(c) ctrl+f5	
(d) tab+F5	
9 Shadow Can be dropped in Corel draw by using ?	2
10 In Corel draw the default size for the design of complementary card is ?	2
11 In Corel draw the default size for the design of complementary card is	2
12 What is the usage of interactive fill tool	2
13 What is the usage of texture fill	2
14 What is the usage of uniform fill	2
15 what is adobe photoshop	2
16. Tally में company कैसे create करते हैं ?	5
17. Tally में ledger कैसे create करते हैं ?	5
18. how you can resize the image ?	5
19. tally में company कैसे create करते हैं ?	5
20. Capital और Revenue को समझाइये ?	5
21 Tally में कंपनी को कैसे डिलीट करते हैं ?	5

नाम

Jan - 2018 - 19

हाजिज

नाम			Location																				
No.	Name	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
क्र.	नाम	पद/ओडि																					
1	AASHI BHOSIE	261311	P	P	P	P		P	P	P	P	P			P	P	P		P	P		P	P
2	ABHISHEK Tiwari	311311	P	P	P	P		P	P	P	P	P			P		P		P	P		P	P
3	AKASH KUMAR	301311	P		P	P			P	P	P				P	P	P		P	P		P	P
4	AAKASH SAHU	218111	P	P				P	P			P	P		P		P		P	P		P	P
5	ANJLI YADAV	131811	P	P		P			P	P	P				P	P			P			P	P
6	ANINTI SHARMA	818111	P		P			P	P		P					P	P		P			P	P
7	ANMOL Singh	021811	P	P				P	P	P	P				P	P	P		P			P	P
8	ANSHU JAISWAL	131811	P	P	P	P		P	P	P	P	P			P	P	P		P			P	P
9	ANURADHA Jais	141811	P		P			P		P	P	P			P	P	P		P	P		P	P
10	ASHISH Gupta	301311	P	P				P	P			P			P				P			P	P
11	BIHARTI MANIKA	241311	P		P	P		P		P	P	P			P	P	P		P			P	P
12	BHAVNA MOSHAM	061811	P		P	P		P		P	P	P			P	P	P		P			P	P
13	BHOLE BAOH	131811	P		P	P		P		P	P	P			P	P	P		P			P	P
14	BHUNESHWART	031811	P		P	P		P	P	P	P	P			P	P	P		P			P	P
15	CHANDRAKUMAR	251311	P	P		P			P	P	P	P			P		P		P			P	P
16	CHETAN SONZ	301311		P	P	P		P	P	P	P	P			P	P	P		P			P	P
17	DEVYANT BAWDE	141811	P	P	P	P		P	P	P	P	P			P	P	P		P			P	P
18	DHANENDRA SINHA	301311	P	P	P	P		P	P	P	P	P			P	P	P		P			P	P
19	DHANESHWAR BHOT	301311	P	P		P		P	P		P	P			P		P		P			P	P
20	DHANESHWAR VERMA	311311	P		P	P		P	P		P				P	P			P			P	P
21	DHANIRAM SAHU	318111	P	P	P				P	P	P	P			P	P	P		P			P	P
22	DIKSHA DEWANGAN	211311	P			P		P		P	P	P			P	P	P		P			P	P
23	DINESHWARI DECP	301311		P	P	P		P		P	P	P			P		P		P			P	P
24	DURGAB SAHU	311311		P	P	P		P		P	P	P			P	P	P		P			P	P
25	DURGESH BAWDE	261311	P		P	P		P		P	P	P			P	P	P		P			P	P
26	DURGESH KUMAR	618111	P		P	P		P		P	P	P			P	P	P		P			P	P
27	GAURAV BAWDE	618111	P	P	P	P		P		P	P	P			P		P		P			P	P
28	DEETANJALI DEW	101811	P	P		P		P		P	P	P			P		P		P			P	P
29	GUPTA SINGH	311311	P	P		P		P		P	P	P			P		P		P			P	P
30	HIMALAYNISHAD	218111	P		P	P		P		P	P	P			P		P		P			P	P

ATTENDANCE OF STUDENTS

RESULT OF VALUE ADDED COURSE 2019-20

S.NO	TOTAL APPEAR STUDENTS	PASS STUDENTS
1	124	98

