

Diploma in ADCA

Duration - 12 Months

ADCA stands for **Advanced Diploma in Computer Application** and is a skill-oriented computer program that offers studies about computers and their applications. You will learn to use various types of computer applications such as Computer Operating systems, Internet Browsing, Email, MS Office, Photo Editing, Graphic Designing, Software, and so on. In this computer course, you will learn about programming and know how to make computer software with the help of various programming languages.

1. Microsoft Office

Microsoft Word -Overview of All Parts and Advance

Formatting

- ◆ Paragraph Formatting, Decorative
- ◆ Formatting, Border and Shading
- ◆ Style and Editing Feature, Table and Macro
- ◆ Header and Footer, symbol and text Formatting and Tabs Setting
- ◆ illustration and Links, editing (find and replace, Go To)
- ◆ Page Setup and Page Background
- ◆ Table Of Contents, End notes and Footnotes-
- ◆ Comment, Track Change, Protection and
- ◆ View Letter Mailing, envelop making

Microsoft Excel

- ◆ Introduction, Alignment, Number
- ◆ Formatting Cell Reference, Paste Special
- ◆ Transpose, Mixed Cell Reference
- ◆ Naming Cell Range, Conditional Formatting
- ◆ Goal Seek, Scenario, Solver, Subtotal
- ◆ Consolidate, View, Header and Footer
- ◆ Printing Setting, Save Workspace, Macro
- ◆ Group and Outline, Custom List text function
- ◆ MIS with Pivot Table Math Functions
- ◆ Lookup and Reference Functions
- ◆ Financial Function, Loan Amortization Sheet

Microsoft PowerPoint

- ◆ Introduction, Slide Design, Animation
- ◆ Sound and videos Add in slide show
- ◆ Slide rehearse timings
- ◆ Add Narration during slide show
- ◆ Broadcasting slide show
- ◆ Control slide with the help of Action function

2. DESKTOP PUBLISHING

ADOBE PHOTOSHOP

- ◆ introduction to PHOTOSHOP
- ◆ lasso tool
- ◆ magic wand
- ◆ transforming selection
- ◆ shapes
- ◆ modifying shapes
- ◆ using layers image adjustment
- ◆ color balance hue and saturation
- ◆ curves image retouching, filters
- ◆ blending slicing
- ◆ exporting

Corel draw

- ◆ introduction to coral draw,
- ◆ interface: working with menus,
- ◆ toolbar,
- ◆ dockers document slip drawing and coloring, text,
- ◆ extruding text skewing and rotating,
- ◆ object using blending,
- ◆ contorting envelopes, lenses,
- ◆ power clip,
- ◆ fill,
- ◆ special effects,
- ◆ print & publishing

3. WEB DESIGNING

HTML

- ◆ introduction internet,
- ◆ understanding browsers,
- ◆ starting with html, html page's structure,
- ◆ defining web layout (head body)
- ◆ head tag with background,
- ◆ background with images and text color,
- ◆ text formatting,
- ◆ text attributes,
- ◆ knowing images format for web design with links
- ◆ internal links,
- ◆ external links,

CSS

- ◆ introduction to cascading styles sheets,
- ◆ types of style sheets (inline, internal and external),
- ◆ class selector
- ◆ id selector,
- ◆ absolute relatives positioning,
- ◆ inking menu

JavaScript

- ◆ introduction to JavaScript,
- ◆ adding java script with html files,
- ◆ variables in java script,
- ◆ declaring java script variables,
- ◆ scope of the variables,

4. TALLY PRIME WITH GST

- ◆ What are Tally Prime,
- ◆ overview of software,
- ◆ introducing gateway and its elements,
- ◆ creating of company,
- ◆ importance of tax information in ledger,
- ◆ generating inventory books & reports,
- ◆ introducing Bom -bill of materials,
- ◆ cost center and cost categories,
- ◆ bill of materials (Bom),
- ◆ salary slip generation, pf, ESI, gratuity bonus,
- ◆ professional tax, TDS payable computation & reconciliation,
- ◆ TDS receivable computation & reconciliation,
- ◆ why GST in an indirect tax, GST components,
- ◆ GST and sac issues and challenges,
- ◆ vat concept interplay with GST,
- ◆ gstr-1, gstr-2, gstr-3b, why e-way bill, generation of e-way bill, generation & filling of gstr-3b, e-way.

5. ADVANCE EXCEL

- ◆ About Excel 2021/24, Tabs & Ribbons, Workbook, Workspace & Sheets.
- ◆ Cell Referencing: Relative, Mix & Fix,
- ◆ Creating & Formatting Options.
- ◆ Conditional Formatting, Data Sorting & Searching, Filter & Data Validation.
- ◆ IF Conditions, VLOOKUP, XLookup, Index, Match, Sum product, Text Functions.
- ◆ Financial Functions, Data Analysis, Pivots & Charts, Name Manager & Trace.
- ◆ What if Analysis, Text to Columns, Consolidate, Subtotal, External Data.
- ◆ Freeze Panes, Print Setup, Share Workbook, Security Features etc.

Exit Job Profile!

Tally Prime Professional, Purchase Executive / web developer Purchase Manager, Sales Executive / Head Sales,

Stores In charge / Materials Manager, Payroll Executive / HR Expert, Accounts Executive /Accountant

Learning Outcomes Learn to control high performance business management, learn to respond on queries by locating right transaction quickly, Able to utilize all e active resources of a company in a limit time period

Exit Job Profile

- ◆ MIS Executive, Data Entry Operator, Tally Prime Professional, Purchase Executive / Purchase Manager , Sales Executive / Head Sales, Stores In charge / Materials Manager, Payroll Executive / HR Expert, Accounts Executive /Accountant

Learning Outcomes

Demonstration correct keyboard fingering and achieves. Typing speed goal with accuracy.
,Get Knowledge of organizing and displaying large amount and complex data ,Preparation of MIS report, Learn to control high performance business management , Learn to respond on queries by locating right transaction quickly, Able to utilize all e active resources of a company in a limit time period

CounselorName.....

Phone no.....

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