

DIGICOM COMPUTER EDUCATION

Module 1: Microsoft Office Applications

MS Word

- Document creation
- Formatting
- Tables
- Mail Merge
- Templates
- Reports

MS Excel

- Data entry
- Formulas and functions
- Charts
- Sorting and filtering
- Pivot Tables
- Data analysis

MS PowerPoint

- Presentation design
- Themes
- Animations
- Multimedia
- Presentation delivery

Outlook (Optional)

- Email management
- Calendar
- Contacts
- Tasks
- Meeting scheduling

Module 2: Introduction to CorelDRAW

Understand the CorelDRAW interface, workspace customization, drawing tools, object selection, and basic editing techniques.

Module 3: Drawing and Object Editing

Learn to create and modify shapes, use the Pen and Bezier tools, apply fills and outlines, work with layers, and perform object transformations.

Module 4: Text and Graphic Design

Create artistic and paragraph text, use typography tools, apply text effects, import images, and work with clipart and vector graphics.

Module 5: Advanced Design Techniques

Explore color management, transparency, blends, contours, Power clip, mesh fill, bitmap tracing, and special effects for professional-quality designs.

Module 6: Print, Export, and Projects

Prepare artwork for print, export designs in various formats (PDF, PNG, JPG, SVG), and create practical projects such as logos, business cards, brochures, flyers, banners, and social media graphics.

Module 7

Introduction to Adobe Photoshop

- Introduction to Adobe Creative Cloud
- What is Adobe Photoshop?
- Applications of Photoshop
- Raster vs Vector Graphics
- Understanding Pixels and Resolution
- Color Modes (RGB, CMYK, Grayscale, Lab)
- Image Formats (PSD, JPG, PNG, TIFF, GIF, PDF, Web P)
- Creating a New Document
- Photoshop Interface
- Workspace Customization
- Panels and Toolbars
- Navigation (Zoom, Hand Tool, Rotate View)

Module 8

File Management

- Opening Images
- Creating New Files
- Saving Documents
- Save As vs Export
- Package Files
- Importing Assets
- Linked Files
- Smart Objects
- Photoshop Preferences
- Rulers, Guides and Grid
- Snap Options

Module 9

Selection Tools

- Marquee Tools
- Lasso Tools
- Magnetic Lasso
- Polygonal Lasso
- Quick Selection Tool
- Magic Wand Tool

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- Object Selection Tool
- Select Subject
- Color Range
- Focus Area
- Select and Mask Workspace
- Refine Edge

Module 10

Layers

- Understanding Layers
- Layer Panel
- Creating Layers
- Duplicating Layers
- Grouping Layers
- Layer Visibility
- Locking Layers
- Layer Opacity
- Fill Opacity
- Layer Styles
- Layer Effects
- Blending Modes
- Layer Comps

Module 11

Masks

- Layer Masks
- Clipping Masks
- Vector Masks
- Gradient Masks
- Brush Masks
- Refining Masks
- Combining Masks
- Non-Destructive Editing

Module 12

Image Editing

- Crop Tool
- Straighten Tool
- Perspective Crop

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- Rotate
- Canvas Size
- Image Size
- Free Transform
- Warp
- Distort
- Perspective Transform
- Puppet Warp
- Content-Aware Scale

Module 13

Retouching Tools

- Spot Healing Brush
- Healing Brush
- Patch Tool
- Clone Stamp
- Pattern Stamp
- Red Eye Removal
- Remove Tool
- Content-Aware Fill
- Generative Remove
- Frequency Separation
- Skin Retouching
- Blemish Removal

Module 14

Painting and Brushes

- Brush Tool
- Pencil Tool
- Mixer Brush
- Brush Settings
- Brush Presets
- Importing Brushes
- Custom Brushes
- Brush Dynamics
- Eraser Tools
- Smudge Tool
- Blur Tool
- Sharpen Tool

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Module 15

Color Correction

- Brightness and Contrast
- Levels
- Curves
- Exposure
- Vibrance
- Hue and Saturation

Color Balance

Selective Color

Gradient Maps

Black & White Conversion

Match Color

Replace Color

Module 16

Typography

Type Tool

Character Panel

Paragraph Panel

Font Management

OpenType Features

Text Effects

Warp Text

Text on Path

Paragraph Styles

Creating Professional Posters

Module 17

Shapes and Vector Graphics

Shape Tools

Pen Tool

Curvature Pen

Path Selection

Direct Selection

Custom Shapes

Combining Shapes

Vector Masks

Icons

Logos

Module 18

Filters

- Smart Filters
- Blur Gallery
- Gaussian Blur
- Motion Blur
- Field Blur
- Lens Blur
- Liquify
- Vanishing Point
- Camera Raw Filter
- High Pass Sharpening
- Distort Filters
- Stylize Filters

Module 19

Camera Raw

- Opening RAW Images
- Exposure Adjustment
- White Balance
- Tone Curve
- HSL
- Detail Panel
- Noise Reduction
- Lens Corrections
- Geometry
- Presets
- Batch Editing

Module 20

Photo Manipulation

- Combining Images
- Sky Replacement
- Double Exposure
- Fantasy Compositions
- Background Replacement
- Shadow Creation
- Realistic Lighting

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Perspective Matching
Composite Images
Cinematic Effects

Module 15

AI Features (Latest Photoshop)

Generative Fill
Generative Expand
Remove Tool with AI
Object Selection AI
Neural Filters
Smart Portrait
Landscape Mixer
Colorize
Photo Restoration
AI Background Generation
AI Image Expansion

Module 16

Social Media Design

Instagram Posts
Instagram Stories
Facebook Posts
Facebook Covers
YouTube Thumbnails
YouTube Banners
LinkedIn Posts
Pinterest Graphics
WhatsApp Posters
Web Banners

Module 17

Print Design

Visiting Cards
Flyers
Brochures
Posters
Certificates
Invitation Cards

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Magazine Covers
Book Covers
Newspaper Ads
Roll-up Banners

Module 21.

Web Graphics

Web Optimization
Export for Web
PNG Optimization
Transparent Images
Icons
Buttons
Web Layouts
Hero Banners
UI Mockups

Module 22

Automation

- Actions
 - Batch Processing
 - Image Processor
 - Droplets
 - Variables
 - Contact Sheets
 - Scripts
 - Time Saving Techniques
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Module 23

Exporting

Export As
Quick Export
Save for Web
Print Settings
PDF Export
JPEG Quality
PNG Transparency
TIFF Export
PSD Packaging

Module 24

Excel Tables

Creating and formatting Tables, Table Styles, Structured References, Sorting & Filtering within Tables, Total Row, Removing Duplicates, Table Design Tools, Converting Tables to Ranges

Module 25

Advanced Functions

Logical Functions (IF, IFS, AND, OR, NOT, SWITCH, IFERROR), Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH, XMATCH), Text Functions (LEFT, RIGHT, MID, LEN, TRIM, TEXT, TEXTJOIN, CONCAT, SUBSTITUTE, REPLACE), Date & Time Functions (TODAY, NOW, DATE, DATEDIF, EDATE, EOMONTH, NETWORKDAYS, WORKDAY), Mathematical Functions (SUMIFS, COUNTIFS, AVERAGEIFS, SUMPRODUCT, SUBTOTAL, AGGREGATE), Dynamic Array Functions (FILTER, SORT, SORTBY, UNIQUE, SEQUENCE)

Module 27

Pivot Tables

Creating Pivot Tables, Pivot Table Layouts, Value Field Settings, Grouping Data, Calculated Fields, Calculated Items, Pivot Charts, Slicers, Timelines, Refreshing Pivot Tables, Pivot Table Formatting, Interactive Reports.

Module 28

Data Analysis

Data Validation, Advanced Filter, Text to Columns, Flash Fill, Remove Duplicates, Conditional Formatting, What-If Analysis (Goal Seek, Scenario Manager, Data Tables), Solver (Introduction), Sparklines, Trend Analysis.

Module 29

Dashboards & Reporting

Dashboard Planning, KPI Cards, Dynamic Charts, Interactive Dashboards, Pivot-based Dashboards, Slicer-controlled Reports, Business Dashboards, MIS Reports.

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Module 30

Power Query

Importing Data from Excel, CSV, Text, Web, Cleaning Data, Transforming Data, Merging Queries, Appending Queries, Removing Errors, Loading Data

Module 31

Power Pivot & Data Model

Data Model, Relationships, Calculated Columns, Measures, Basic DAX, Managing Multiple Tables, Data Analysis using Power Pivot

Module 32

Automation

Recording Macros, Running Macros, Assigning Macros to Buttons, Editing Recorded Macros, Introduction to VBA, Automating Repetitive Tasks

Module 33

Business Applications

Sales Analysis, Financial Reports, HR Reports, Inventory Analysis, Attendance Reports, Budget Tracking, Profit Analysis, Interactive Business Reports

Module 34

Capstone Project

Sales Dashboard, Financial Dashboard, HR Analytics Dashboard, Inventory Dashboard, Executive MIS Dashboard using Tables, Functions, Pivot Tables, and Power Query

Module 35

Fundamentals of Accounting

- Introduction to Accounting
- Types of Accounts
- Golden Rules of Accounting
- Accounting Concepts
- Debit and Credit Rules
- Journal Entries
- Ledger and Posting
- Trial Balance
- Profit & Loss Account
- Balance Sheet

Module 36

Introduction to Tally Prime

- Introduction to Tally Prime
- Features of Tally Prime
- Installation and Activation
- Company Creation
- Company Alteration and Deletion
- Selecting and Shutting a Company
- Company Features (F11)
- Configuration Settings
- Backup and Restore Company Data

Module 37

Chart of Accounts

Groups

- Predefined Groups
- Creating Groups
- Altering and Deleting Groups

Ledgers

- Creating Ledgers
- Single Ledger Creation
- Multiple Ledger Creation
- Ledger Alteration

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Opening Balances

Module 38

Inventory Management

Stock Groups
Stock Categories
Stock Items
Units of Measure
Godowns (Locations)
Opening Stock
Inventory Masters

Module 39

Voucher Entry

Contra Voucher
Payment Voucher
Receipt Voucher
Journal Voucher
Purchase Voucher
Sales Voucher
Debit Note
Credit Note
Memorandum Voucher (Introduction)

Module 40

Business Transactions

Cash Purchase
Credit Purchase
Cash Sales
Credit Sales
Purchase Returns
Sales Returns
Expenses Entry
Income Entry
Bank Transactions
Journal Adjustments

Module 41

GST Fundamentals

- Introduction to GST
- Types of GST

CGST

SGST

IGST

GST Registration

GSTIN

HSN Code

SAC Code

GST Tax Slabs

Input Tax Credit (ITC)

Place of Supply

Reverse Charge Mechanism (Introduction)

Module 42

GST Accounting

Purchase with GST

Sales with GST

Interstate Transactions (IGST)

Intrastate Transactions (CGST & SGST)

Purchase Returns with GST

Sales Returns with GST

GST on Services

GST on Expenses

GST-Compliant Tax Invoices

Debit Note and Credit Note under GST

Module 43

Banking Features

Bank Ledger Creation

Cash Deposit and Withdrawal

Cheque Transactions

Bank Reconciliation Statement (BRS)

Module 45

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Reports

Day Book
Cash Book
Bank Book
Ledger Reports
Trial Balance
Profit & Loss Account
Balance Sheet
Stock Summary
GST Reports

Module 44

GST Returns (Basic)

- GSTR-1 Overview
 - GSTR-3B Overview
 - GST Purchase Register
 - GST Sales Register
 - Tax Liability Report
 - Input Tax Credit Report
 - GST Summary Reports
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Module 45

Printing & Export

Printing Invoices
Printing Reports
Company Logo on Invoice
Export Reports to PDF
Export Reports to Excel
Emailing Reports

Module 46

Data Management

Backup Company Data
Restore Company Data
Split Financial Year
Security Control (Basic)
User Password Management

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Practical Exercises

- Create a Company
- Create Ledger Masters
- Create Inventory Masters
- Record Daily Accounting Transactions
- Record GST Purchase Entries
- Record GST Sales Entries
- Generate Tax Invoice
- Record Purchase and Sales Returns
- Bank Reconciliation
- Generate Trial Balance
- Generate Profit & Loss Account
- Generate Balance Sheet
- Generate GST Reports
- Print Invoice and Financial Statements

Learning Outcomes

After completing this course, students will be able to:

- Understand the fundamentals of accounting.
- Create and manage companies in Tally Prime.
- Record day-to-day business transactions.
- Maintain inventory records.
- Configure and work with GST in Tally Prime.
- Generate GST-compliant invoices.
- Prepare basic GST reports and returns.
- Generate financial statements such as Trial Balance, Profit & Loss Account, and Balance Sheet.
- Back up, restore, and manage company data efficiently.