

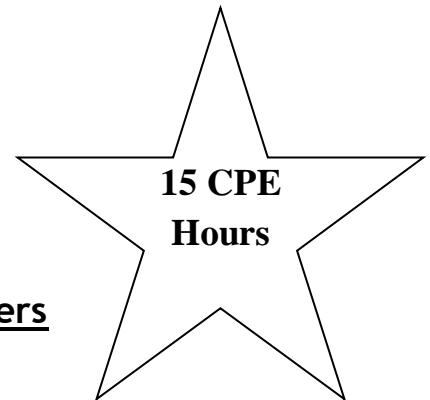


Udaipur Branch of CIRC of ICAI

Celebrating 35th years of establishment

Date: 20.01.2019

Notice



Computer Awareness Workshop for Members

Dear Members,

To commemorate 35 years of establishment of Our Udaipur Branch of CIRC of ICAI, the managing committee is pleased to inform that a series of various activities will be held in this & coming month.

Third activity in this series - Udaipur Branch of CIRC of ICAI is organizing Computer Awareness Workshop on MS Word, MS Excel, MS Power Point & Tally for members commencing from 26.01.2019 (Saturday) to 30.01.2019 (Wednesday) for 5 working days for 3 Hours each from 4.00 pm to 7.00 pm, Details of workshop are given below:

Particulars	Hours	Particulars	Hours
<u>1st Day – Date: 26.1.2019</u> <u>Use of MS Excel</u> 1. Basic Formatting 2. Simple Formula 3. Complex Formula 4. Navigation 5. Use of Mouse in Excel 6. Tax Functions 7. Financial Functions	3 Hours	<u>2nd Day – Date: 27.1.2019</u> <u>Use of MS Excel</u> 1. Page Setup 2. Data Filter 3. Pivot Tables 4. Formula Auditing 5. Macros 6. Use of MS Excel as an audit Tools 7. Tips & Tricks of Excel	3 Hours

Particulars	Hours	Particulars	Hours
<u>3rd Day – Date: 28.1.2019</u> <u>Use of MS Excel</u> 1. Applying styles, changes font styles		<u>4th Day – Date: 29.1.2019</u> <u>Use of MS Word</u> 1. Overview of MS Word in terms of screen layout,	

and effects, changing colors, highlighting text. 2. Review tools, working with tables.	3 Hours	menus, the ribbon, quick access toolbars etc 2. Creating, Editing, Saving new documents and using templates 3. Password Features to make file safe and secure	3 Hours
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Particulars	Hours
5th Day – Date: 30.1.2019	
1. Special Features of MS Power Point. 2. Special Features of Tally ERP with Emphasis on e-filing / Templates.	3 Hours

Venue :	ICAI Bhawan, Near CA Circle, G-Blocks, Sector-14, Hiran Magri, Udaipur (Raj) – 313001.
Time :	16.00 PM to 19.00 PM
Fees :	Rs. 900/- (Incl. GST)

Note: Members should bring their laptop for the workshop
For Udaipur Branch of CIRC of ICAI

(CA. Vishal Menaria)
Secretary