

**THE FUTURE TRACK**

**COMPUTER EDUCATION**

# DFA

# Computer

## Course



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[WWW.THEFUTURETRACK.COM](http://WWW.THEFUTURETRACK.COM)

# Ms word 2021

## 1. File Tab

- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options
- Exit

## 2. Home Tab

- Clipboard (Cut, Copy, Paste)
- Font (Font style, Size, Color)
- Paragraph (Alignment, Bullets, Numbering)
- Styles (Formatting presets)
- Editing (Find, Replace)

## 3. Insert Tab

- Pages (Page Break, Cover Page)
- Tables (Insert Table)
- Illustrations (Pictures, Shapes)
- Add-ins (Add-on features)
- Links (Hyperlinks)
- Header & Footer
- Text (Text Box, WordArt)
- Symbol

## 4. Design Tab

- Document Formatting (Themes, Colors, Fonts)
- Page Background (Watermark, Page Color)
- Paragraph Spacing

# Ms word 2021

## 5. Layout Tab

- Page Setup (Margins, Orientation, Size)
- Paragraph (Indentation, Line Spacing)
- Arrange (Wrap Text, Position)

## 6. References Tab

- Table of Contents
- Footnotes
- Citations & Bibliography
- Captions
- Index
- Table of Authorities

## 7. Mailings Tab

- Create (Start Mail Merge, Select Recipients)
- Write & Insert Fields
- Preview Results
- Finish

## 8. Review Tab

- Proofing (Spelling, Grammar)
- Comments
- Tracking (Track Changes, Compare)
- Changes (Accept, Reject)
- Protect

## 9. View Tab

- Document Views (Print Layout, Read Mode, Web Layout)
- Show (Gridlines, Ruler)
- Zoom
- Window (Switch Windows, Split)
- Macros

## Ms word tools for Ai List

Copilot

Paxo

Knowlery

Grammarly

Chatgpt

[www.researcher-app.com](http://www.researcher-app.com)

# Ms Excel 2021

## EXCEL FROM SCRATCH

Touring the interface

Enter data & saving workbook

### FREE PREVIEW

Applying Formulas

Changing a worksheet's structure

Find, Replace & Spell Check

Applying fonts, background colors, and borders

Formatting numbers and dates

Making the pieces fit

Inserting headers & footers and Repeating Rows

Managing Large Workbooks

### Quiz 1EXCEL ESSENTIALS

Formula Writing (Don't Miss This)

### FREE PREVIEW

Exercise of Formula Writing (Don't Miss This)

Excel Files for practice(Please Download)

### Quiz 2SUM COUNT AVERAGE FUNCTIONALITY (WITH CONDITIONS)

Sumlf & Sumlfs

### FREE PREVIEW

Exercise of Sumlf & Sumlfs

Count Functions

Exercise of Count Functions

Averagelf & Averagelfs

Exercise of Averagelf & Averagelfs

### Excel files for practice (Please Download)

TEXT FUNCTIONS (MANIPULATING TEXT)

# Ms Excel 2021

Calculate WorkingDays

DatedIf

Excel Files for Practice (Please Download)8. FINANCIAL FUNCTIONS  
(USEFUL FOR NON-FINANCE GUYS TOO)

Loan Calculation (PMT, PPMT, IPMT etc.)

Ex Loan Calculation (PMT, PPMT, IPMT etc.)

Creating a Loan Table

Creating a Loan Table

Calculate Depreciation

Ex Calculate Depreciation

Excel Files for practice (Please Download)8. FINANCIAL FUNCTIONS  
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# PowerPoint 2021

## Certainly! Here's a topic-wise list for a course on Microsoft PowerPoint 2021 with AI integration:

Introduction to PowerPoint 2021  
Overview of PowerPoint 2021 features  
Navigating the user interface  
AI Features in PowerPoint  
Using Copilot for creating presentations  
AI-driven design suggestions  
Smart Lookup and Researcher tools  
Creating Presentations with AI  
Starting a new presentation with Copilot  
Adding slides and content with AI assistance  
Utilizing AI for custom slide designs  
Data Analysis and Reporting  
Integrating Excel charts and data with PowerPoint  
Using AI to interpret data and create infographics  
Enhancing Presentations with Multimedia  
Inserting and editing images with AI  
Adding videos and animations  
AI-powered captioning and transcription  
Collaboration Tools  
Real-time co-authoring

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# PowerPoint 2021

AI suggestions for collaborative editing

Delivering Effective Presentations

Rehearse with Coach feature

Audience engagement tools

Live translation and subtitles

Advanced AI Tools

Custom AI models for business analytics

Building interactive content with AI

PowerPoint and Microsoft 365 Integration

Utilizing AI across Microsoft 365 apps

PowerPoint on the web with AI capabilities

Ethics and Privacy

Understanding AI ethics in presentation design



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# Google Workspace/suite

## Introduction to Google Workspace/suite

Overview of google  
Overview of Google Workspace  
Benefits and advantages

## Gmail

Setting up a Gmail account  
Composing and sending emails  
Managing emails (labels, filters, archiving)  
Advanced Gmail settings

## Google Docs

Creating and formatting documents  
Collaborating on documents in real-time  
Adding images, links, and comments  
Using templates and add-ons

## Google Sheets

Creating and formatting spreadsheets  
Working with formulas and functions  
Data visualization (charts, graphs)  
Collaboration and sharing options

## Google Slides

Creating and formatting presentations  
Adding and formatting slides  
Inserting images, videos, and animations  
Collaboration features

# Google Workspace/suite

## Google Forms

Creating and designing forms

Adding questions (multiple choice, short answer, etc.)

Setting up form responses (viewing, analyzing, exporting)

Using forms for surveys, quizzes, and feedback



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# TALLY PRIME

Topics	
Days	Particulars
Day 1	Create Company
	Select Company
	Shut Company
	Alter Company
	Delete Company
	Security Password
	Tally Vault Password
Day 2	Balance Sheet
Day 3	Profit and Loss
	Trial Balance
Day 4	Golden Rule
Day 5	Journal Entry Ai
Day 6	Adjustment Entry
Day 7	Purchase and sale
Day 8	Project
Day 9	Discount
	Actual and Bill <small>विद्या परम बलम्</small>
Day 10	Debit and Credit Note
Day 11	Location(Stock Journal and Physical Stock)
Day 12	Cost of Purchase
	Multi Price Level

# TALLY PRIME

Day 30	TDS
Day 31	Payroll
Day 32	ODBC
GST Filling	
Days	Particulars
Days 1	GST Registration
	Regular Registration
	Composition Registration
	Casual Registration
Day 2	Project
Days 3	Data Backup in Pen Drive
Days 4	How to Register in GST Portal
Days 5	Place of Supply
Days 6	Time of Supply
Days 7	Value of Supply
	Project
Days 8	GST Filling in Portal
Days 9	Income Tax Introducton
Days 10	Income Tax
Days 11	Income Tax Filling

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