

**OXFORD**  
SOFTWARE INSTITUTE

[www.oxfordinstitute.in](http://www.oxfordinstitute.in)

Imparting knowledge since 1997.....

A Unit of Hindustan Soft Education Ltd

AN ISO 9001 : 2015 COMPANY



Classroom / Online

6 Branches

1,00,000+ Students



**Skill India**  
कौशल भारत - कुशल भारत



N.S.D.C.  
National  
Skill Development  
Corporation

Transforming the skill landscape

**Quality Education**

**Affordable Fees**

Authorized Grade A training Partner, National Skill Development Corporation.

# INDEX

Page NO	Course Name	Duration
1	Graphic VFX Animation Professional	One Year
2	Oxford Certified Web Designer Developer	One Year
3	Oxford Certified Software Developer	One Year
4	Oxford Certified E Accounting Professional	One Year
5	Oxford Certified Graphic Designer	One Month
6	Oxford Certified Web & Digital Marketing Expert	6 Month
7	Oxford Certified Web Professional	6 Month
8	Oxford Certified VFX & Video Editing	4 Month
9	Oxford Certified Python Professional	4 Month
10	Oxford Certified Java Professional	4 Month
11	Oxford Certified C and C + +	3 Month
12	Oxford Certified Hardware & Networking Professional	2 to 3 Month
13	Oxford Accounting Busy Accounting Software Professional	4 Month
14	Oxford Certified Tally Professional	4 Month
15	Oxford Certified Ms Office Professional	2 Month
16	Oxford Certified E - Filing Professional	4 Month
17	Oxford Certified Ms Excel Professional	2 Month

# Graphic-VFX

## Animation Professional

A Job Oriented Course in Today's Digital Age



### Duration:- One Year

#### Computer Fundamentals

- Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint and Internet

#### Designing Concepts

- Fundamentals of Design
- Design Elements
- History of Design
- Character Designing
- Colour Theory
- Concepts of Graphics & Illustrations
- Typography Design

#### Visual Content Preparation

##### For Print & Social Media

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Corel Draw
- Advertisements
- Commercials
- Entertainment

#### Animation

- Adobe Animate CC

#### VFX

- Adobe After Effects
- Adobe Premiere Pro
- Adobe Audition Pro

#### Visual & Special Effects

- Concepts of Cinematography
- Concepts of Photography
- Concepts of Video Shoot

SKILL

#### Personality Development And Soft Skills

#### Overview of Digital Marketing and Artificial Intelligence

**OXFORD**  
SOFTWARE INSTITUTE

Since 1997

One Lakh Students Trained 6 Branches

**N S D C**  
National  
Skill Development  
Corporation  
Transforming the Skill Landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified

## Web Designer and Developer

A Job Oriented Course in Today's Web World

**Duration:- One Year**

### Computer Fundamentals

- Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint and Internet

### Designing Concepts

- Fundamentals of Design
- Design Elements
- Colour Theory
- Concepts of Graphics & Illustration
- Typography Design

### Visual Content Preparation

#### For Web & Social Media

- Adobe Photoshop
- Adobe Illustrator

### Web Development

- Programming Concepts
- PHP/Java
- My Sql
- API
- JQuery



### Web Designing

- Adobe XD
- HTML
- CSS-3
- Bootstrap
- RWD
- Java Script
- Wordpress

### Personality Development And Soft Skills

### Overview of Digital Marketing and Artificial Intelligence



**OXFORD**  
SOFTWARE INSTITUTE

Since 1997

One Lakh Students Trained 6 Branches



**NSDC**  
National  
Skill Development  
Corporation

Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.



# Oxford Certified Software Developer

A Job Oriented Course in Today's World

## Duration:- One Year

### Computer Fundamentals

- Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint and Internet

### Programming Concepts

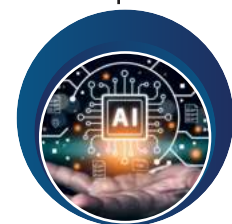
- Variables
- Basic Syntax
- Data Type and Structures
- Control Structures, Condinational and loops
- Functional programming
- Object-Oriented Programming
- Coding Environments, IDE's

### Software Development

- C
- C++
- Java
- Python
- My Sql
- Project
- Overview of Web Designing



Personality Development And  
Soft Skills



Overview of Digital Marketing and  
Artificial Intelligence

**OXFORD**  
SOFTWARE INSTITUTE

Since 1997

One Lakh Students Trained 6 Branches



**NSDC**  
National  
Skill Development  
Corporation

Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified

## E Accounting Professional

A Job Oriented Course in Today's Financial World



### Duration:- One Year

#### Computer Fundamentals

- Windows Operating System
- Word
- Microsoft Excel
- Microsoft PowerPoint and Internet

#### Accounting Process

- Accounting Principles | Journal
- Ledger Posting | BRS | Trial Balance
- Accounting Documentation | Inventory
- Manufacturing | Service Sector
- Financial Statement

#### Mathematics

- Basic Mathematics | Percentage | Ratio
- Interest | Profit & Loss | Higher Purchase

#### Tally Prime

- Accounts & Inventory Masters
- Vouchers | Stock | BOM | Payroll
- TDS | TCS | E-Invoicing | E-Way Bill
- Purchase & Sales Cycle | BRS
- GST Invoicing | GST Returns
- Security Controls | MIS | Bank Reconciliation

#### Busy

- Masters | Transactions | Bills of Material
- Job work | MIS Reporting
- Printing and Configurations
- Payroll and Salary Calculations
- TDS | TCS | GST | Bank Reconciliation
- E-way bill | E-Invoicing

#### Direct Tax

- Intro to Direct Tax | Income Tax Rates
- IT Returns Filing and E- Verification
- TDS/TCS Online Returns and Certificates

#### Indirect Tax

- GST Registration | ITC | E- Invoicing
- E-Way Bill | Export and Import
- GST Returns & Refunds

#### Forex

- Freely convertible Currencies
- Forex Risk | Forex trading on exchanges

#### Financial & Stock Market

- Shares | Valuation & Analysis
- Derivatives | Mutual Fund | ETF | Bond

#### Advanced Excel

- Statistical and Reference Functions
- Advance Logical Functions
- Data Sorting and Filter | Vlookup | Hlookup
- Pivot Tables & charts with Slicer | Security

■ Personality Development And Soft Skills

■ Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified Graphic Designer

A Job Oriented Course in Today's World



## Designing Concepts

- Fundamentals of design
- Design Elements
- Colour Theory
- Typographic

## CorelDraw

- Vector and bitmap images
- Interface/Workspace
- Basic Shape & Reshape Tool
- Power Clip
- Shaping
- Typography
- Table
- Tracing
- Intersect
- Artistic media
- Macros
- Calendar wizard and palettes

## Photoshop

- Photoshop Workspace
- Layer
- Select
- Retouching
- Refine Image Edge
- Select
- Color Correction
- Vector Shape & Pen tool
- Data Set
- Masking and Alpha Channels
- Brushes
- Actions
- Making Web Layouts
- Mockup

## Illustrator

- Selecting shapes
- Working with Drawing tools
- Swatch
- Live Paint feature
- Extrude Effect
- Typography
- Working with Pathfinder
- Blend Tool & proper
- Symbols & Brushes
- Graphic style
- Perspective grid
- 3D shapes
- Tracing images
- Masking
- Pen Tool

## InDesign

- Workspace
- Placing Graphics & Text Wrap
- Creating and Formatting Table
- Color & Gradients
- Objects & Effect
- Master pages
- Style Sheet
- Table of Contents

**Scanning Technique :** Basic technology behind scanning | Resolution and size | File Formats

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.

Transforming the Skill landscape

# Oxford Certified

## WEB & DIGITAL MARKETING EXPERT

A Job-Oriented Course in Digital Era



### Duration: Six Months

#### Website Planning & Creation

- Photoshop
- Html and CSS
- Responsive Web Design
- Bootstrap
- WordPress, Themes, Plugins
- Project

#### Website Planning & Creation

- Understanding of Search Engines
- Keywords Planning
- On page Optimization
- Title & Meta Tag
- Off-Page Optimization
- Directory & Article Submission
- Social Bookmarking, Back Links
- Content Optimization
- Local SEO using Google Business

#### Google Ads

- Introduction of Google Ads & PPC
- Setting Up Google Ads Account
- Understanding Adword Structure
- Keyword Planning
- Google Search, Display & Video Campaign
- Google Web Master Tools
- Google Analytic & Remarketing Ads
- Optimizing Campaigns
- AdSense & Project

#### Social Media Marketing

- Facebook & Instagram Marketing
- Facebook page creation
- Creating Facebook Ads Campaign
- Facebook Conversion Tracking
- LinkedIn, Twitter, Quora Marketing

#### YouTube Marketing

- YouTube Channels
- Creating Effective Videos For YouTube
- YouTube Channel Promotions, Analytics

#### Mobile & Affiliate Marketing

- Basics of Mobile Marketing
- Optimizing the Website
- Location Targeted Advertisement
- SMS and WhatsApp Marketing
- Affiliate & E-mail Marketing

#### Content Marketing

- Introduction & Strategy to Content Marketing
- Content Optimization
- Development & Monetization of Authority Blogs
- Influencer Marketing
- Opt-in-emails

■ Personality Development And Soft Skills

■ Overview of Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.



# Oxford Certified Web Professionals

Job-Oriented Courses in Web



## Web Designing (Duration: 6 Months)

- Photoshop basics
- HTML 5
- JavaScript
- CSS 3
- Bootstrap
- RWD
- AXD
- WordPress

## Java Full Stack Development (Duration: 6 Months)

- HTML5
- CSS3
- RWD
- MySQL / MongoDB
- Bootstrap
- JavaScript
- Jquery
- XML
- XHTML
- Java

## Python Full Stack Development (Duration: 6 Months)

- HTML5
- CSS3
- RWD
- MySQL / MongoDB
- Bootstrap
- JavaScript
- Jquery
- XML
- XHTML
- Python

## MEAN (Duration – 6 Months)

- Angular
- Express JS
- JavaScript
- MongoDB
- Node.JS
- JQuery
- XML
- WordPress
- API

## MERN (Duration – 6 Months)

- ReactJS
- Express JS
- JavaScript
- MongoDB
- Node.JS
- JQuery
- XML
- WordPress
- API

## UI/UX Designer (Duration – 4 Months)

- HTML 5
- CSS 3
- Figma
- Adobe XD
- Photoshop

■ Personality Development And Soft Skills

■ Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified VFX & Video Editing

Duration: 4 Months



## After Effect

- Introduction to After Effects Workflow
- Creating Composition & Animation
- Creating a Basic Animation
- Animating Background & Text
- Shape Layers & Masks
- Motion with Path
- Colour Correction, Pre Composition
- Motion Tracker, Rotoscoping
- Wire Removing, Scribble Effect
- Particle Effect, Paint Brush
- Clone Stamp & Eraser
- Audio Spectrum & Rendering

## Premiere Pro

- Introduction to Premiere Pro Workflow
- Importing Managing Media
- Add Video Transition
- Insert Legacy Title & Animation
- Masking, Effects & Adjustment Layer
- Color Correction & Color Grading
- Multi Camera Shoot Editing
- Synchronize Video with Audio
- Audio Track & Rendering
- Final Project Assessment

## Audition Pro

- Introduction to Audition Pro
- Noise Reduction & Mix Sound
- Adjust Volume Value
- Export Audio With different Format

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified Python Professional

Core and Advanced Python



## Python (Duration: 2 Months)

- Introduction To Python
- Python IDLE and Anaconda
- Data Types
- Variable
- Python Functions
- Operations
- Module
- String and Collections
- File
- Exception Handling
- Regular Expression and Database Connectivity
- Python Object Oriented Programming
- Inheritance
- Encapsulation and Polymorphism

## Advanced Python ( Duration: 2 Months)

- Mongo DB
- CGI
- Tkinter Programming
- Mysql
- Web Programming
- Django
- Django Files
- Django Security

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified Java Professional

Core and Advanced Java



## Core Java (Duration: 2 Months)

- OOPS concepts and patterns
- String handling
- Exception handling
- Basic Java constructs (like data types and loops)
- Collection framework
- Introduction to JavaFX/ Swing
- MYSQL
- Constructors
- File I/O
- Access specifiers & Packages
- Multithreading & JVM
- Inheritance and Polymorphism
- Abstract Classes and Interfaces
- Java Database Connectivity (JDBC)

## Advanced Java (Duration: 2 Months)

- Web applications (Servlets, JSP)
- Generic Programming
- Sequential & Associative Data Structures
- Classic Data Structures
- Exception Handling
- Database Programming With JDBC
- Networking Programming
- Multithreading & Concurrency
- Applets
- Advanced input and output classes
- Advanced strings
- Java graphics
- Java Collections Framework
- Design Patterns
- Spring Framework

■ Personality Development And Soft Skills

■ Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.



# Oxford Certified C and C++



## C Programming (Duration: 1.5 Months)

- Overview
- Data Types
- Operators
- Conditional Constructs (if, else, switch, nested)
- Looping Constructs (for, while, do while, nested)
- Control statements (Break, Continue, goto)
- Pointers
- Arrays
- String
- Functions
- Structures
- Unions
- File Handling
- Graphics

## C++ Programming (Duration: 1.5 Months)

- OOPS, Abstraction, Encapsulation
- New Compiler Directives
- Stream Console I/O
- Functions
- Creating and Using Objects
- Dynamic Memory Management
- File Handling
- Inheritance, Templates
- Array and Strings in C++
- Exceptions
- Polymorphism

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Transforming the Skill Landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified

## HARDWARE & NETWORKING PROFESSIONAL

Job-Oriented Modular Courses in IT Era



Duration: 2-3 Months (Modular Courses)

### Computer Hardware (2 Months)

- Working of Various Internal Computer Components
- Basic Electronics
- Assembling of Desktop Computer
- Installation of Printers & drivers
- Hardware and Software PC Trouble Shooting
- Working of RAM, Hard Disk, Motherboard, Optical Disk Drive, SMPS, etc.
- Installation of Various Operating Systems Like Windows & Other Programs

### NETWORKING & WINDOWS SERVER MANAGEMENT (3 Months)

- Basic Working of devices such as Hub, Switch, Repeater, Router, ISDN, Bridge, Modem, Cables, etc.
- Network topology like Bus, Star, Ring, Mesh
- OSI Layer, Protocols, TCP/IP, IP Address, IPv6, Conversion from Ipv4
- Building Peer to Peer Network
- Windows Server Installation
- Server Administration
- Configuration of Server Services like DHCP, DNS, Active Directory, RDP, etc.
- Users & Groups, Security Policies
- Configuring Firewall
- Wireless Networking

### ETHICAL HACKING (2 Months)

- Introduction of Ethical hacking techniques like a Black hat, White hat, and Grey hat hacker
- Foot printing (Website printing, email printing, network printing, google hacking Database)
- Scanning like Port scanning, Vulnerabilities scanning, and Website Monitoring
- Password Breaking sessions (System passwords and Windows passwords breaking sessions)
- System Hacking Techniques
- Hacking Mobile Platforms
- Hacking Web Servers
- Securing Wireless Networks
- Kali Linux

■ Personality Development And Soft Skills

■ Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified

## BUSY Accounting Software Professional



Duration: 4 Months

### Fundamentals of Accounting

- Principle of Accounting
- Preparing Ledgers and Reports
- Finalization of Accounting
- Manual Transaction Recording

### Busy Management Features

- Cost & Budget Management
- Banking Management Features
- Depreciation Charts
- Advance Accounting Features

### Inventory Management

- Inventory Creation/ Alteration
- Inventory with Advance Features
- Inventory Status & Detailed Reporting
- Purchase and Sale Management
- Inventory Management & Analysis
- Order Processing
- Invoicing of Daily Trades

### Busy Advance Features

- Advance Vouchers Configuration
- Data Exporting /Importing & Mailing
- MIS Advance Reporting
- Assembling or Disassembling Process

### Accounting in Busy

- Busy Introduction & Company Security
- Company Creation and Configuration
- Master's Management
- Day to Day Transaction
- Vouchers Configurations
- Master Creations & Alteration

### Payroll Management

- Employee Masters & Attendance
- Salary Calculations & Configurations
- Benefits & Deduction

### Data Management

- User Data, Alteration
- Data Export and Import
- MIS
- Busy Banking Features
- Backup & Restore
- Bank Reconciliation

### Reporting

- Books of Accounting
- Outstanding Reports
- Invoicing with Sign & Logo
- Financial Statements
- Printing Configuration
- Trial Balance

### Goods & Services Tax (GST)

- GST Introduction & Features
- GST Configuration
- GST Adjustment & Reporting
- GST Invoicing & Payment
- GST Transaction
- GST RCM & Composition

### TDS/TCS Management

- TDS Transaction & Payment
- TCS Transaction & Payment
- TDS/TCS Reporting

#### ■ Personality Development And Soft Skills

#### ■ Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.

Transforming the Skill landscape

# Oxford Certified Tally Professional



**Duration: 4 Months**

## Fundamentals of Accounting

- Accounting Introduction
- Principle of Accounting
- Manual Transaction Recording
- Preparing Ledgers and
- Finalization of Accounts
- Reports

## Accounting in Tally

- Gateway of Tally
- Company creation and configurations
- Security & Tally Vault
- Master's Creations & Alteration
- Day to Day Transaction recording
- Voucher Configuration
- Bills
- Outstanding Management

## Inventory Management

- Inventory Creation/Alteration
- Inventory with Advance Features
- Invoicing of daily Trades
- Inventory Reporting
- Order Processing
- Purchase and Sale Management
- Inventory Management
- BOM

## Banking Management

- Tally Banking Features
- Cheque Configuration
- Cheque & Management
- Bank Reconciliation

## Data Management

- Cost and Expenses Allocation
- Data Control
- Data Export and Import
- Data Alteration

## Reporting

- Books of Accounts
- Party Outstanding
- Trial Balance & Final Accounts
- Invoicing with DSC & Company logo
- Basic Reporting & Financial Statements
- Books of Accounts
- MIS
- Direct Mail the Reports
- Printing of exports

## Security & Audit

- Tally Audit Features
- Users and Security Control
- Data Exporting /Importing
- Data Mailing and Accounts Management

## Goods & Services Tax (GST) Management

- GST Introduction & Features
- GST Configuration & Invoicing
- Local & Interstate GST Transaction
- GST RCM & Composition
- GST Adjustment & Payment
- GST Reporting

## TDS/TCS Management

- TDS Transaction & Payment
- TCS Transaction & Payment
- TDS/TCS Reporting

Course Content

**OXFORD**  
SOFTWARE INSTITUTE

Since 1997

One Lakh Students Trained 6 Branches

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence

**N-S-D-C**  
National  
Skill Development  
Corporation  
Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.



# Oxford Certified

## Ms Office Professional



**Duration: 2 Months**

### MS-Word

- Making a new Document
- Paste-Special | Font Find & Replace
- Table | Hyperlink | Online Picture
- Shapes | Screen-Clipping
- Cross-Reference | Header & Footer
- Quick Parts | Objects | Margins
- Orientation | Themes | Page Size
- Column Breaks (Page, Column, Text Wrap)
- Mail Merge
- Table of Content
- Footnotes | Endnote
- Proofing | Refrence
- Track Changes | Restrict Editing
- Document View | Direct Mailing
- Line Number | Hyphenation | Watermark
- Page Color | Page Border | Indent

### Microsoft Excel

- Orientation of text in a cell
- Wrap Text | Merging of the cell
- Number Format | Conditional Formatting
- Hide & Unhide | Protection
- Pivot Table | Sparkline | Header & Footer
- Margins | Themes | Print Area & Titles
- Group & Ungroup | Comments
- Name Manager | Sort & Filter | Remove Duplicate
- Protect Sheet & Workbook | Share Workbook
- Track Changes | Hide Formula
- Protect Particular Cells | Save Workspace
- Formulas (Sum, Average, Max, Min, Percentage, Count, If)

### Microsoft PowerPoint

- Creating New Slide, Layout & Reset Slide
- Shapes | Quick Style
- Photo Album | Slide Number
- Video, Audio | Slide Orientation
- Themes | Graphics
- Transitions Styles | Advance Slide
- Sound and Timing settings
- Animation effect (Entrance, Emphasis, Exit, and Motion)
- Custom Slide Show | Rehearse Timing

### Internet & Social Media

- Internet Surfing | Web-browser
- Cache, Temp & History
- Account creation on various sites
- Sending & Receiving mail
- Receiving mail | Attach any file
- Overview of online communication using Social Media tools
- Using Facebook, WhatsApp, Twitter, Instagram, Account
- Creation and management in Facebook
- Using WhatsApp to communicate
- Overview of Blogging and famous blogging sites



Since 1997

One Lakh Students Trained 6 Branches

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified E-Filing Professional

A Job-Oriented Course in Today's Digital Age



## Duration: 4 Months

### Income Tax- Intro & Return Filing

- Obtaining PAN
- Registration under Income Tax
- Computation of Income Tax
- Residential Status
- Online payment of taxes
- Updated Return
- Return filling through WEBTEL, EXCEL and online portal
- Revise return
- Penalty & Interest
- Defective Return
- Advance tax
- Self-Assessment Tax
- ITR Forms (ITR-1, ITR-2, ITR-3, ITR 4 Sugam, • ITR-5, ITR-6)
- Process of the Refund Claim
- Tax on Regular Assessment

### TDS & TCS-Intro & Return Filing

- Obtaining TAN
- Computation of TDS
- TDS on Salary
- TDS on other than Salary
- TDS on Non-Residents
- Advance tax
- Revise return
- Penalty & Interest
- Online payment of TDS and TCS
- Return filling- (24 Q, 26 Q, 27 Q, 27 EQ)
- Generate TDS Certificate- Form 16 & Form 16 A
- Form 26 AS (Tax credit), Generate FVU file
- Generate Consolidated Report
- Process of Refund claim

### GST –Intro & Return Filing

- GST Registration
- Obtaining GSTIN
- GST Accounting
- Invoicing rule
- Place of supply
- Computation of GST
- GST on Local & Interstate transactions
- Online payment of GST
- GST on Stock Transfer
- Reverse charge mechanism
- GST on Work Contractor
- GST Return GSTR-1, GSTR-2, GSTR-3, GSTR-3B
- Generate Mismatch Report
- Process of the Refund claim
- Revise return
- Penalty & Interest

- Personality Development And Soft Skills
- Overview of Digital Marketing and Artificial Intelligence



Since 1997

One Lakh Students Trained 6 Branches



Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.

# Oxford Certified

## Ms Excel Professional



Duration: 2 Months

### Getting to Know Excel

- The Ribbon
- File
- Formatting
- Sheet
- Cells
- Basic Math
- Workbook
- Range
- Keyboard shortcut

### Essential Formula Knowledge

- Formula Anatomy
- Math Functions
- Text Functions
- Absolute and Relative cell referencing
- Basic Statistics
- Dates & Financial Functions
- Techniques for copying formulas
- Logic Functions
- Data Base Functions

### Intermediate Formula Knowledge

- Formula Auditing
- Indirect Formula
- Lookups (VLOOKUP, HLOOKUP)
- Tracing
- Paste Special
- INDEX
- Conditional Math
- Paste Link
- Match

### Optimizing Data

- Sorting , Custom Sort
- Slicer
- Contiguous Data
- Filtering & Advance Filter
- Timeline
- Freezing Options [sheet, cells, range]
- Naming Ranges
- Sparkline

### Data Analysis

- PivotTables
- Calculated Fields in PivotTables
- Pivot charts
- What-If Analysis (Goal Seek, Scenario Manager, Data Table)
- Grouping in pivot table fields
- Consolidate

### Presenting and Reporting

- Cell Formating
- Conditional Formats with Built-In Rules & Custom Rules
- Custom Number Formats
- Charts (Column, Pie, etc.)

### Validating and Updating

- Data Validation with all rules
- Styles
- Subtotal
- Comments
- Paste Special
- Security Considerations

### Preparing to Deploy

- Custom Views
- Repetition of row and column
- Page Setup Options

Course Content



Since 1997

One Lakh Students Trained 6 Branches



Transforming the Skill landscape

Authorized Grade A training Partner  
National Skill Development Corporation.



## EXCELLENCE THROUGH INNOVATION

### Quality Computer Education at an Affordable Fee



A Unit of Hindustan Soft Education Ltd.  
**AN ISO 9001:2015 COMPANY**

#### SOUTH EXTENSION

E-10, Part-1, Ground Floor, Near Mc. Donald, New Delhi-49  
**Ph.: 9810735296**

#### PREET VIHAR

E-372, Nirman Vihar, Vikas Marg, Near Metro Pillar No. 68,  
Delhi-92 **Ph.: 9540127878**

#### PITAMPURA

365, Kohat Enclave, 1st Floor, Near Kohat Enclave Metro Station  
Gate No.3, Pitampura, Delhi-34 **Ph.: 9540127373**

#### RAJOURI GARDEN

A-4, Vishal Enclave, Near Metro Pillar No. 411, Rajouri Garden,  
New Delhi-27 **Ph.: 9319608182**

#### YAMUNA VIHAR

B-1//11A, Yamuna Vihar, Near Bank of Baroda, Opp. Victoria Public  
School, Main Wazirabad Road, Delhi-93, **Ph.: 9667462832**

#### KINGSWAY CAMP

2244, Hudson Lane, Behind Khalsa College (Ring Road Side),  
Near GTB Nagar Metro Station Gate No. 3, Delhi, **Ph.: 9540127676**

Course Content



Since 1997

One Lakh Students Trained 6 Branches



Authorized Grade A training Partner  
National Skill Development Corporation.

Transforming the Skill landscape