Contents

Windows

1. Fundamentals of Computer 1
Early Days of Computer 2
Abacus 2
Blaise Pascal 3
Charles Babbage 3
ENIAC 4
IBM Personal Computer 4
Modern Computer 5
What is a Computer? 5
Computer Hardware 9
Input Devices 9
Keyboard 9
Mouse 12
Trackball 13
Joystick 13
Scanner 13
Light Pen 14
Output Devices 14
Monitor 14
Printer 15
System Unit 17
Front Side of the System Unit 17
Back Side of the System Unit 19
Inside the System Unit 20
Storage Devices 28
Types of Computer 29
Personal Computer 29
Palmtop—The Personal Digital Assistant 30
Laptop 30
Embedded Computers and Special-Purpose Computers 31
Main Frame Computers 31
Super Computers 32
Mini Computer 32
Tablet PC 33
Computer Software 33
System Software 33
Application Software 34
Communication Devices 39
Modem 39
Accessories 40
Speakers, Headphone, and Mike 40

2. Introducing Windows XP 45
Windows XP Requirements 46
Mouse Basics 47
Using the Mouse 47
Working in Windows XP 48
Desktop 48
Learning More about the Mouse 49
Working with the Mouse 49
Performing Mouse Actions 50
Components of a Window 55
Window Views 56
Menu Bar 58
Menu Bar Options 58
Quitting Windows XP 68

3. Starting Windows XP 71
Getting Familiar with the Desktop 72
Opening an Icon from the Desktop 73
Starting a Program through Start Button 74
Moving from One Window to Another 75
Making the My Computer Window Active 76
Making the Notepad Window Active 77
Enlarging a Window to Screen Size 77
Reverting a Window to its Previous Size 78
Reducing a Window to a Taskbar Button 78
Opening a Taskbar Button into a Window 79
Adjusting the Window Size Freely 79
Closing a Window 81
Creating Shortcut for a Program 82
Deleting the Shortcut Icon 86
Deleting the Contents of the Recycle Bin 86
Quitting Windows XP 87

4. Windows Explorer 93
Opening a Program 95
Working in a File 96
Saving a File 98
Printing a File 101
Printing Selected Pages of Your File 103
Printing All the Pages of Your File 103
Installing the Printer 104
Quitting the WordPad Program 108
Files and Folders in Windows 109
Opening the Explorer Program 109
Parts of the Explorer Window 111

MS Excel

1. Introduction to Spreadsheets 119
Spreadsheet 120
Starting Microsoft Excel 121
Spreadsheet Basics 122
Cell and Cell Address 122
Cell Pointer 123
Labels and Values 123
Formulas 123
Function 124
What-If Analysis 124
Automatic Recalculation 125
Formatting a Spreadsheet 126
Excel Work Environment 126
Worksheet 126
Task Pane 126
Excel Toolbars 127
Title Bar 127
Menu Bar 127
Standard Toolbar 128
Formatting Toolbar 129
Formula Bar 129
Status Bar 129
Office Assistant 130
Choosing the Desired Office Assistant 130
Working in Excel Workbook 132
Row Numbers 132
Column Headings 133
Vertical Scroll Bar 133
Horizontal Scroll Bar 133
Selecting the All Button 133
Sheet Tabs 133
Moving Inside a Workbook with Cell Pointer 133
Shortcut for Moving the Cell-Pointer 133
Moving Cell Pointer Quickly through Keys 134
Entering Data in a Cell Address 135
Entering a Label / Text 135
Entering a Value / Number 136
Aligning Label / Text in a Cell 137
Changing the Cell Content 139
Deleting the Content of a Cell 139
Replacing the Content of a Cell 139
Modifying Existing Content of a Cell 139
Undoing Changes 139
Closing the Excel Workbook Without Saving 139

2. Simple Charts 143
Opening Microsoft Excel and Entering Data 144
Drawing a Chart 146
Positioning the Chart 149
Changing the Size of a Chart 151
Saving the Workbook 153
Printing the Chart and Closing the Workbook 155

3. Manipulating Data 159
Formulas and Functions 160
Excel Calculation Mode 160
Opening Microsoft Excel and Entering Data 161
Saving the Workbook 164
Using Formula to Calculate the Workbook Data 167
Functions 169
Range 169
Writing a Function 170
Common Excel Functions 170
AVERAGE Function 170
MAX Function 173
MIN Function 174
COUNT Function 175
IF Function 176
Editing Data in Excel Workbook 177
Moving Data 178
Copying Data 180
Copying a Formula in a Sheet 182
Copying Values, not Formula or Function 186
Deleting Rows and Columns 189
Deleting the Contents of a Row 190
Inserting Rows 191
Inserting Columns 192
Automatic Filling of Entries 193
Advanced Functions 196
PMT 196
RATE 198
FV 199
COUNTIF 200
Pivot Tables 201
What if Analysis Using Scenarios 207

4. Changing the Layout 221
Aligning Data 223
Changing the Alignment of Selected Cells 223
Simultaneous Aligning of Data in All Cells 224
Aligning Data at an Angle 225
Increasing or Decreasing the Column Width 228

Changing the Width of a Column 228
Changing the Width of a Range of Columns 229
Changing the Width of all Columns 231
Increasing or Decreasing the Height of Rows 232
Changing the Height of a Row 232
Changing the Height of a Range of Rows 233
Changing the Height of all Rows 235
Calculating Net Payable Amount 236
Making Headings Bold 238
Displaying the Percentage Sign 239
Calculating the Payable Amount 240
Changing the Background of a Worksheet 243
Renaming a Worksheet and Copying Data between Worksheets 246
Saving the Workbook and Quitting Microsoft Excel 250

Tally 9.0

1. Introduction to Tally 259
Features of Tally 9 260
Advanced Features of Tally 9 261
Installation Procedure of Tally 9 262
Minimal Hardware Requirement 262
Installing Tally 9 262
Starting Tally 9 266
Components of the Gateway of Tally 267
Product Info 267
Understanding the Horizontal Button Bar 268
Understanding Current Status 269
Understanding the Tally Menu 270
Understanding Vertical Button Bar 271
Working with Tally Calculator 271
The ODBC Server 271
The Status Bar 272
Creating a Company 272

2. Groups, Ledgers, Vouchers, Orders, Cost Centres and Categories 281
Introducing Groups 282
Creating a Group 282
Creating a Sub-Group 285
Creating Multiple Groups 285
Displaying Groups 288
Altering Groups 290
Introducing Ledgers 292
Using Ledgers in Tally 292
Configuration Setting 298
Creating a Ledger 299

Altering a Single Ledger 303
Introducing Vouchers 306
Creating a Voucher 306
Displaying Voucher Types 309
Altering Voucher Types 311
Voucher Entry 312
Purchase Orders 315
Creating a Purchase Order 316
Altering a Purchase Order 320
Deleting a Purchase Order 322
Sales Order 323
Creating a Sales Order 323
Altering a Sales Order 327
Deleting a Sales Order 329
Invoices 329
Invoice Entry 330
Invoice Configuration 336
Configuring Invoice Printing 337
Printing Invoice / Vouchers 338
Cost Categories and Cost Centres 340
Creating a Single Cost Category 342
Displaying a Cost Category 344
Altering a Cost Category 345
Creating Multiple Cost Categories 347
Displaying a Cost Category in Multiple Mode 349
Altering a Cost Category in Multiple Mode 350
Creating a Cost Centre in Single Mode 350
Creating a Cost Centre in Multiple Mode 355
Displaying a Multiple Cost Centre 359
Altering a Multiple Cost Centre 360

3. Stock and Godown in Tally 367
Stock Groups 368
Creating a Stock Group 368
Displaying a Stock Group 370
Altering a Stock Group 371
Creating Multiple Stock Groups 371
Displaying Multi Stock Groups 373
Altering Multi Stock Groups 373
Stock Categories 374
Creating Stock Categories 375
Displaying a Stock Category 376
Altering a Stock Category 377
Creating Multiple Stock Categories 378
Displaying a Multi Stock Category 379
Altering a Multi Stock Category 380
Stock Items 380

Creating a Stock Item 381
Displaying a Stock Item 383
Altering a Stock Item 384
Creating Multiple Stock Items 385
Displaying a Multi Stock Item 387
Altering Multi Stock Items 388
Units of Measure 388
Creating Units 389
Creating a Compound Unit 390
Displaying a Unit 390
Altering Units 391
Godowns 392
Creating Godowns 392
Displaying a Single Godown 395
Altering a Single Godown 396
Creating Multiple Godowns 397
Displaying Multiple Godowns 398
Altering Multiple Godowns 399

4. Reports in Tally 403
Balance Sheet 404
Balance Sheet Configuration Options 406
Setting the Format of a Balance Sheet 409
Comparing Two Dates in a Balance Sheet 412
Adding a New Column and Changing the Currency Symbol in a Balance Sheet 413
Displaying a Half Yearly Balance Sheet 415
Showing a Detailed Balance Sheet 416
Configuring Profit & Loss A/c 419
Displaying Profit & Loss A/c in a Different Currency 422
Methods of Valuation for Profit & Loss A/c 423
Showing the Weekly Profit & Loss A/c 424
The Stock Summary Report 426
Configuring the Stock Summary Statement to Display the Flow of Goods 428
Showing Consumption and Gross Profits 429
Method of Stock Valuation for Stock Summary 430
Opening Stock Summary 431
Ratio Analysis 434
Trial Balance 435
Configuring a Trial Balance Report 437
Displaying Detailed View of a Trial Balance Report 438
Displaying the Ledger-wise Closing Balance in Trial Balance Report 439
Displaying a Trial Balance Report for a Particular Date 439
Accounting Reconciliation Statement 443
Day Book 444
Configuring a Day Book Report 445
Displaying the Detailed view of the Day Book Report 447
Displaying the Day Book Report for a Particular Period 447
Displaying a Day Book Report for a Particular Voucher 449

5. Payroll 455
Enabling Payroll in Tally 456
Configuring Payroll 457
Required Features to Create a Payslip 458
Description of Payroll Info. 459
Pay Heads 460
Creating a Pay Head 461
Displaying a Pay Head 462
Altering a Pay Head 463
Employee Groups 464
Creating an Employee Group 464
Displaying an Employee Group 466
Altering an Employee Group 466
Creating Multiple Employee Groups 467
Displaying a Multiple Employee Group 469
Altering Multiple Employee Groups 470
Employees 471
Creating a Single Employee 471
Displaying the Single Employee Display Screen 473
Altering a Single Employee 474
Creating Multiple Employees 474
Displaying Multiple Employees 476
Altering Multi Employees 477
Salary Details 478
Configuring the Salary Details 479
Creating the Salary Details for an Individual Employee by Copying from Parent Value 481
Displaying the Salary Details of an Employee Group / Employee 483
Altering the Salary Details of an Employee Group / Employee 483
Units (Work) 484
Creating Units (Work) 484
Displaying Units (Work) 485
Altering Units (Work) 486
Attendance / Production Type 487
Creating Attendance / Production Types 487
Displaying Attendance / Production Types 488
Altering Attendance / Production Types 489
Voucher Types 489
Creating Voucher Types 489
Displaying Voucher Types 491
Altering Voucher Types 491
Payroll Vouchers 492
Attendance Vouchers 493
Creating an Attendance Voucher 493
Voucher Class in Payroll Vouchers 495
Payroll Voucher Entry 497
Payroll Reports 501
Statements of Payroll 502

Salary Disbursement 516
Payment Voucher 516
Salary Disbursement through Bank Transfer 516
Attendance Sheet 532
Attendance Register 534
Gratuity Report 536
Expat Reports 539

6. Taxation 545
Indian Tax Structure 546
Direct Taxes 546
Indirect Taxes 546
TDS (Tax Deducted at Source) in Tally 9 550
Features of TDS 550
Benefits of TDS 550
TCS in Tally 9 551
Features of TCS 551
TDS 551
Opening Company According to TDS 551
Creating Tax Ledger 554
Creating Party Ledger 556
Creating a TDS Party Ledger 558
TDS Vouchers 560
Journal Voucher Using TDS Deduction Button 561
Printing a TDS Challan 567
TDS Reports in Tally 9 567
TCS in Tally 568
Creating Party Ledgers for Debtors/Creditors 569
Creating Sales Ledgers for TCS 571
Creating a TCS Ledger under Duties and Taxes 571
Sales Voucher for TCS 573
Payment of TCS in Tally 577
Printing a TCS Challan 578
TCS Reports in Tally 9 578
Computing VAT in Tally 579
Enabling VAT in Tally 9 579
VAT Classification 580
Ledger Masters 581
Creating a Purchase Ledger for VAT 581
Creating a Purchase Exempt Ledger 583
Creating a Supplier Ledger 584
Creating a Sales Ledger for VAT 585
VAT Ledger under Duties and Taxes 585
VAT Ledger under Direct Expenses/Income 587
VAT Vouchers and Transactions 588
Purchase Voucher for VAT 588
Sales Voucher (As Invoice) for VAT 590

Payment of VAT in Tally 9 ... 592
Journal Entry ... 593
Creating a Sales Invoice for VAT on MRP ... 593
VAT Reports in Tally 9 ... 595
Sales Register ... 596
VAT Statutory Reports in Tally 9 ... 597
Service Tax Accounting ... 599
Enabling Service Tax in Tally ... 599
Creating a Service Tax Ledger ... 600
Creating Sales Ledgers for Services ... 601
Creating Purchase Ledgers for Services ... 603
Creating Sales Vouchers in Tally 9 ... 604
Creating a Purchase Voucher in Tally 9 ... 608
Printing a TR6 Challan ... 610
FBT Accounting ... 611
Enabling FBT in Tally 9 ... 612
Creating an FBT Tax Ledger ... 614
Creating Party Ledger ... 615
Creating an Expense Ledger ... 616
Creating an FBT Voucher Type ... 618
Creating an FBT Voucher ... 619
Creating a Payment Voucher ... 621
Creating a Purchase Voucher ... 622
Printing an FBT Challan ... 623
FBT Computation ... 625

7. Tally Vault and Email in Tally ... 629
Backup in Tally ... 630
Restoring Data in Tally ... 631
Security Control ... 632
Creating New Security Levels ... 633
Creating Users and Passwords in Tally ... 636
Setting the Tally Vault Password ... 638
Verifying Password ... 640
Email in Tally ... 641

8. Important Features of Tally ... 653
Creating a Currency ... 655
Displaying Currency ... 657
Altering Currency ... 658
Deleting Currency ... 659
Rate of Exchange ... 659
Budget ... 663
Creating a Budget ... 665
Altering a Budget ... 673
Deleting a Budget ... 674

Scenario Management 675
Creating a Scenario 676
Alerting a Scenario 680
Using Scenarios in Reports 681
Tally ODBC 690
Outward Connectivity 690
Inward Connectivity 694
Migrating data from Tally 7.2 to Tally 9.0 699

Appendix-1: Introducing Microsoft Word 707
Word Processor Basics 708
Word Wrapping (Word Adjusting) 708
Menus 713
Menu bar 713
Creating a New Blank Document 715
Toolbars 717
Standard Toolbar 717
Office Assistant 719
Formatting Toolbar 722
Changing the Size of a Document 724
Reducing the Microsoft Word Window 725
Maximizing a Taskbar button into a Window 725
Closing the Document and Quitting Word 725

Appendix-2: Typing Your First Document 727
Starting Microsoft Word 729
Guidelines for Typing 729
Saving the Document 731
Previewing the Document 732
Printing the Document 733
Closing the Word Document 736

Appendix-3: Mail Merge 739
Creating a Mail Merge Project 740
Creating Data Source 743
Creating the Main Document 748
Merging the Main Document with Data Source 753
Sending the Merged Document to the printer 753
Saving the Main Document 754
Modifying Records in the Data Source 754
Printing the New Dealer's Letter 756
Changing an Existing Record 756
Deleting an Existing Record 758
Closing the Main Document 758
Quitting Microsoft Word 759

Appendix-4: About the CD 761
Idea Behind the CD 762
Dual Language Feature 762
Minimum System Requirements 762
Overview of CD Contents 762
Getting Started With the CD 763
Viewing Simulation of a Topic 765
Simulation Overview Screen 765
Simulation Screen 766
Installing BUSYLITE : Financial Accounting Package 767
Running BusyLite 768
Installing SmartCOP Anti-Virus Software 768