



B.Com Honours

Semester 6

Calicut University

OFFICE AUTOMATION TOOLS

Course Code: COM6EJ307 • Module SYLLABUS Notes

Official Course Syllabus

Course Code: COM6EJ307

Course Title: OFFICE AUTOMATION TOOLS

Course Type: Major- elective

Academic Level: 300-399

Credits: 4 Credits

Course Summary: Computerized Accounting with Tally is a specialized course designed to provide students with comprehensive knowledge and practical skills in using Tally software for accounting and financial management purposes.

Module I: Insert picture - Clip Art Gallery - Drawing objects - Text in drawing.

- **Unit 4:** Templates: Template types - Using templates - Exploring templates - Modifying templates - Macros: Record in macros - Editing macros - Running a macro -
- **Unit 2:** Mail Merge: Mail Merge concept - Main document - Data sources - Merging data source and main document - Overview of word menu options - Word basic tool bar.

Module I: Inventory vouchers

Module I: Introduction to GST - GST activation and classification – GST computation - Composite GST

Module I: On Tour Responsibilities of a Tour Manager

- **Unit 6:** Introduction - Receiving guests at airport- Responsibilities at airport-

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