



CAREER JYOTI EDUCATION

COMPUTER & TYPING TRAINING INSTITUTE



TALLY PRIME WITH GST SHORTCUT KEYS

Tally Prime ShortcutKeys



TallyPrime

ACCOUNTING

के लिए **COMPULSARY**

COMPUTER COURSE



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TALLY PRIME WITH GST SHORTCUT KEYS



1. Tally Prime Shortcut Keys

1. Alt + G : GO TO

2. Ctrl + G : Switch To

3. Alt + K : Company Menu

4. Alt + Y : Manage Company Data

5. Alt + Z : Exchange Company Data

6. Alt + O : Import Feature of the Company

7. Alt + E : Export

8. Alt + M : Email

9. Alt + P : Print

2. Company Shortcut Keys

10. F3 : Change Company

11. Alt + F3 : Switch Company

12. Ctrl + F3 : Shut Company

13. F11 : Open Company Feature

14. F12 : Set Configuration

3. General Tally Shortcut Keys

15. Alt + Z : Zoom

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16. Ctrl + K : Change Display language

17. Ctrl + W : Change Data Language

18. Alt + I : Insert

19. Alt + 2 : Duplicate Entry

20. Ctrl + A : Save

21. Alt + D : Delete

22. Alt + A : Add

23. Ctrl + R : Remove

24. Alt + U : Undo All at Once

25. Ctrl + U : Undo One by One

26. Shift + Enter : View Detail of any Entry

27. Alt + F1 or Alt + F5 : View Details of All Entries at Once

28. Ctrl + Enter : Alter

29. Space : Select Entry

30. Ctrl + Space : Select All

31. Alt + C : Add Column

32. Alt + F12 : Add Filters

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33. Ctrl + J : Exceptional Report

34. F4 : Contra

35. F5 : Payment

36. F6 : Receive

37. F7 : Journal

38. Alt + F7 : Stock Journal

39. Ctrl + F7 : Physical Stock

40. F8 : Sales

41. Alt + F8 : Delivery Note

42. Ctrl + F8 : Sales Order

43. F9 : Purchase

44. Alt + F9 : Receipt Note

45. Ctrl + F9 : Purchase Order

46. Alt + F6 : Credit Note

47. Alt + F5 : Debit Note

48. Ctrl + F4 : Payroll

49. Ctrl + F6 : Rejections In

50. Ctrl + F5 : Rejections Out

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51. F10 : List of Voucher Types

52. Alt + R : Rewrite Narration

53. Ctrl + T : Post Dated Voucher

54. Alt + D : Delete

55. Ctrl + H : Change Modes

56. Alt + S : Stock Query Report

57. Ctrl + L : Optional Voucher

58. Alt + C : Create

59. Ctrl + N : Calculator

60. Ctrl + Alt + C or Ctrl + C : Copy

61. Ctrl + Alt + V or Ctrl + V : Paste

62. Ctrl + E : Export Current Voucher

63. Ctrl + M : Email Current Voucher

64. Ctrl + P : Print Current Voucher

65. Alt + X : Cancel Current Voucher

66. Alt + F2 : Change Period

67. ESC : Exit

68. Alt + F4 : Close Tally

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69. Ctrl + Q : Close Tally

70. Ctrl + Alt + R : Repair Company

71. Ctrl + Alt + T : Load TDL

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ADCA

Advance Diploma In Computer Application

Hurry Up!
We have limited place

Course Duration: 1 Year

Limited Seats: 15 Students

Offer Last Date:

Course Name	Total Fees	Big Discount	Pay Fees
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ADCA Syllabus

1) Computer Fundamental

2) MS- Paint

3) Notepad

4) Word Pad

5) MS-Word 2013

6) MS- Power point

7) MS-Excel 2013

8) Advance Excel 2013

9) Basic Tally prime

10) Internet

11)

12)

13)

14)

15)

16)

17)

18)

19)

20)

Adv. Tally Prime with GST

Professional Tally Prime GST

Coral Draw (Optional)

Photo Shop (Optional)

Computer Hardware Engineering

Computer Driver & OS Installation

Assignment & Project

Sniping Tool

Scanning & Printing

Web App Development

Certificate: Government Recognized With Online Verification Certificate

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DCA

Diploma In Computer Application

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We have limited place

Course Duration: 6 Month

Limited Seats: 15 Students

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Single Installment	500 Admission Fess	15,500/-	
3 Installment	1000 + 5000/-	5500/-	5000/-

Note: Installment Pay Every Month Fix Date

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Free English Speaking App

- ✓ Free Course E-Notes on Mobile App
- ✓ Free Course Video Lecture on Mobile App
- ✓ Free English Speaking Learning App
- ✓ Free Resume Writing
- ✓ Free Important Interview Question and Answer
- ✓ Practical Interview Session
- ✓ Free Motivational Seminar
- ✓ Free Mind Power Seminar

DCA Syllabus

- | | |
|-------------------------|-------------------------------|
| 1) Computer Fundamental | 9) Basic Tally prime |
| 2) MS- Paint | 10) Adv. Tally Prime with GST |
| 3) Notepad | 11) Internet |
| 4) Word Pad | 12) Assignment & Project |
| 5) MS-Word 2013 | 13) Sniping Tool |
| 6) MS- Power point | 14) Scanning & Printing |
| 7) MS-Excel 2013 | 15) Web App Development |
| 8) Advance Excel 2013 | |

Certificate: Government Recognized With Online Verification Certificate