Digital Marketing

Webcooks

Introduction
- Digital World
- HYPE vs HELP
- Understanding the Marketing Strategy
- Introduction to Keywords
- Inbound Vs Outbound Marketing

Content
- Content Marketing
- Copywriting
- Storytelling
- Metaphors
- Tips & Tricks

Graphics
- Designing Graphics using Canva
- Post sizes for Social Portals
- Introduction Grids, Stories, reels, Carousel
- Basics of Adobe Photoshop background Removal & Pen tool
- Image resources
- Color Psychology
- Font Selection

Introduction to CMS
- CMS platforms
- Wordpress
- Wordpress Dashboard
- Introduction to theme
- Introduction to Page Builder
- Site Title,Tagline, Favicon
- Settings Overview

Elementor
- Designing pages with elementor
- Sections, Columns, Widgets
- Elementor Editor
- Hero Section Designing
- Designing Elements: Layout, Content & Advanced Setting

Introduction to SEO
- Need to SEO
- Types of SEO
- Internal and External Links

On Page SEO
- Website Audit
- Tags
- Errors
- Redirections
- Schema
- LSI
- Core Web Vitals
- Topic cluster

Off SEO
- DA, PA, Spam Score, Link Equity
- Introduction to Moz
- Do Follow Links
- No Follow Links
- Backlinks Creating Categories And Strategies
- Backlink Checker
- Semantic SEO
- Listings & Submission
- Social Bookmarking (Pinterest)

Intro to Social Portal
- Social Media Platform
- Audience on Social Media
- Social Media Strategy
- Connection-Interaction-Data
- Neuro Marketing

FB & IG
- FB Account Settings
- FB Page Creation & Optimization
- Instagram Account Creation & Optimization
- Posting & Content Calendar
- Business Account & Ad Account Creation & handling
- Hashtag Strategy
- Instagram Reels & Guide
- Instagram Ad

Ad Campaign Management
- Ad Campaign- Ad Set- Ads
- Objective-Budget-Audience
- Placements-Creatives-Tracking
- Pixel Integration
- Catalog

Influencer Marketing
- Influencer Marketing Statistics
- Types of social media influencers
- Case Studies

ORM
- Perception & Fact
- How to Manage Complaints on Social Portals
- Case Studies

Email Marketing
- Need & Benefits
- How to write your email copy
- Best email Practices
- Newsletter Designing

Personal Branding
- What is Personal Branding
- Its Importance for Professionals
- How to Build
- Tips & tricks

Funnel
- Digital Marketing Funnel Vs Traditional
- Marketing Funnel
- Benefits & Strategies
- Case Study

Youtube Channel
- Creating Youtube Channel
- Introduction Youtube Studio
- Posting Videos & Shorts
- Playlist and Editor Section
- Tips & Tricks

Ad Terms
- Ad Rank-Quality Score -CPC-CTR
- Google Search Network
- Google Display Network
- Match Type Keywords
- Negative Keywords

Campaign
- Campaigns-Ad groups-Ads
- Objective
- Setup an Ad campaign
- Google Merchant Store
- Refining Campaigns

Search Console & GA4
- How to Get Started & Verify Property
- Acquaintance with Dashboard
- Audience & Events • Goals & Conversions

Final Milestone
- Interview Preparation
- Resume Building Tips
- Final Assignment

Creative Content Writing Course

Webcooks

Day 1-2: Introduction to Content Writing

- Understanding the role of content in various contexts (blogs, websites, social media, etc.)
- Key principles of effective content writing
- Exploring different content formats: articles, blog posts, social media updates, etc.
- Techniques for generating content ideas brainstorming, keyword research, trend analysis.

3-4: Writing for UI/UX, Products

Writing Product Descriptions for Ecommerce that Convert into Sales

- Giving your customers reasons to buy
- Product Descriptions that Boost Conversions.
- Simple Ways to Write Interesting & Compelling Product Descriptions
- Assignments on product value, description & pitch

5-6: Writing for Instagram & Facebook

Write Content on Social Media Platforms to Increase Engagement & Reach.

- Get an Instagram Business Account.
- Write an Effective Instagram Bio.
- Focus on Your Instagram Aesthetic.
- Write Captions That Reflect Your Brand's Voice and Personality.
- How to Choose the Right Hashtags.
- Post New Content Often.
- Interact with Follower

Day 7-8: Writing for LinkedIn

Choose the right profile content & description

- Add a professional background photo
- Make your headline more than just a job title
- Turn your summary into your story.
- Declare war on buzzwords
- Grow your network.
- List your relevant skills.
- Spotlight the services you offer.
- How to Post & Write Articles to get Recognition

Day 9: Write for LANDING & SALES Page

Learn to Write for Landing Pages that get LEADS

- A headline and (optional) sub-headline.
- A brief description of the what is being offered.
- At least one supporting image or short video.
- Supporting proof elements such as testimonials, customer logos. Etc.

Day 10 : SEO Copywriting

Search Engine Optimization for your Content Elements of SEO Copywriting.

- Writing Useful Keywords for Pre-site, On-site & Off-site Activities
- Writing HEAD, Meta tags, Title & Description Tags for Search Engines
- How to write Body Tags for Google Search Engines.

Day 11:

Content Writing Strategies For Online Sales, Headline Strategies

- Writing magnetic Headlines & Sub Headlines
- How to increase your Click through rates
- Using interesting adjectives / negative wording.
- Write calls-to-action that increase clicks
- Trust building sales copy. "Fear" of missing out. carcity factor.
- Communication method that makes your visitors Click (CTR)s

Day 12: BLOGGING Writing for Blogs

Content Writing Strategies For Online Sales, Headline Strategies

- How to Search for topics to write
- Content Writing for Blogging | Blog Structure & Planning
- Insights to help you decide what to blog about
- Secrets of Successful Blogging | Insider tips & tricks for Blog Ideas
- Assortment of Blog Post Ideas to bring interest.
- Types of Blogs, Adding Variety while giving information

Day 13: Copywriting : Writing effective Google Ads/Facebook Ad/ Instagram Ad Copy

Day 14-15 : What are the 5 Key Approaches to writing?

Content Writing Strategies For Online Sales, Headline Strategies

1. The Storytelling Approach
2. The Problem-Solution Approach
3. The Journalistic Approach
4. The Benefits Over Features Approach
5. The Content Component Approach

- **How to write a killer title or headline for your content or ad with the help of an A.I. headline writing tool**

Web Designing

Webcooks

HTML

HTML Introduction
HTML Editors
HTML Basic
HTML Elements
HTML Attributes
HTML Headings
HTML Paragraphs
HTML Styles
HTML Formatting
HTML Quotations
HTML Comments
HTML Colors
HTML CSS
HTML Links
HTML Images
HTML Favicon
HTML Tables
HTML Lists
HTML Block & Inline
HTML Forms
HTML Form Attributes
HTML Form Elements
HTML Input Types
HTML Input Attributes
HTML Input Form Attribute

CSS

CSS Introduction
CSS Syntax
CSS Selectors
CSS Comments
CSS Colors
CSS Backgrounds
CSS Borders
CSS Margins
CSS Padding
CSS Height/Width
CSS Box Model
CSS Outline
CSS Text
CSS Fonts
CSS Icons

CSS

CSS Links
CSS Lists
CSS Tables
CSS Display
CSS Max-width
CSS Position
CSS Z-index
CSS Overflow
CSS Float
CSS Inline-block
CSS Align
CSS Combinators
CSS Pseudo-class
CSS Pseudo-element
CSS Opacity
CSS Navigation Bar
CSS Dropdowns
CSS Image Gallery
CSS Attr Selectors
CSS Forms
CSS Website Layout

JavaScript

JS Introduction
JS Statements
JS Syntax
JS Comments
JS Variables
JS LetJS Const
JS Operators
JS Arithmetic
JS Assignment
JS Data Types
JS Functions
JS Objects
JS Events
JS Strings
JS String Methods
JS String Search
JS String Templates
JS Numbers

JavaScript

JS BigInt
JS Number Methods
JS Number Properties
JS Arrays
JS Array Methods
JS Array Sort
JS Array Iteration
JS Array Const
JS Dates
JS Date Formats
JS Date Get Methods
JS Date Set Methods
JS MathJS Random
JS Booleans
JS Comparisons
JS If Else
JS Switch
JS Loop For
JS Loop For In
JS Loop For Of
JS Loop While
JS Break
JS Iterables
JS Sets
JS Maps
JS Typeof
JS Type Conversion
JS Bitwise
JS RegExp
JS Precedence
JS Errors
JS Scope
JS Hoisting
JS Strict Mode
JS this Keyword
JS Arrow Function
JS ClassesJS Modules
JS JSONJS Debugging
JS Style Guide
JS Best Practices
JS Mistakes
JS Performance
JS Reserved Words

Wordpress Syllabus

Webcooks

1. Creating a WordPress Site (Installing WordPress)

1.1 Installing WordPress with a Web Host's "1-Click Install"
1.2 Manually Installing WordPress

2. Introduction to Wordpress

2.1 Features of Wordpress
2.2 Wordpress Admin Introduction
2.3 Creating Page and Post in Wordpress
2.4 Introduction about Post Type
2.5 Theme Installation

3. Logging Into the WordPress Admin & General Site Settings

3.1 Logging Into the WordPress Admin
3.2 General WordPress Settings
3.3 Editing Your Profile Setting Your Profile Picture

4. WordPress Plugins: About, Installing, Activating and deleting

4.1 Introduction to Plugin Installation
4.2 WordPress Plugins You May Want to Install
4.3 Recommended WordPress Plugin
4.4 Activate & Deactivate Plugin

5. Menus

5.1 About Menus & Locations
5.2 Adding & Removing Links in Menus
5.3 Creating Submenus
5.4 Opening Menu Links in a New Tab

6. Customizing Theme Appearance

6.1 Customizing Appearance
6.2 Customizing the Site Identity (Logo, Title, & Tagline)
6.3 Adding a Site Icon (Favicon)
6.4 Customizing the Header
6.5 Customizing Colors

7. Customizing WordPress

7.1 Page Builders : Customizable Page Layouts

   7.1.1 Elementor - Content , Layout, style and advanced options
   7.1.2 Header and Footer Builder
   7.1.3 Creating and Adding forms
   7.1.4 Google Map Integration
   7.1.5 Creating multiple pages like contact us page, Services page etc.
   7.1.6 Difference between the Settings of section, column and page
   7.1.7 Importing & Exporting Page Structure as JSON

7.2 Theme Builders: Control the Website's Look

8. Widgets

8.1 Adding sections
8.2 Adding Columns
8.3 Editing & Adding Widgets

9. Changing the Template Layout for a Page/Post

9.1 Changing a Template Layout

10. Publishing a Post (Making it Live)

10.1 Publishing a Post (Making it Live)
10.2 Status

11. Creating Links (Hyperlinks)

11.1 Linking to Another Website
11.2 Opening a Link in a New Tab
11.3 Linking to a Page Within Your Site
11.4 Editing & Removing Links

12. Adding Images & Managing the Media Library

12.1 Adding an Image to a Post or Page
12.2 Editing Images (Manually Resizing, Cropping, & Rotating)
12.3 Media Settings (Customizing the Size of Thumbnail, Medium, & Large)
12.4 Adding a Featured Image
12.5 Uploading Images & Files Directly Into the Media Library

13. Categories, Tags, & Reading Settings

13.1 Categories & Tags Explained
13.2 Creating & Editing Categories
13.3 Changing the "Uncategorized" Default Category Name
13.4 Setting the Default Category
13.5 Creating & Editing Tags Changing Categories/ Tags for Multiple Posts
13.6 Reading Settings

14. Adding Video

16.1 Embedding YouTube, Vimeo, self hosted Videos
16.2 Uploading a Video File

15. Woo Commerce for E-Commerce Websites

15.1 Installation
15.2 Adding Product and its variations
15.3 Categories and Sub-categories
15.4 Integrating Payment Gateway
15.5 Shipping Settings
15.6 Coupons
15.7 Adding Weight owned products

WORDPRESS

Graphic Designing

Webcooks

Adobe Illustrator

Illustrator Documents
1. Create a new document
2. Import graphic from CC Assets Library
3. Add text
4. Save AI file
5. Open saved file back and make changes

User Interface
1. Customisation
2. Panels (Window menu) floating/docked, iconic/extended
3. Toolbar (floating tool palettes) and Options bar
4. Keyboard Shortcuts
5. Workspace

Tools
1. Basic & Advance Drawing & Brush Tools
2. Type tool
3. Preparing complex & simple images for tracing
4. Advanced Techniques
5. Export & Integration

Artboards
1. Create new document with multiple artboards
2. Purpose of multiple Artboards in one file
3. Artboard Tool
4. Artboards Panel
5. Export artboards

Working with Objects
1. Basic Shapes & tools
2. Transformation Tool
3. Selection Tools & Techniques
4. Organising Tools & Objects
5. Aligning & Distributing Objects

Graphics
1. Logo Designing
2. Flyers & Brochures
3. Social Media Graphics + Grid
4. Campaign Project includes multiple creatives
5. Printable Graphics

Working with Vector
1. Show example of resolution
2. Caricatures
3. Vector Portraits
4. Icons

Appearance of Objects
1. Stroke settings
2. Swatches & Shadow effects
3. Gradients
4. Appearance panel
5. Raster and vector differentiation Color modes RGBs + CMYKs

Adobe Photoshop Syllabus

Introduction to Photoshop
1. Tools
2. Layers Navigation
3. Color & Adjustment Layers
4. Shape tools

Basics
1. Text
2. Cropping
3. Layer Styles

Selection and Masking
Creating PNGS (Portable Network Graphics) with multiple tools

Extra Tools
- Basic Editing Filters
- Smart Objects
- Transform & Distort
- Retouching editing
- Blending Modes
- Color modes & Resolution
- Brush Tools basic & advance
- Shadows (3D effect)
- Export & Integration
- Camera Raw editing
- Artboard selection
- Text Layers

Projects
1. Oil Painting effect digital Portrait
2. Photo Manipulation
3. Vector Portraits
4. Social media Graphics
5. Logo Designing

Graphic Designing

Webcooks

Digital Artwork

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5. Export & Integration

Artworks

1. Character Illustrations
2. Vector Portraits
3. Nature+Sceneries Artworks
4. Rhyme Book cover designs
5. 3D logo designing or Invites

Ai

Computer Fundamentals for Absolute Beginner

1 Navigating the Computer & its Interface

· Starting and shutting down a computer
· Introduction to interface task-bar, shortcut
· Battery status, date and time, weather app
· Start menu and customization
· Accessing the Control Panel
· Navigating the Control Panel interface
· Basic system settings (date and time, display, sound)
· Personalization options (themes, wallpapers)
· User accounts and settings
· Managing system updates and security settings
· Configuring firewall and anti-virus settings
· Backing up and restoring files
· Managing installed programs and features
· Accessibility options for users with special needs
· Troubleshooting common issues

2 File Management

· Creating, renaming, and deleting files and folders
· Copying and moving files
· File extensions and their meanings
· Organizing files effectively

3 Software and Applications

· What is software
· Types of software (system vs. application)
· Installing and uninstalling software (using control panel, check the driver update)
· Task Manager (reset the computer using task manager, view of resources)
· Common applications (media players, calculator, image viewer)
· Update the system

4 Web browsers

· Introduction to the Internet
· Web browsers and search engines
· Navigating websites
· Basic navigation: Back, forward, refresh, home
· Tabs and tab management
· Bookmarking and organizing bookmarks
· Using browser extensions and add-ons
· Internet safety & security (password vault & managements)

5 Email and Communication

· Setting up an email account
· Sending and receiving emails
· Online communication tools (Google meet, Microsoft teams)
· Google drive and docs

6 Notepad

· Launching Notepad
· The Notepad interface
· Creating a new text document
· Entering and saving text
· Basic text manipulation (cut, copy, paste)

7 MS paint

· What is MS Paint
· Launching MS Paint
· The MS Paint interface
· Basic tools: Pencil, Brush, Eraser, Color selection
· Drawing basic shapes and lines
· Filling shapes with color
· Saving your work
· Selecting and moving objects
· Resizing and rotating objects
· Cutting, copying, and pasting
· Using the eraser tool
· Undo and redo actions
· Exporting images File formats (e.g., BMP, PNG, JPEG)

MS- Office

8.1 MS-Word
· What is Microsoft Word?
· Launching Microsoft Word
· The Word interface
· Creating a new document
· Entering and formatting text
· Saving and opening documents
· Printing documents
· Basic text manipulation (cut, copy, paste)
· Changing fonts and text size
· Applying bold, italics, and underline formatting
· Alignment and paragraph formatting
· Creating lists and bullet points
· Spell check and grammar check
· Apply color and background color to ms-office

8.2 Microsoft Excel
· Launching Microsoft Excel
· The Excel interface
· Creating a new workbook
· Entering data into cells
· Saving and opening workbooks
· Basic formatting (font, cell borders)
· Basic calculations (sum, average, basic functions)
· Printing spreadsheets
· Formatting numbers and dates
· Adjusting column width and row height
· Inserting and deleting rows and columns
· Simple formulas (e.g., addition, subtraction, multiplication, division)
· Auto-sum and Auto-fill

8.3 Microsoft PowerPoint
· Launching Microsoft PowerPoint
· The PowerPoint interface
· Creating a new presentation
· Adding and formatting text
· Inserting and deleting slides
· Saving and opening presentations
· Adding and formatting images
· Slide transitions and animations
· Using design templates
· Adding and formatting shapes
· Adding bullet points and lists
· Rearranging and organizing slides
· Adding speaker notes
· Running a sideshow

9/1 HTML

· Setting up a simple text editor (e.g., Notepad)
· Creating an HTML document
· Basic HTML structure
· Adding headings, paragraphs, and line breaks
· Formatting text with HTML tags
· Creating lists
· Inserting hyperlinks
· Adding images
· Creating simple tables
· Creating forms
· Using basic HTML attributes
· Validating HTML code

9/2 Tally

· Installing and launching Tally
· Navigating the Tally interface
· Creating a company in Tally
· Creating invoice
· Introduction to ledgers
· Basic accounting vouchers (sales and purchases)
· Recording transactions in Tally (payments and receipts)
· Basic inventory management in Tally
· Viewing basic financial reports (trial balance, profit and loss statement, balance sheet)
· Simple settings in Tally / Busy

C PROGRAMMING

Webcooks

C Introduction

- C Variables and Literals
- C Data Types
- C Basic I/O
- C Type Conversion
- C Operators
- C Comments

C Flow Control

- C if...else
- C for Loop
- C do...while Loop
- C break Statement
- C continue Statement
- C switch Statement

C Functions

- Function prototype
- Function Declaration
- Parameters passing technique
- Storage classes
- Recursion
- Math Functions

C Arrays & String

- C Arrays
- Multidimensional Arrays
- C Function and Array
- C String

C Structures

- C Structure
- Structure and Union
- C Pointers to Structure
- C Enumeration

DYNAMIC MEMORY ALLOCATION

- Linked list
- Memory leak
- Stack
- Queue

C Pointers

- C Pointer
- C Pointers and Arrays
- C Pointers and Functions
- C Memory Management

Python Programming

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Introduction
- ✓ Getting Started
- ✓ Keywords and Identifiers
- ✓ Statements & Comments
- ✓ Python Variables
- ✓ Python Datatypes
- ✓ Python Type Conversion
- ✓ Python I/O and import
- ✓ Python Operators
- ✓ Python Namespace

Python Flow Control
- ✓ Python if...else
- ✓ Python for Loop
- ✓ Python while Loop
- ✓ Python break and continue
- ✓ Python Pass

Python Functions
- ✓ Python Functions
- ✓ Function Argument
- ✓ Python Recursion
- ✓ Anonymous Function
- ✓ Global, Local and Nonlocal
- ✓ Python Global Keyword
- ✓ Python Modules
- ✓ Python Package

Python Datatypes
- ✓ Python Numbers
- ✓ Python List
- ✓ Python Tuple
- ✓ Python String
- ✓ Python Set
- ✓ Python Dictionary

Python Files
- ✓ Python File Operation
- ✓ Python Directory
- ✓ Python Exception
- ✓ Python Exception Handling
- ✓ Python User-defined Exception

Python Object & Class
- ✓ Python OOP
- ✓ Python Class
- ✓ Object
- ✓ Method
- ✓ Inheritance
- ✓ Polymorphism
- ✓ Data Abstraction
- ✓ Encapsulation
- ✓ Operator Overloading

Projects

Rock paper scissors | Simple Calculator | Guess the number
Calendar | Hangman | Tic Tac Toe | Student Library

Java Programming

Java Introduction

- Java Hello World
- Java JVM, JRE and JDK
- Java Variables
- Java Data Types
- Java Operators
- Java Input and Output
- Java Expressions & Blocks
- Java Comment

Java OOP (I)

- Java Class and Objects
- Java Methods
- Java Constructor
- Java Strings
- Java Access Modifiers
- Java this keyword
- Java final keyword
- Java Recursion
- Java instance of Operator

Java Flow Control

- Java if...else
- Java switch Statement
- Java for Loop
- Java for-each Loop
- Java while Loop
- Java break Statement
- Java continue Statement

Java OOP (II)

- Java Inheritance
- Java Method Overriding
- Java super Keyword
- Abstract Class & Method
- Java Interfaces
- Java Polymorphism
- Java Encapsulation

Java Arrays

- Java Arrays
- Multidimensional Array
- Java Copy Array

Java Exception Handling

- Java Exceptions
- Java Exception Handling
- Java try...catch

Java Collection Framework

- Java List
- Java Queue
- Java Map
- Java Vector
- Java Set

Java

C++ Programming

Webcooks

C++ Introduction
- C++ Variables and Literals
- C++ Data Types
- C++ Basic I/O
- C++ Type Conversion
- C++ Operators
- C++ Comments

C++ Flow Control
- C++ if...else
- C++ for Loop
- C++ do...while Loop
- C++ break Statement
- C++ continue Statement
- C++ switch Statement
- C++ goto Statement

C++ Functions
- C++ Functions
- C++ Function Types
- C++ Function Overloading
- C++ Default Argument
- C++ Storage Class
- C++ Recursion
- C++ Return Reference

C++ Arrays & String
- C++ Arrays
- Multidimensional Arrays
- C++ Function and Array
- C++ String

C++ Structures
- C++ Structure
- Structure and Function
- C++ Pointers to Structure
- C++ Enumeration

C++ Object & Class
- C++ Objects and Class
- C++ Constructors
- C++ Objects & Function
- C++ Operator Overloading

C++ Pointers
- C++ Pointer
- C++ Pointers and Arrays
- C++ Pointers and Functions
- C++ Memory Management

C++ Inheritance
- C++ Inheritance
- Inheritance Access Control
- C++ Function Overriding
- Multiple & Multilevel Inheritance
- C++ Friend Function
- C++ Virtual Function
- C++ Class Templates

BUSY

Webcooks

INTRODUCTION
Objective
Genesis of Business
Accounting
Advantages of Computerized
Accounting
Introducing BUSY
Basic Concepts
Accounting
Inventory
Sales Tax & VAT
Review
Exercise

Starting with BUSY
Objective
Operating Environment
Installing BUSY
BUSY Start-up Screen
Key Components in BUSY
Using BUSY Help
Quitting BUSY
Review
Exercise

Setting up a Company in BUSY
Objective
Creating a New Company
Opening a Company
Editing a Company
Closing a Company
Deleting a Company
Setting Data Directory
Setting Color Scheme
ReviewExercise

Basic Configuration
Objective
Features / Options
General
Accounts
Inventory
Sales Tax / VAT / GST
Hardware Configuration
Warning Alarms
Review
Exercise

Basic Accounting & Inventory
Objective
Creating Masters
Accounts
Account Group
Standard Narration
Item
Item Group
Material Centre
Material Centre Group
Unit
Unit Conversion
Bill Sundry
ST Form
Sale Type
Purchase Type
Configuring Masters
Review
Exercise

Transactions
Objective
Voucher Numbering
Entering Vouchers
Sales
Sales Return
Purchase
Purchase Return
Payment
Receipt
Journal
Contra
Debit Note
Credit Note
Stock Transfer
Forms Received
Forms Issued
VAT Journal
Configuring Vouchers
Review
Exercise

Printing Documents
Objective
Configuring
Documents (Standard)
Printing Documents
Online Printing
Print Utilities
Review
Exercise

Displaying & Printing Reports Unit 8 Accounting Reports
Objective
Balance
Trial Balance
Account Books
Account Summaries
Outstanding Analysis
Review
Exercise

Sales Tax & VAT Reports
Objective
ST Forms Reports
Sales Tax / VAT Summaries
• Sales Tax / VAT Registers (General)
• Sales Tax / VAT Reports (State Specific)
VAT Adjustment Details
• Reconcile Accounts & Sales / Purchase Tax
Review
Exercise

Module 5 Managing Data Unit 11 Managing Backup
Objective
Backup Configuration
Taking Backup
Restore Data
Review
Exercise

Utilities
Objective
Data Freezing
Data Export
(MS Excel / PDF / HTML)
Review
Exercise

Housekeeping
Objective
Rebuild Data
basesRewrite Books
Review
Exercise

Year-end Process
Objective • Year-end Entries • Changing Financial Year • Review
• Exercise • Shortcut Key Combinations • Glossary