



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
**REGIONAL TRAINING INSTITUTE, KOLKATA**



Course Title: **IDEA**  
Course Duration: **17.04.2017 to 21.04.2017 (05 days)**  
Faculty Support : **Core Faculty**  
Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

<b>Date</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
17.04.17	IDEA : Accessing IDEA, Working Folder and Client Management, Importing Files into IDEA : ASCII fixed length and variable length files, Excel, Access, dBase files with extraction <b>Shri S. Basu, AAO</b>	Practical session <b>Shri S. Basu, AAO</b>
18.04.17	Importing ODBC files <b>Shri B.K. Mahanti, SAO</b>	Practical session <b>Shri B.K. Mahanti, SAO</b>
19.04.17	Joining database Random record Sampling, Record Extraction Field Summarization, Numeric Field Stratification <b>Shri S. Basu, AAO</b>	Practical session <b>Shri S. Basu, AAO</b>
20.04.17	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction <b>Shri B.K. Mahanti, SAO</b>	Practical session <b>Shri B.K. Mahanti, SAO</b>
21.04.17	Record extraction using @ functions, Designing Reports and Using Print Report Files <b>Shri B.K. Mahanti, SAO</b>	<b>Test and Valediction</b> <b>Shri B.K. Mahanti, SAO</b>

**Training Methodology:**

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

**NB :** Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
**REGIONAL TRAINING INSTITUTE, KOLKATA**



Course Title : **MS Word, Excel, PowerPoint & Outlook**

Course Duration : **17.04.2017 to 25.04.2017 (07 days)**

Faculty Support : **Core Faculty**

Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

<b>Day</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs –12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
<b>17.04.17</b>	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create/Save/Close/Open a document <b>Shri S. Chowdhury, AAO/F</b>	Format Font/Paragraph/Bullets & Number. Practice <b>Smt. R. Basu, Sr. AO/F</b>
<b>18.04.17</b>	Using Edit Menu, View Menu, Insert Menu & Tools Menu <b>Shri S. Chowdhury, AAO/F</b>	Table and its manipulation Practice <b>Smt. R. Basu, Sr. AO/F</b>
<b>19.04.17</b>	Letter & Mailing Practice <b>Shri B.K. Mahanti, Consultant</b>	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create/ Save/Close/Open Workbook, Concept of Workbook/Worksheet/ Cell <b>Shri B.K. Mahanti, Consultant</b>
<b>20.04.17</b>	Making Long Text Entry, Formatting Cell, Format Row/Column/Sheet, Auto Correct option, Custom List, Auto complete <b>Shri S. Basu, AAO/F</b>	Formula, Calculation and Functions <b>Shri S. Basu, AAO/F</b>
<b>21.04.17</b>	Formula, Calculation and Functions : Practice Session <b>Shri S. Basu, AAO/F</b>	Chart and its manipulation Practice <b>Shri S. Chowdhury, AAO/F</b>
<b>24.04.17</b>	Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show <b>Smt. R. Basu, Sr. AO/F</b>	Working with colors and transition, animation and slide present animation Custom animation, timing, effects, action buttons- setting/preview Practice <b>Shri S. Chowdhury, AAO/F</b>
<b>25.04.17</b>	E-Mailing : Setting up E-Mail, Creating Contract list, Attaching Files (in offline mode) <b>Shri S. Basu, AAO/F</b>	<b>Test &amp; Valediction</b> <b>Core Faculty</b>

**Training Methodology:**



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