



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



<b>Course Title: IDEA</b>		
<b>Course Duration: 08.08.2016 to 12.08.2016 (05 days)</b>		
<b>Faculty Support : Core Faculty</b>		
<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.
08.08.16	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>
09.08.16	Importing ODBC files <b>Shri B.K. Mahanti, SAO</b>	Practical session <b>Shri B.K. Mahanti, SAO</b>
10.08.16	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>
11.08.16	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>
12.08.16	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>



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**Course Title: Introduction to Computer including Word, Excel, PowerPoint & E\_mail**  
**Course Duration: 08.08.2016 to 17.08.2016 (07 days)**

<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>08.08.16</b>	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts. <b>Shri F. Bahdyopadhyay, AO/F</b>	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document. <b>Shri F. Bahdyopadhyay, AO/F</b>
<b>09.08.16</b>	Format Font/Paragraph/Bullets & Number. <b>Shri S. Chowdhury, AAO/F</b>	Using Edit Menu, View Menu, Insert Menu & Tools Menu. <b>Shri S. Basu, AAO</b>
<b>10.08.16</b>	Letter and Mailing <b>Shri S. Chowdhury, AAO/F</b>	Table and its manipulation <b>Shri S. Chowdhury, AAO/F</b>
<b>11.08.16</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 S. Basu, AAO/F</b>	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option <b>Shri S. Basu, AAO</b>
<b>12.08.16</b>	Formula, Calculation and Functions <b>Shri S. Basu, AO/F</b>	Chart and its manipulation. <b>Shri S. Chowdhury, AAO/F</b>
<b>16.08.16</b>	Overview of PowerPoint, create a new presentation, use different slide formats. <b>Shri F. Bahdyopadhyay, AO/F</b>	Entering both Text and Graphics, save a slide show. <b>Shri F. Bahdyopadhyay, AO/F</b>
<b>17.08.16</b>	Introduction to Internet : How it works, Basics of Network and Internet. Using E-mail : Sending/receiving E_mail and files, attaching files to E_mail, Reading your E-mail <b>Shri S. Chowdhury, AAO/F</b>	<b>Test and Valediction</b>



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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**Course Title : MS Access**  
**Course Duration 22.08.2016 to 26.08.2016 (05 days)**  
**Proposed Faculty : Shri Manas Bandhopadhyay, Guest Faculty**

<b>Day</b>	<b>Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.</b>	<b>Afternoon Session 14.15 hrs. to 15.30 hrs – 15.45 hrs. to 17.00 hrs.</b>
<b>22.08.16</b>	Relational database fundamental, Introduction to Access Database, Components of an Access Database, Capabilities and limitation of Access, Creating an Access Database.	Working with records, Creating Relationship between Tables, Adding OLE objects Fields to a Table, Importing & Exporting data between other programmes
<b>23.08.16</b>	Joining multiple table, Types of joins, Adding tables to the relationship window, Editing a relationship, removing a join, multiple table queries.	Querying data, Query using SQL statement.
<b>24.08.16</b>	Using calculations in queries. Creating a new table with make table queries.	Building and Using Macro
<b>25.08.16</b>	Creating and using forms with a form wizard, Creating a form in design view, Adding controls to a form, Types of controls.	Designing and customizing reports, create report using Auto report tool, Architecture of Access Reports.
<b>26.08.16</b>	How grouping works in Report. Manipulating Controls, Modifying a report to display one grouping per page.	<b>Test &amp; Valediction</b> <b>Shri B.K. Mahanti, SAO/F</b>



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<b>Course Title: Audit in IT Environment</b> <b>Course Duration: 22.08.2016 to 27.08.2016 (06 days)</b>		
<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>22.08.16</b>	<b>Ice Breaking Session.</b> <b>Entry Knowledge Test (EKT)</b> Understanding IT environment – Challenges and opportunities <b>Shri F. Bandyopadhyay, AO/F</b>	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel <b>Shri F. Bandyopadhyay, AO/F</b>
<b>23.08.16</b>	Excel as data analytic tool- Features of Excel <ul style="list-style-type: none"> <li>• Conditional formatting</li> <li>• Filter including Advanced filter</li> <li>• Pivot Table</li> </ul> Hands on Session <b>Shri S. Basu, AAO/F</b>	Excel functions – User defined functions <ul style="list-style-type: none"> <li>• Numeric</li> <li>• Text</li> <li>• Conditional</li> <li>• Date and time</li> <li>• Financial</li> <li>• Aggregation</li> </ul> Hands on Session <b>Shri S. Basu, AAO/F</b>
<b>24.08.16</b>	Creating Projects – Managed and External, Import of data from diverse formats –Excel, Access, csv, text ; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview Hands on Session <b>Shri B.K. Mahanti, Sr. AO/F</b>	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session <b>Shri B.K. Mahanti, Sr. AO/F</b>
<b>25.08.16</b>	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields <b>Analysis</b> Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization Hands on Session <b>Shri S. Basu, AAO/F</b>	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction  Working with multiple databases – Join, Visual Connector, Append, Compare Hands on Session <b>Shri S. Basu, AAO/F</b>
<b>26.08.16</b>	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling <b>Shri B.K. Mahanti, Sr. AO/F</b>	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers <b>Shri B.K. Mahanti, Sr. AO/F</b>



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<b>27.08.16</b>	Way Forward – Overview of Qlikview <b>Shri S. Basu, AAO/F</b>	Way Forward - Overview of Tableau <b>Shri S. Basu, AAO/F</b>
		<b>Valediction</b>