



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



Course Title: **IT Audit (Practical)**  
Course Duration: **06.02.2017 to 17.02.2017 ( 10 days )**  
Participants : **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>06.02.17</b>	Concept of Database and SQL engine. <b>Shri S. Basu, AAO</b>	SQL the language of RDBMS. <b>Shri S. Basu, AAO</b>
<b>07.02.17</b>	Create, Alter, Drop commands. <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>08.02.17</b>	Insert, Update, Delete, Retrieve Data using Order by, Group by commands. <b>Shri S. Basu, AAO</b>	Practical session. <b>Shri S. Basu, AAO</b>
<b>09.02.17</b>	Joining Database. Oracle Function. Sub-query <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>10.02.17</b>	Introduction to PL-SQL : PL-SQL Blocks, Variables and Constants, Conditional Controls. <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>13.02.17</b>	Cursor : Implicit and Explicit. Exception handling <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>14.02.17</b>	Cursor continue... Import and Export utility. <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>15.02.17</b>	Introduction to IDEA, knowing IDEA, Application Windows and Toolbars, File Interrogation concept, Importing data into IDEA. <b>Shri S. Basu, AAO</b>	Analysis, Indexing, Field Stratification, Key field Summarization, Field Statics and Aging. <b>Shri S. Basu, AAO</b>
<b>16.02.17</b>	Virtual Field, Join Database, Duplicate Key detection, Gap detection, Extraction and Statistical Sampling. <b>Shri S. Basu, AAO</b>	Practical session. <b>Shri S. Basu, AAO</b>
<b>17.02.17</b>	Importing ODBC File and Print Report file into IDEA. <b>Shri B.K. Mahanti, Consultant</b>	<b>Test and Valediction</b> <b>Shri B.K. Mahanti, Consultant</b>



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Course Title : **MS Word, Excel, PowerPoint & Outlook**  
Course Duration : **06.02.2017 to 14.02.2017 (07 days)**  
Participants : **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>06.02.17</b>	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create/Save/Close/Open a document <b>Shri F. Bandyopadhyay, AO/F</b>	Format Font/Paragraph/Bullets & Number. Practice <b>Smt. R. Basu, Sr. AO/F</b>
<b>07.02.17</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>08.02.17</b>	Letter & Mailing Practice <b>Shri S. Chowdhury, AAO/F</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. Chowdhury, AAO/F</b>
<b>09.02.17</b>	Making Long Text Entry, Formatting Cell, Format Row/Column/Sheet, Auto Correct option, Custom List, Auto complete <b>Shri S. Chowdhury, AAO/F</b>	Formula, Calculation and Functions <b>Shri S. Basu, AAO/F</b>
<b>10.02.17</b>	Formula, Calculation and Functions : Practice Session <b>Shri F. Bandyopadhyay, AO/F</b>	Chart and its manipulation Practice <b>Shri F. Bandyopadhyay, AO/F</b>
<b>13.02.17</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 F. Bandyopadhyay, AO/F</b>
<b>14.02.17</b>	E-Mailing : Setting up E-Mail, Creating Contract list, Attaching Files (in offline mode) <b>Shri S. Chowdhury, AAO/F</b>	<b>Test &amp; Valediction</b>



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<b>Course Title: Audit in IT Environment</b> <b>Course Duration: 20.02.2017 to 25.02.2017 (06 days)</b> <b>Participants : Group 'B' Officers</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>20.02.17</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>21.02.17</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 B.K. Mahanti, Consultant</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 B.K. Mahanti, Consultant</b>
<b>22.02.17</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 S. Basu, AAO/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, Consultant</b>
<b>23.02.17</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>24.02.17</b>	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling <b>Shri B.K. Mahanti, Consultant</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, Consultant</b>



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<b>25.02.17</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>Test &amp; Valediction</b>



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<b>Course Title: Advanced MS Excel</b> <b>Course Duration: 20.02.2017 to 24.02.2017 (05 days)</b> <b>Faculty Support : Shri M. Bandyopadhyay, Guest Faculty</b> <b>Participants : Group 'B' &amp; 'C' staff</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.
20.02.17	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
21.02.17	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
22.02.17	Using data Forms for managing tabular data. Working with external data.	Macros Topics
23.02.17	Customize application	Control-flow statements.
24.02.17	Control-flow statements – Continue	<b>TEST &amp; VALEDICTION</b> <b>Shri B.K. Mahanti/Consultant</b>