



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



Course Title: **IDEA**  
Course Duration: **05.02.2018 to 09.02.2018 (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.
05.02.18	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 B.K. Mahanti, SAO</b>	Practical session <b>Shri B.K. Mahanti, SAO</b>
06.02.18	Importing ODBC files <b>Shri B.K. Mahanti, SAO</b>	Practical session <b>Shri B.K. Mahanti, SAO</b>
07.02.18	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>
08.02.18	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction <b>Shri S. Basu, AAO</b>	Practical session <b>Shri S. Basu, AAO</b>
09.02.18	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](http://rtikolkata.cag.gov.in))



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title : **MS Access**

Course Duration **05.02.2018 to 09.02.2018 (05 days)**

Proposed Faculty : **Shri S.K. Barat, Ex. Sr. AO, O/o the AG (A&E), WB, Kolkata**

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>05.02.18</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>06.02.18</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>07.02.18</b>	Using calculations in queries. Creating a new table with make table queries.	Building and Using Macro
<b>08.02.18</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>09.02.18</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, Consultant</b>

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INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title : **MS Word, Excel, PowerPoint & Outlook**  
Course Duration : **12.02.2018 to 20.02.2018 (07 days)**  
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>12.02.18</b>	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create/Save/Close/Open a document <b>Shri S. Chowdhury, AO/F</b>	Format Font/Paragraph/Bullets & Number. Practice <b>Smt. R. Basu, Sr. AO/F</b>
<b>13.02.18</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>14.02.18</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>15.02.18</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>16.02.18</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>19.02.18</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>20.02.18</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>

**Training Methodology:**



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INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title: **Advanced MS Excel**

Course Duration: **15.01.2018 to 19.01.2018 (07 days)**

Faculty Support : **Shri Manas Bandyopadhyay, Guest Faculty**

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

Date	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
15.01.18	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
16.01.18	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
17.01.18	Using data Forms for managing tabular data. Working with external data.	Macros Topics
18.01.19	Customize application	Control-flow statements.
19.01.18	Control-flow statements – Continue	<b>TEST &amp; VALEDICTION</b>

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