



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **Audit in IT Environment**  
Course Duration: **10.07.2017 to 15.07.2017 (06 days)**  
Participants : **Group 'B' Officers**

Day	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.
10.07.17	<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>
11.07.17	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>
12.07.17	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 S. Basu, AAO/F</b>
13.07.17	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>
14.07.17	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>15.07.17</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>

**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  
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Course Title: **Introduction to Computer including Word, Excel, PowerPoint & E\_mail**

Course Duration: **10.07.2017 to 18.07.2017 (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>10.07.17</b>	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts. <b>Shri S. Chowdhury, AAO/F</b>	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document. <b>Shri S. Basu, AAO/F</b>
<b>11.07.17</b>	Format Font/Paragraph/Bullets & Number. <b>Smt. R. Basu, Sr. AO/F</b>	Cut/Copy/Paste, Find/Replace/ Goto, Insert Date/Time etc. <b>Shri S. Chowdhury, AAO/F</b>
<b>12.07.17</b>	Letter and Mailing <b>Smt. R. Basu, Sr. AO/F</b>	Table and its manipulation <b>Smt. R. Basu, Sr. AO/F</b>
<b>13.07.17</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>	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option <b>Shri S. Chowdhury, AAO/F</b>
<b>14.07.17</b>	Formula, Calculation and Functions <b>Shri B.K. Mahanti, Consultant</b>	Chart and its manipulation. <b>Shri F. Bahdyopadhyay, AO/F</b>
<b>17.07.17</b>	Overview of PowerPoint, create a new presentation, use different slide formats. <b>Smt. R. Basu, Sr. AO/F</b>	Entering both Text and Graphics, save a slide show. <b>Shri S. Basu, AAO/F</b>
<b>18.07.17</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. Basu, AAO/F</b>	<b>Test and Valediction</b>

**Training Methodology:**

1. Focus on holistic learning
2. Customized training module



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3. **Talk, Tell & Show**
4. **Practice sessions**
5. **Personal Counselling and Guidance**

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**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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**Course Title: Computer Training for newly recruited Divisional Accountant**

**Course Duration: 17.07.2017 to 28.07.2017 ( 10 days )**

**Participants : Divisional Accountant**

<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>17.07.17</b>	Introduction to Computer – concept of files/directories/drives. Introduction of MS Word, Familiarization with Menu Bar, Tool Bar, Creating Document, Saving, Open a Document, Formatting Font & Paragraphs,	Using Edit Menu - Copy/Paste Menu, Spell Check Headers & Footers, Inserting Page Number Auto Text, Auto Correct, Find & Replace, Bullet & Numbering.
<b>Speaker</b>	<b>Shri S. Chowdhury, AAO/F</b>	
<b>18.07.17</b>	Table and its manipulation. Letters & Mail Merge	Introduction to MS Excel, Making Long Text Entry. Formatting cell etc.
<b>Speaker</b>	<b>Smt. R. Basu, AAO/F</b>	<b>Shri S. Chowdhury, AAO/F</b>
<b>19.07.17</b>	Formula, Calculation and Functions	Chart and its manipulation
<b>Speaker</b>	<b>Shri B.K. Mahanti, Consultant</b>	<b>Shri S. Basu, AAO/F</b>
<b>20.07.17</b>	Refreshers course with concept of IFMS and its impact on training	Refreshers course with concept of IFMS and its impact on training
<b>Proposed Speaker</b>	<b>Shri Manas Ranjan Das , Ex. Divisional Accounts Officer &amp; Koushik Roy Divisional Accounts Officer</b>	
<b>21.07.17</b>	Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show. Working with colours and transition, animation Custom animation etc.	Internet, Intranet and LAN
<b>Speaker</b>	<b>Smt. R. Basu, Sr. AO/F</b>	<b>Shri S. Basu, AAO/F</b>
<b>24.07.17</b>	Introduction to DBMS & RDBMS. Concepts of Oracle Engine	Tables by using Data Definition Language
<b>Speaker</b>	<b>Shri S. Basu, AAO/F</b>	
<b>25.07.17</b>	Table by using Data Manipulation Language	Practice
<b>Speaker</b>	<b>Shri S. Basu, AAO/F</b>	
<b>26.07.17</b>	Refreshers course with concept of IFMS and its impact on training	Refreshers course with concept of IFMS and its impact on training
<b>Proposed Speaker</b>	<b>Shri Manas Ranjan Das , Ex. Divisional Accounts Officer &amp; Koushik Roy Divisional Accounts Officer</b>	
<b>27.07.17</b>	Working with Joins.	Practice
<b>Speaker</b>	<b>Shri B.K. Mahanti, Consultant</b>	
<b>28.07.17</b>	Working with Query.	Practice



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**Speaker**

**Shri B.K. Mahanti, Consultant**

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