



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



Course Title: Introduction to Computer including Word, Excel, PowerPoint & E_mail
Course Duration: 06.06.2016 to 14.06.2016 (07 days)
Faculty Support : Shri M. Bandyopadhyay, Guest Faculty

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.
06.06.16	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts.	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document.
07.06.16	Format Font/Paragraph/Bullets & Number.	Using Edit Menu, View Menu, Insert Menu & Tools Menu.
08.06.16	Letter and Mailing	Table and its manipulation
09.06.16	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create / Save / Close / Open Workbook, Concept of Workbook / Worksheet / Cell.	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option
10.06.16	Formula, Calculation and Functions	Formula, Calculation and Functions
13.06.16	Chart and its manipulation.	Overview of PowerPoint, create a new presentation, use different slide formats.
14.06.16	Entering both Text and Graphics, save a slide show.	Using E-mail : Sending/receiving E_mail and files, attaching files to E_mail, Reading your E-mail
		Test and Valediction



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title : Oracle PL SQL
Course Duration : 06.06.2016 to 17.06.2016 (10 days)
Faculty Support : Shri Animesh Deb Roy, Guest Faculty

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.
06.06.16	DBMS, RDBMS Concept, Oracle Engine	Table by using Data Definition Language
07.06.16	Table continued	Table by using Data Manipulation Language
08.06.16	Table continued	Working with Query
09.06.16	Working with Querying continued	Working with Joins
10.06.16	Introduction to PL/SQL, Advantages of PL/SQL, Block Structure and Architecture of PL/SQL, PL/SQL data types. Difference between char and varchar2, Where to use which data type	Working with views, Working with indexes and how they speed up searches, Working with the SET options. Oracle functions.
13.06.06	Variables and Constants, Assignments Working with basic .sql files (scripts), working with the anonymous blocks.	Parts of anonymous block (declare, begin, end, exception), Simple flow of scripts, exercises.
14.06.16	The 'for' lop, The 'while' loop'. the 'if' construct, Exercise with the emp table.	Working with cursors.
15.06.16	Working with cursors, Working with procedures.	Working with functions, Exercises.
16.06.16	Working with packages, Parameters.	Exercises.
17.06.16	Doubt clearing Session.	Test and Valediction



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title : MS Word, Excel, PowerPoint & Outlook
Course Duration : 20.06.2016 to 28.06.2016 (07 days)

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.
20.06.16	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create/Save/Close/Open a document Shri S. Chowdhuri, AAO/F	Format Font/Paragraph/Bullets & Number. Practice Ms. R. Basu, SAO/F
21.06.16	Using Edit Menu : Cut, Copy, Paste, Find, Replace, Go To options. Tools Menu : Auto Correct option. Shri F. Bandyopadhyay, AAO/F	Using View Menu : Header & Footer. Insert Menu : Page Break, Date & Time, Footnote, Hyperlink. Shri F. Bandyopadhyay, AAO/F
22.06.16	Letter & Mailing Practice Ms. R. Basu, SAO/F	Table and its manipulation Practice Ms. R. Basu, SAO/F
23.06.16	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create/ Save/Close/Open Workbook, Concept of Workbook/Worksheet/ Cell Shri F. Bandyopadhyay, AAO/F	Making Long Text Entry, Formatting Cell, Format Row/Column/Sheet, Auto Correct option, Custom List, Auto complete Shri S. Chowdhuri, AAO/F
24.06.16	Formula, Calculation and Functions Shri F. Bandyopadhyay, AAO/F	Formula, Calculation and Functions Shri F. Bandyopadhyay, AAO/F
27.06.16	Chart and its manipulation Practice Shri S. Chowdhuri, AAO/F	Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show Ms. R. Basu, SAO/F
28.06.16	Working with colors and transition, animation and slide present animation Custom animation, timing, effects, action buttons- setting/preview Practice Shri S. Chowdhuri, AAO/F	Starting Outlook, Creating Address Book, Managing Calendar, Task, Contract, Setting up E-Mail, Attaching Files (in offline mode) Shri S. Basu, AAO/F
		Test & Valediction



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: Audit in IT Environment		
Course Duration: 20.06.2016 to 25.06.2016 (06 days)		
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.
20.06.16	Ice Breaking Session. Entry Knowledge Test (EKT) Understanding IT environment – Challenges and opportunities Shri S. Basu, AAO/F	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel Shri S. Basu, AAO/F
21.06.16	Excel as data analytic tool- Features of Excel <ul style="list-style-type: none"> • Conditional formatting • Filter including Advanced filter • Pivot Table Hands on Session Shri S. Basu, AAO/F	Excel functions – User defined functions <ul style="list-style-type: none"> • Numeric • Text • Conditional • Date and time • Financial • Aggregation Hands on Session Shri B.K. Mahanti, Sr. AO/F
22.06.16	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 Shri S. Basu, AAO/F	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session Shri B.K. Mahanti, Sr. AO/F
23.06.16	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non- virtual fields Analysis Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization Hands on Session Shri S. Basu, AAO/F	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 Shri B.K. Mahanti, Sr. AO/F
24.06.16	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling Shri S. Basu, AAO/F	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers Shri B.K. Mahanti, Sr. AO/F



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25.06.16	Way Forward – Overview of Qlikview Shri S. Basu, AAO/F	Way Forward - Overview of Tableau Shri S. Basu, AAO/F
		Valediction