



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



Course Title: **Advanced MS Excel**  
Course Duration: **05.06.2017 to 09.06.2017 (05 days)**  
Faculty Support : **Shri M. Bandyopadhyay, Guest Faculty**  
Participants : **Group 'B' Officers and Group 'B' & 'C' Staff.**

Date	<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.
05.06.17	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
06.06.17	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
07.06.17	Using data Forms for managing tabular data. Working with external data.	Macros Topics
08.06.17	Customize application	Control-flow statements.
09.06.17	Control-flow statements – Continue	<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: **IT Audit (Practical)**

Course Duration: **12.06.2017 to 23.06.2017 ( 10 days )**

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

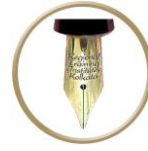
<b>Day</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs – 15.45 hrs. to 17.00 hrs.
<b>12.06.17</b>	Concept of Database and SQL engine. <b>Shri S. Basu, AAO</b>	SQL the language of RDBMS. <b>Shri S. Basu, AAO</b>
<b>13.06.17</b>	Create, Alter, Drop commands. <b>Shri S. Basu, AAO</b>	Practical session. <b>Shri S. Basu, AAO</b>
<b>14.06.17</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>15.06.17</b>	Joining Database. Oracle Function. Sub- query <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>16.06.17</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>19.06.17</b>	Cursor : Implicit and Explicit. Exception handling <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>20.06.17</b>	Cursor continue... Import and Export utility. <b>Shri B.K. Mahanti, Consultant</b>	Practical session. <b>Shri B.K. Mahanti, Consultant</b>
<b>21.06.17</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>22.06.17</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>23.06.17</b>	Importing ODBC File and Print Report file into IDEA. <b>Shri B.K. Mahanti, Consultant</b>	<b>Test and Valediction</b>

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**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title : **Advanced MS Access with VB**  
 Course Duration : **12.06.2017 to 23.06.2017 (10 days)**  
 Faculty Support : **Shri Anindya Roy/AAO, O/o the PDA/ER/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>12.06.17</b>	<b>Access Essentials</b> Your First Access Database, Creating an Access Database, Tables and Fields	<b>Access Essentials</b> Relationships, Forms, Common Controls
<b>13.06.17</b>	<b>Access Essentials (Contd...)</b> Hungarian Notation, Bound Controls	<b>Access Essentials (Contd...)</b> Startup Forms and Dashboards, Queries
<b>14.06.17</b>	<b>Introduction to Access VBA</b> The Event-Driven Paradigm, Object-Based Programming, The VBA IDE, Introduction to Event Procedures, Introduction to VBA Statements	<b>Introduction to Access VBA</b> Accessing Objects and Their Properties, The Forms Collection, The Me Keyword, Assignment Statements
<b>15.06.17</b>	<b>Introduction to Access VBA (Contd...)</b> Command and Label Objects, Getting User Input with Text Boxes, Variables and Beginning Data Types, Variable Naming Conventions	<b>Introduction to Access VBA (Contd...)</b> Variable Scope, Option Statements, VBA Arithmetic and Order of Operations, Chapter Program: Fruit Stand
<b>16.06.17</b>	<b>Conditions</b> If Blocks, Nested If Blocks, Compound If Blocks, Select Case Structures, Dialog Boxes, Message Box, Input Box	<b>Conditions</b> Common Controls Continued, Option Group Option Buttons, Check Boxes, Toggle Buttons, Chapter Program: Hangman
<b>19.06.17</b>	<b>Looping Structures</b> Introduction to Looping Structures, Do While, Do Until, Loop While, Loop Until, For	<b>Looping Structures</b> List and Combo Boxes, Adding Items, Removing Items, Managing Columns, Random Numbers, Chapter Program: Math Quiz
<b>20.06.17</b>	<b>Functions</b> String-Based Functions, UCase, LCase, Len, StrComp, Right, Left, Mid, InStr, Date and Time Functions, Date, Day, WeekDay, Month, Year, Time	<b>Functions</b> Second, Minute, Hour, Now, Conversion Functions, Val, Str, Chr, Asc, Formatting, Formatting Strings, Formatting Numbers, Formatting Date and Time, Chapter Program: Secret Message



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<b>21.06.17</b>	<b>Code Reuse and Data Structures</b> Code Reuse, Introduction to User-Defined Procedures, Subprocedures, Function Procedures, Arguments and Parameters, Standard Modules, Arrays, Single-Dimension Arrays, Two-Dimensional Arrays, Dynamic Arrays	<b>Code Reuse and Data Structures</b> Passing Arrays as Arguments, User-Defined Types, Type and End Type Statements, Declaring Variables of User-Defined Type, Managing Elements, Chapter Program: Dice
<b>22.06.17</b>	<b>Microsoft Jet SQL</b> Introduction to Jet SQL, Data Manipulation Language, Simple SELECT Statements, Conditions, Computed Fields, Built-In Functions, Sorting, Grouping, Joins	<b>Microsoft Jet SQL</b> INSERT INTO Statement, UPDATE Statement, DELETE Statement, Data Definition Language, Creating Tables, Altering Tables, DROP Statement
<b>23.06.17</b>	<b>Database Programming with ADO</b> ADO Overview, Connecting to a Database, Working with Recordsets, Introduction to Database Locks, Introduction to Cursors, Retrieving and Browsing Data, Updating Records, Adding Records, Deleting Records, Chapter Program: Choose My Adventure	<b>Test &amp; Valediction</b>

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