



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



Course Title : **MS Access**  
Course Duration **09.10.2017 to 13.10.2017 (05 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>09.10.17</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>Faculty</b>	<b>Shri S. Basu, AAO</b>	
<b>10.10.17</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>Faculty</b>	<b>Shri B.K. Mahanti, Consultant</b>	
<b>11.10.17</b>	Using calculations in queries. Creating a new table with make table queries.	Building and Using Macro
<b>Faculty</b>	<b>Shri B.K. Mahanti, Consultant</b>	
<b>12.10.17</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>Faculty</b>	<b>Shri S. Basu, AAO</b>	
<b>13.10.17</b>	How grouping works in Report. Manipulating Controls, Modifying a report to display one grouping per page.	<b>Test &amp; Valediction</b>
<b>Faculty</b>	<b>Shri B.K. Mahanti, Consultant</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  
**REGIONAL TRAINING INSTITUTE, KOLKATA**



Course Title: **IDEA**

Course Duration: **23.10.2017 to 27.10.2017 (05 days)**

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.
23.10.17	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	Practical session
<b>Faculty</b>	<b>Shri S. Basu, AAO</b>	
24.10.17	Importing ODBC files	Practical session
<b>Faculty</b>	<b>Shri B.K. Mahanti, Consultant</b>	
25.10.17	Joining database Random record Sampling, Record Extraction Field Summarization, Numeric Field Stratification	Practical session
<b>Faculty</b>	<b>Shri S. Basu, AAO</b>	
26.10.17	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction	Practical session
<b>Faculty</b>	<b>Shri B.K. Mahanti, Consultant</b>	
27.10.17	Record extraction using @ functions, Designing Reports and Using Print Report Files	<b>Test and Valediction</b>
<b>Faculty</b>	<b>Shri B.K. Mahanti, Consultant</b>	

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2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

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



Course Title: **Advanced MS Excel**

Course Duration: **23.10.2017 to 27.10.2017 (05 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.
23.10.17	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
24.10.17	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
25.10.17	Using data Forms for managing tabular data. Working with external data.	Macros Topics
26.10.17	Customize application	Control-flow statements.
27.10.17	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

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