REGIONAL TRAINING INSTITUTE JAIPUR
INDIAN AUDIT & ACCOUNTS DEPARTMENT
A Special course on 'Data Analytics Visualization and Presentation Skills
'

From 28.09.2020 to 30.09.2020

	PROGRAMME		
	SESSION TIMINGS	NON-SESSION TIMINGS	NON-SESSION DAYS
	I 10 AM to 11 AM II 11.15 AM to 12.15 PM III 12.30 PM to 01.30 PM	Session Breaks : 11.00 AM to 11.15 AM : 12.15 PM to 12 .30 PM	
Day	**Session**	**Topics**	**FACULTY** **Smt/Shri/Ms.**
28.09.2020 Monday	I	Principal of Data Analytics and Visualisation, Introduction of various Data Analytics software (MS Excel, IDEA, Tableau, Knime),	Sh. Gaurav Rai , Dy. Director / CDMA O/o CAG of India
	II	Excel as data analytic tool- Importing Data in Excel , Working with Formula and Commonly used @ Functions in Excel	Sh. D.K. Saxena Core Faculty/RTI
	III	Excel as data analytic tool- Conditional formatting, Filter including Advanced filter	Sh. D.K. Saxena Core Faculty/RTI
29.09.2020 Tuesday	I, II	Excel as data visualisation tool- some special @ Functions in Excel,	Sh. D.K. Saxena Core Faculty/RTI
	III	Excel as data visualisation tool- Pivot Table	Sh. Naresh Kriplani, AAO O/o PAG (AE) Rajasthan
30.09.2020 Wednesday	I,II	Excel as data presentation tool - Working with charts: Creating a chart Formatting a chart Adding labels Changing the chart type Data source Case Study.	Mukul Bhatnagar, AAO O/o PAG (AE) Rajasthan
	III	Valediction of Course	Director General RTI JAIPUR

Course Director