REGIONAL TRAINING INSTITUTE JAIPUR
INDIAN AUDIT & ACCOUNTS DEPARTMENT

"Audit in IT Environment (Advanced Excel & IDEA)**"**

From 14.10.2020 to 16.10.2020

	PROGRAMME		
	SESSION TIMINGS	NON-SESSION TIMINGS	NON-SESSION DAYS
	I 10:00 AM to 10:45 AM II 11:00 AM to 11.45 AM III 12:00 Noon to 12.45 PM IV 1:00 PM to 1.45 PM	Session Breaks : 10.45 AM to 11.00 AM : 11.45 PM to 12 .00 PM : 12.45 PM to 1 .00 PM	

Day	Session	Topics	FACULTY Smt/Shri/Ms.
14.10.2020 Wednesday	I,II	Challenges and Opportunities in Audit in IT Environment Understanding of IT Controls, Importance of controls with specific reference to Application Controls	Sh. Gaurav Rai , Dy. Director / CDMA O/o CAG of India
	III,IV	**Excel as data analytic tool**- Features of Excel (we intend to cover the aspects relating to following underlining the purpose for which these are used as Audit Tool) Conditional formatting Filter including Advanced filter Pivot Table	Sh. Naresh Kriplani, AAO O/o PAG (AE) Rajasthan
15.10.2020 Thursday	I,II	**IDEA as data analytic tool** - 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	Sh. D K. Saxena, Core Faculty / RTI
	III, IV	**IDEA as data analytic tool** - Importing of PDF PRN Data, Importing data using ODBC, Indexing of Data Quick Index, Composite Index, Sorting Data	Sh. D K. Saxena, Core Faculty / RTI
16.10.2020 Friday	I,II	**IDEA as data analytic tool** Field Manipulation in IDEA Append, Remove, Modify columns Data types Virtual, Non Virtual, Editable, Enabling Disabling deletion, Commonly used @ Functions in IDEA, introduction to #functions	Sh. Puneet Kr. Sharma Core Faculty / RTI
	III	**IDEA as data analytic tool** Data Extraction Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases Join, Visual Connector, Append, Compare	Sh. Puneet Kr. Sharma Core Faculty / RTI
	IV	Introduction to OIOS (One IAAD One System) Project	Sh. Deepak Saini Faculty OIOS/ RTI
		Valediction of course	Director General RTI JAIPUR

Course Director