

REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, RANCHI
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

Course- Advanced MS Access with MS Excel and VB

Period: - 21.08.2023 to 25.08.2023

Venue: - LAB-I

Course Coordinator- Shri A.P. Pandey, AAO/CF-IT, RCB&KI, Ranchi

Date	Session	Topic	Faculties
21-08-2023 (Monday)		Inauguration & course briefing	PD, RCB&KI, Ranchi
	I & II	Efficient way of using Excel <ul style="list-style-type: none"> • Explore the User Interface • Introducing shortcuts • Work with the Ribbon • Work with Contextual Tabs • Paste Special Customize the Excel Interface Cell references and Range Names <ul style="list-style-type: none"> • Types of Cell References • Named Ranges • Calculations using Named Ranges 	Shri A.P. Pandey, AAO/CF
	III & IV	Formulas and Functions <ul style="list-style-type: none"> ▪ Working with simple Array formulas ▪ Logical functions (IF, AND, OR NOT) ▪ Text functions ▪ Numeric functions ▪ Date functions Lookup Functions <ul style="list-style-type: none"> ○ Vlookup / Hlookup, Vlookup with true parameter Data Protection <ul style="list-style-type: none"> ▪ Worksheet level Data protection ▪ Cell/ range level Data protection ▪ Workbook Data Protection ▪ Trust Center Settings 	Shri Pravin Kumar, AAO/CF
22-08-2023 (Tuesday)	I & II	Lookup Functions <ul style="list-style-type: none"> • Limitations of Lookup Formula • Index & Match Function Data Validation <ul style="list-style-type: none"> • Setting Data Validation Rules • Creating List type of Data • Creating Dynamic dependent List Conditional Formatting <ul style="list-style-type: none"> ▪ Row level formatting [Highlight Entire row using conditional formatting] ▪ Conditional formatting using formula (using and (), or ()) Working with Tables <ul style="list-style-type: none"> ▪ Custom sort ▪ Sorting with color & cell icon ▪ Filtering the Data with slicer ▪ Advanced filter 	Shri A.P. Pandey, AAO/CF
	III & IV	Analyzing data by creating Pivot tables, Charts, Dashboards <ul style="list-style-type: none"> ▪ Grouping Options in pivot (Yearly, Quarterly, Date Wise, Slab wise) ▪ Percentage option (Percentage of total, Percentage of Column, Percentage of row) with ▪ Working with Slicer Connection ▪ Creating Pivot Charts ▪ Creating Dashboard ▪ Sparklines Recording Macros <ul style="list-style-type: none"> ▪ Recording and running macros ▪ Way to run a Macro ▪ Assigning Macro to a Button ▪ Functions 	Shri Rabindra Banerjee, AAO, O/o the PAG (A&E), Jharkhand, Ranchi

Date	Session	Topic	Faculties
23-08-2023 (Wednesday)	I & II	Overview of Database concepts <ul style="list-style-type: none"> Databases and their contents Flat file and relational databases Working with Flat file system(Excel) Important Formulas Sum, Average, Max, Min, Count, Counta, Countif Lookup Formulas VLookup / HLookup	Shri Subhash Chandra Gupta
	III & IV	Working Tables <ul style="list-style-type: none"> Sorting, multi-level sorting, Custom sorting Filter, Advanced Filter Analysing data using Pivot and Charts <ul style="list-style-type: none"> Create MIS and summary reports using Pivot Tables. Graphically present data using Charts 	Shri A.P.Pandey, AAO/CF
24-08-2023 (Thursday)	I & II	Fundamentals of Database Design <ul style="list-style-type: none"> Tables, records and fields Implementing Database normalization, Integrity rules Setting composite and primary keys Creating an Access Database System <ul style="list-style-type: none"> Creating tables Working with fields Working with Field types 	Shri Rabindra Banerjee, AAO, O/o the PAG (A&E), Jharkhand, Ranchi
	III & IV	Creating Relationships: <ul style="list-style-type: none"> One to one relationship One to many relationship Many to many relationship Importing existing tables Querying Relational Data <ul style="list-style-type: none"> Defining Queries Difference between queries and Filter Select, Action and Parameter queries 	Shri Subhash Chandra Gupta
25-08-2023 (Friday)	I & II	Developing Queries: <ul style="list-style-type: none"> Query wizards, Expressions in Queries, Indexing, Grouping Creating calculated fields, Joins Using Navigation forms: <ul style="list-style-type: none"> Working with Form object, Types of Forms, Toolbox Using tool box: <ul style="list-style-type: none"> Add text to form Use label, option, check box, combo box, list box Creating forms using wizard	Shri Pravin Kumar, AAO/CF
	III & IV	Access Reports for Data Analysis <ul style="list-style-type: none"> Generating quick reports Enhancing presentation with conditional formatting Formulating values in expressions Publishing to pdf and other sharing options Built-in Functions: <ul style="list-style-type: none"> Date & Time functions DateDiff() function Format() function IIF() function Task automation with Macros <ul style="list-style-type: none"> Embedded Macros, Running Macro from events Introduction to VBA	Shri A.P. Pandey, AAO/CF
		Feedback and Valediction	PD, RCB&KI, Ranchi