

REGIONAL TRAINING INSTITUTE, JAIPUR
A Special Course on “Data Analytics Visualization and Presentation Skills”

From 07.08.2023 to 11.08.2023

PROGRAMME			
SESSION TIMINGS		NON-SESSION TIMINGS	NON-SESSION DAYS
I 10.15 AM to 11.30 AM II 11.45 AM to 01.00 PM III 02.00 PM to 03.15 PM IV 03.30 PM to 04.45 PM		Tea Break: 11.30 AM to 11.45 AM Lunch Break: 01.00 PM to 02.00 PM Tea Break: 03.15 PM to 03.30 PM	--Nil--
DATE & DAY	SESSION	TOPIC	FACULTY
07.08.2023 (Monday) Day 1	10 AM	Inauguration by Principal Director	
	I	Pre Course Evaluation	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur
	II	Introduction of Data Analytics; Data Acquisition and Preparation; Data Analysis & Modelling; Use of Data Analytics in Audit Creating Projects in IDEA: Managed and External;	
	III	Import Files into IDEA:- 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. Upendra Singh Rathore, AAO(Audit-I)
IV	Hands on Session		
	I	Excel as data analytic tool- Conditional formatting, Filter including Advanced filter, Cleaning the Data using various Excel Functions Pivot Tables; Working with charts: Creating a chart Formatting a chart; Slicer	Sh. Naresh Kriplani, AAO(A&E) Jaipur

08.08.2023 (Tuesday) Day 2	II	Hands on Session	Sh. Upendra Singh Rathore, AAO(Audit-I)
	III	Importing of PDF/PRN Data, Indexing of Data: Quick Index, Composite Index, Sorting Data	
	IV	Hands on Session	
09.08.2023 (Wednesday) Day 3	I	Field Manipulation in IDEA Append, Remove, modify columns; Data types – Virtual, Non Virtual, Editable; Enabling/Disabling deletion of non-virtual fields Analysis:- Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization	Sh. Upendra Singh Rathore, AAO(Audit-I)
	II	Hands on Session	
	III	KNIME as Data Analytic tool: Overview of Knime Analytics Platform, Console, Node Description, Workflow Editor, Node Status, Ports	Sh. Vinod Sencha, Core Faculty/RTI Jaipur
	IV	Building a basic workflow Data import, Data type conversion, String Manipulation, Row & Column filter	
10.08.2023 (Thursday) Day 4	I	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction; Introduction to #functions, Stratification of Data, Aging analysis, Sampling	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur
	II	Hands on Session	

	III	Exercise/Case study using KNIME: Treating Missing values, Statistical Analysis and deriving insights about the dataset Database Connectivity, Knime Example Workflow	Sh. Vinod Sencha, Core Faculty/RTI Jaipur
	IV	Hands on Session	
11.08.2023 (Friday) Day 5	I	Working with multiple databases – Join, Visual Connector, Append, Compare Commonly used @ Functions in IDEA	Sh. Upendra Singh Rathore, AAO(Audit-I), Jaipur
	II	Hands on Session	
	III	Case Study on Data Analytics in IAAD.	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur
	IV	End Course Assessment & Valediction	