

**REGIONAL TRAINING INSTITUTE JAIPUR
INDIAN AUDIT & ACCOUNTS DEPARTMENT**

“Basic course on MS Office”

From 14.06.2021 to 18.06.2021

PROGRAMME			
	SESSION TIMINGS	NON-SESSION TIMINGS	NON-SESSION DAYS
	I 10:15 AM to 11.00 AM II 11:15 AM to 12.00 AM III 12:15 Noon to 01.00 PM IV 1:15 PM to 2.00 PM	Session Breaks : 11.00 AM to 11.15 AM : 12.00 PM to 12.15 PM : 01.00 PM to 01.15 PM	
Day	Session	Topics	FACULTY Smt/Shri/Ms.
14.06.2021	I	Overview of Information Technology In Audit & Accounts. Overview of Windows O.S. and its application.	Sh. Vinod Sencha, AAO
	II	MS Word (creating new documents, opening an existing documents, entering text, Saving a document), editing text and formatting characters. MS Word (Formatting paragraphs, Formatting pages, formatting sections including Page Break, creating columns).	Sh. Vinod Sencha, AAO
	III	Navigation in Word (Using Find & Replace, Using Go TO), Word Automatic functions (Auto Correct, Auto Format as you Type, Auto text, Auto Format, Auto Summarize), Bullets & Numbering including multiple layer of bullets, Border & Shading, Paragraph and character styles, saving style information	Sh. Vinod Sencha, AAO
	IV	Applying style with tool bar, Applying style with key board shortcut, removing style, creating style using dialog boxes, modifying style, using style gallery, Headers and footers, creating footnotes. Creating Simple Table, Insert Row, Delete Row/Column, Split Cell, Formula, Create Graphs, mail merge	Sh. Vinod Sencha, AAO
15.06.2021	I	Exercise in word session II & III of day 1	Sh. Vinod Sencha, AAO
	II	Exercise in word session IV of day 1	Sh. Vinod Sencha, AAO
	III	Overview of Power Point. Create a new presentation, Use different slide formats, Enter both Text and Graphics, Save a slide show, Working with colours and Transitions, Animation and sound- Pre-set Animation, Custom Animation, Timing, Effects, Action Buttons / Settings / Preview	Sh. Vinod Sencha, AAO
	IV	Exercise in creating a PPT in power point	Sh. Vinod Sencha, AAO

16.06.2021	I	Features of MS Excel, Starting MS-Excel, Creating/Opening Workbooks, Moving around in a Work Sheets & Work Book, Saving and closing a workbook, Finding a workbook	Sh. Puneet Kumar Sharma, AAO
	II	Moving around a sheet, Inserting & deleting sheets, Renaming sheets, Moving & Copying sheets, Page Setup, Print Preview, Printer setup, Various printing commands	Sh. Puneet Kumar Sharma, AAO
	III	Exercise on Session I & II of day 3	Sh. Puneet Kumar Sharma, AAO
	IV	Data Entry Techniques, Entering Text/ Numbers/Date & Time, Creating a series, Customizing Auto Fill, Editing a worksheets, Checking spelling, hiding and Un-hiding columns, rows and gridlines, Finding & Replacing Text/ Numbers	Sh. Puneet Kumar Sharma, AAO
17.06.2021	I	Checking Spellings, Header/Footer, Page No., Footnotes, Inserting line, Boxes, Auto-shapes, objects, WordArt etc. on Worksheet	Sh. Puneet Kumar Sharma, AAO
	II,III	Cell Referencing, Ranges, creating formulae, Copying and Moving Formulas. Applying formulas and functions in Excel sheet, Protecting, hiding and Unhiding worksheet / Cells/ Columns/ranges and its content ,Sorting and filtering work, Sorting data in list, Filtering a list Using Auto Filter, Automatic subtotals sorting Subtotalled list. Preparing a Subtotalled list as a report.	Sh. Puneet Kumar Sharma, AAO
	IV	Exercise on session I, II & III of day 4	Sh. Puneet Kumar Sharma, AAO
18.06.2021	I,II	Linking of worksheets, Controlling calculations, Aligning worksheet data, Formatting worksheets, Formatting Fonts, Applying Borders, Patterns and colours, Number, date and time Format, Copying Formats, Using styles to save and apply format combinations, Apply format automatically	Sh. Puneet Kumar Sharma, AAO
	III,IV	Creating, modifying and formatting chart, Enhancing Charts, Saving Custom Chart Formats	Sh. Puneet Kumar Sharma, AAO

Course Director