

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), BIHAR, PATNA**

O.O. No: Trg. & Exam/Special In-house Training/Online/2021-22/C- 61

Date: 1-06-2021

**OFFICE ORDER**

As ordered, officials mentioned in Annexure-II are selected to attend Special In-house Training on MS Office as per schedule mentioned in Annexure-I. This training will be organized online through MS Teams. It is mandatory to attend this training for all Trainees mentioned in Annexure-II, hence no leave during the training period is admissible.

Due to Covid-19 this Training will be organized online through MS Teams and will be treated as work from home. However, all trainees should be available at electronic means at all times and they can be called to office also on exigency of work.

After completion of this training faculty will provide Draft Processing Para, it will be mandatory to send power point presentation on the given Draft Processing Para to the e-mail of Dy. Accountant General (Admn.). The resultant of this training will be entered in the candidates respective service records.

-Sd/-

Dy. Accountant General (Admn.)

Copy forwarded for information and necessary action.

1. Secretary to AG
2. DAG Secretariats
3. SAO Hqr. (AMG-I,II,III,IV,V) and all Sections
4. All Concerned
5. Notice Board
6. Whatsapp Groups

-Sd/-

Sr. Audit Officer (Trg. & Exam)

**Annexure-I**

Day	Session No.	Session Time	Topic	Faculty
02-06-2021	Session-I	10:30 AM to 11:45 AM	IT Awareness- Hardware, Software (System/Application), Operating Systems, Windows Environment (Start Menu, Programs, Documents, Settings)	Shri Nripendra Kumar, AAO (Ad)
	Session-II	12:15 PM to 01:30 PM	Search, Help & Support, Run, Control Panel, Desktop, Icons etc.), Creating folders & Files, Copying folders and files, Recycle Bin, Internet Explorer	
	Session-III	02:30 PM to 03:45 PM	MS-Word- creating a document, saving a document, cut, copy, paste & other commands, Character formatting, Paragraph formatting, Bullets & Numbering	
	Session-IV	04:15 PM to 05:30 PM	Page Set-up, Page Border, Columns, Change Case, Drop Caps, Auto Text, Header & Footer, Page Set-up, Spelling Check & Grammar, Views- Normal, Print layout, Outline, Printing	
03-06-2021	Session-I	10:30 AM to 11:45 AM	Insert - Page Break, Page Number, Symbols, Pictures, Tables: Insert Table, Data Entry,	Shri Amitabh Kumar, AAO (Ad)
	Session-II	12:15 PM to 01:30 PM	Modify Table, Table Formatting, Convert Tables to Text & Text to Tables, Sorting Data, Use of Formulae with practice	
	Session-III	02:30 PM to 03:45 PM	Charts, Word Arts, Track Change, Hyperlink,	
	Session-IV	04:15 PM to 05:30 PM	Mail Merge with practice	
04-06-2021	Session-I	10:30 AM to 11:45 AM	: Introduction to MS Excel- Familiarization with Tool Bar, Formulae Bar, Status Bar, Create/Save/Close/Open Workbook, Concept of Workbook/Worksheet Cell,	Shri Rahul Kumar Kaushal, AAO (Ad)
	Session-II	12:15 PM to 01:30 PM	Making Long Text entry, Formatting Cell and Exercises. Auto Correct Option, Auto Complete Option, Auto Calculate Features, Importing External Data, Sorting, Filter, Subtotals, Page Break, hyperlink and Exercises.	
	Session-III	02:30 PM to 03:45 PM	More formatting Techniques: Creating Style, Applying style, Changing the formatting of a style	
	Session-IV	04:15 PM to 05:30 PM	Removing a style from cells, Deleting a style, practical exercises	
07-06-2021	Session-I	10:30 AM to 11:45 AM	Pivot Table, Chart & Pivot Chart -An overview	Shri Danish
	Session-	12:15 PM to	Pivot Table, Chart & Pivot Chart : manipulation	

	II	01:30 PM	and Exercises	Heyat Khan, AAO/ DA Group
	Session-III	02:30 PM to 03:45 PM	Conditional Formatting: Using conditional formatting, changing conditional formatting, Deleting conditional formatting, finding Cells with conditional formatting,	
	Session-IV	04:15 PM to 05:30 PM	Use of Data Validation & Some Advance Excel functions with practical exercises	
08-06-2021	Session-I	10:30 AM to 11:45 AM	Formulae, Calculation and Functions and Exercises.	Shri Rahul Kumar Kaushal, AAO (Ad)
	Session-II	12:15 PM to 01:30 PM	Formulae, Calculation and Functions and Exercises.	
	Session-III	02:30 PM to 03:45 PM	Formulae, Calculation and Functions and Exercises.	
	Session-IV	04:15 PM to 05:30 PM	Formulae, Calculation and Functions and Exercises.	
09-06-2021	Session-I	10:30 AM to 11:45 AM	Problems based on extracting Information like DOBs, Salary, remarks etc for particular Designations from Wednesday Gradation list using Lookup & reference functions	Shri Danish Heyat Khan, AAO/ DA Group
	Session-II	12:15 PM to 01:30 PM	Working with Macros: Recording of a Macro, Executing of macro	
	Session-III	02:30 PM to 03:45 PM	Editing a Macro and Assigning a Macro to a command button with VB Code	
	Session-IV	04:15 PM to 05:30 PM	Dynamic Linking between MS Excel, MS ACCESS & Oracle Database through ODBC Connectivity	
10-06-2021	Session-I	10:30 AM to 11:45 AM	Introduction to MS Power Point Slide layout, slide design	Shri Amitabh Kumar, AAO (Ad)
	Session-II	12:15 PM to 01:30 PM	inserting-tables, charts and pictures, slide show	
	Session-III	02:30 PM to 03:45 PM	Power Point contd Assessment	
	Session-IV	04:15 PM to 05:30 PM	Power Point contd Assessment	
11-06-2021	Session-I	10:30 AM to 11:45 AM	Practical Session on MS-Word(5 Practical Problem Solving)	Shri Naveen Bharati, AAO
	Session-II	12:15 PM to 01:30 PM	Practical Session on MS-Word(5 Practical Problem Solving)	
	Session-III	02:30 PM to 03:45 PM	Practical Session on MS-Word(5 Practical Problem Solving)	
	Session-IV	04:15 PM to 05:30 PM	Quarries by participants regarding MS-Word	
14-06-2021	Session-I	10:30 AM to 11:45 AM	Practical Session on MS-Excel(5 Practical Problem Solving)	Smt. Monia Rani, AAO
	Session-II	12:15 PM to 01:30 PM	Practical Session on MS-Excel(5 Practical Problem Solving)	
	Session-	02:30 PM to	Practical Session on MS-Excel(5 Practical	

	III	03:45 PM	Problem Solving)	
	Session-IV	04:15 PM to 05:30 PM	Practical Session on MS-Excel(5 Practical Problem Solving)	
15-06-2021	Session-I	10:30 AM to 11:45 AM	Quarries by participants regarding MS-Excel	Shri Rahul Kumar Kaushal, AAO (Ad)
	Session-II	12:15 PM to 01:30 PM	Practical Session on MS-Power point (Draft Para Presentation)	Shri Naveen Bharati, AAO
	Session-III	02:30 PM to 03:45 PM	Practical Session on MS-Power point (Draft Para Presentation)	
	Session-IV	04:15 PM to 05:30 PM	Practical Session on MS-Power point (Draft Para Presentation)	

Note : Sh. Naveen Bharti, AAO will provide draft para with the approval of DAG/Admn. for processing in PPT.

**Annexure-II**

Sl. No.	Name (Shri/Smt.)	Desig.	Section	Whatsapp NO.	Employee ID
1	Bachha Lal Yadav	SAO	AMG-V	9431460432	BHPTA 2080877
2	Bhairab Kumar	SAO		9801199198	BHPTL 3340012
3	Manish Kumar	SAO		8210633953	BHPTA 3030601
4	Pankaj Kumar Choudhary	SAO		9955078966	BHPTL 3340023
5	Sanjay Kumar Singh	SAO		8757176017	BHPTL 3340066
6	Shashidhar Kant	SAO		7479421222	BHPTL 3340030
7	SumeshwarPaswan	SAO		7870234768	BHPTL 3340029
8	Ranjit Kumar Rajak	AAO		9504605822	BHPTL 3340054
9	Arvind Kumar Singh	AAO		8409653540	BHPTL 3340214
10	Krishna Kumar	AAO		8651684667	BHPTA 3031238
11	Nagendra Kumar Yadav	AAO		7050171487	BHPTL 3340290
12	Ramesh Kumar Abhishek	AAO		7766832997	BHPTL 3340203
13	Upendra Kumar	AAO		7488515932	BHPTL 3340095
14	KaushalKishor	AAO		9123412675	BHPTL 3340151
15	Ajay Kumar III	AAO		7004489795	BHPTL 3340191
16	Hari Shankar Mishra	AAO(A)	PAC	9709348435	BHPTA 3031705
17	Ranjan Kumar No.III	Auditor		9973344460	BHPTL 3340345
18	Satya Prakash	Auditor		7827071420	BHPTA 3031824
19	Aman Kumar	Auditor		8252755528	BHPTA 3031748
20	Sunil Kumar	Auditor		9334653573	BHPTA 3031889
21	Vinay Kumar Binit	Sr. Auditor	AMG-IV	7462087516	BHPTA 3031598
22	Manish Kumar No. 5	Sr. Auditor		9852054501	BHPTA 3031636
23	Shrawan Kumar No. 1	Sr. Auditor		9931299178	BHPTA 3031319
24	Ranjan Kumar Yadav	Sr. Auditor		9304859500	BHPTA 3031713
25	Ranjit Kumar No. 4	Auditor		7870544037	BHPTA3031411
26	Bharat Bhushan	Sr. Auditor	Estate	8521135681	BHPTA 3031358
27	Vinay Kumar Rakesh	Astt. Sprv.	FAW	6202328523	BHPTA 3030998