

International Centre for Information Systems & Audit

**(A-52, Sector- 62, Institutional Area, Phase-II, Noida – 201307 (Uttar Pradesh)**

**Training Programme for Section Officers’ Grade Examination**

 **(SOGE)**

**For the officials of**

**Delhi Municipal Corporations**

**Course Schedule**

 **SOGE Computer Systems (Practical) Training (PC-4)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Session-I****(10:00 to 11:15)** | **Session-II****(11:45 to 13:00)** | **Session-III****(14:00 to 15:15)** | **Session-IV****(15:45 to 17:00)** |
| 9.03.2020(Monday) | MS-Word 2013 – Basic and Mid-level Creating and managing documents, Formatting a document, Customizing Option and views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects | MS-Word 2013 – Advanced Topics Managing and Sharing Documents: Managing Multiple Documents, Preparing Documents for Review, Managing Documents Changes and Designing Advanced Documents: Applying Advanced formatting, Applying Advanced Styles, Creating Advanced Reference: Create and Manage Indexes, Creating and Managing Reference Tables and Manage forms, Fields and Mail Merge Operations.  |
| **Shri K. P Singh, Sr. Administrative Officer (Retd.)** |
| 11.03.2020(Wednesday) | MS-PowerPoint 2013 – Create and Manage Presentations: Creating A Presentation, Formatting A Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentation to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art,  | MS-PowerPoint 2013- Inserting and Formatting Images and Animations: Applying Transitioning Between Slides, Animating Slide Contents and Setting Time for Transition and Animation. Managing Multiple Presentations: Merging Content from Multiple Presentation, Tracking Changes and Resolving Differences and Protecting and Sharing Presentations |
| **Shri K. P Singh, Sr. Administrative Officer (Retd.)** |
| 12.03.2020(Thursday) | MS-Access 2013 – Creating and Managing a Database: Creating a New Database, Managing Relationships and Keys, Navigating Through a Database, Protecting and Maintaining a Database and Printing and Exporting a Database. Building Tables: Creating a Table, Formatting a Table, Managing Records and Creating and Modifying Fields.  | Ms-Access 2013 – Creating and Modifying Queries: Creating a Query, Modifying a Query, and Utilizing Calculated Fields and Grouping within a Query. MS-Access 2013 – Creating Forms: Creating a Form, Setting Form Controls and Formatting a Form, Creating Reports: Creating a Report, Setting Report Controls and Formatting a Report |
| **Shri Rohit Anand, Administrative Officer, EDP Core Faculty** |
| 13.03.2020(Friday) | Ms-Excel 2013 – Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Customs Formats and Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data with Function, Applying Advanced Date and Time Functions and Creating Scenarios. Creating Advanced Charts and Tables: Creating Advanced Chart Elements, Creating and Managing Pivot Tables and Creating and Managing Pivot Charts. | MS-Excel 2013 – Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views for Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cell and Ranges: Inserting Data in Cells and Ranges, Formatting Cell and Ranges and Ordering and Grouping. Cells and Ranges, Tables: Creating and Modifying Table. Formulas: Applying Cell Ranges and Reference in Formulas. Charts and Objects: Creating and Formatting a Chart and Inserting and Formatting an Object. |
| **Shri Anurag Krishna, Asst. Administrative Officer** |



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| 16.03.2020(Monday) | MS-Word 2013 – Basic and Mid-level Creating and managing documents, Formatting a document, Customizing Option and views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs, and Sections, Creating Tables and Lists, Creating and Modifying a List, Applying References, Inserting and Formatting Objects | MS-Word 2013 – Advanced Topics Managing and Sharing Documents: Managing Multiple Documents, Preparing Documents for Review, Managing Documents Changes and Designing Advanced Documents: Applying Advanced formatting, Applying Advanced Styles, Creating Advanced Reference: Create and Manage Indexes, Creating and Managing Reference Tables and Manage forms, Fields and Mail Merge Operations.  |
| **Shri K. P Singh, Sr. Administrative Officer (Retd.)** |
| 17.03.2020(Tuesday) | MS-PowerPoint 2013 – Create and Manage Presentations: Creating A Presentation, Formatting A Presentation Using Slide Masters, Customizing Presentation Options and Views, Configuring Presentation to Print or Save and Configuring and Present Slideshows. Inserting and Formatting Shapes and Slides: Inserting and Formatting Slides, Inserting and Formatting Shapes and Ordering and Grouping Shapes and Slides. Creating Slide Content: Inserting and Formatting Text, Inserting and Formatting Tables, Inserting and Formatting Charts, Inserting and Formatting Smart Art,  | MS-PowerPoint 2013 – Inserting and Formatting Images and Animations: Applying Transitioning Between Slides, Animating Slide Contents and Setting Time for Transition and Animation. Managing Multiple Presentations: Merging Content from Multiple Presentation, Tracking Changes and Resolving Differences and Protecting and Sharing Presentations |
| **Shri K. P Singh, Sr. Administrative Officer (Retd.)** |
| 18.03.2020(Wednesday) | MS-Access 2013 – Creating and Managing a Database: Creating a New Database, Managing Relationships and Keys, Navigating Through a Database, Protecting and Maintaining a Database and Printing and Exporting a Database. Building Tables: Creating a Table, Formatting a Table, Managing Records and Creating and Modifying Fields.  | Ms-Access 2013 – Creating and Modifying Queries: Creating a Query, Modifying a Query, and Utilizing Calculated Fields and Grouping within a Query. MS-Access 2013 – Creating Forms: Creating a Form, Setting Form Controls and Formatting a Form, Creating Reports: Creating a Report, Setting Report Controls and Formatting a Report |
| **Shri Rohit Anand, Administrative Officer, EDP Core Faculty** |
| 19.03.2020(Friday) | Ms-Excel 2013 – Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Customs Formats and Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data with Function, Applying Advanced Date and Time Functions and Creating Scenarios. Creating Advanced Charts and Tables: Creating Advanced Chart Elements, Creating and Managing Pivot Tables and Creating and Managing Pivot Charts. | MS-Excel 2013 – Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views for Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cell and Ranges: Inserting Data in Cells and Ranges, Formatting Cell and Ranges and Ordering and Grouping. Cells and Ranges, Tables: Creating and Modifying Table. Formulas: Applying Cell Ranges and Reference in Formulas. Charts and Objects: Creating and Formatting a Chart and Inserting and Formatting an Object. |
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