

क्षेत्रीय प्रशिक्षण संस्थान , जयपुर

Course on Audit in IT Environment (Medium Level Excel, IDEA and Knime)

(05.07.2021 to 09.07.2021)

		Session timing	session break
		I 10:00 AM to 11:15 AM II 11:30 AM to 01:00 PM III 01:30 PM to 02:40 PM IV 02:50 PM to 04:00 PM	11:15 AM to 11:30 AM 01:00 PM to 01:30 PM 02:40 PM to 02:50 PM
Day	Session	Topics	Faculty Name
DAY 1 05.07.2021 Monday	I	Creating Projects – Managed and External, 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	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	II	Hands on Session	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	III	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	IV	Hands On Session	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
DAY 2 06.07.2021 Tuesday	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	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	II	Hands on Session	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	III	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases – Join, Visual Connector, Append, Compare	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	IV	Hands on Session	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
DAY 3 07.07.2021 Wednesday	I	Commonly used @ Functions in IDEA, introduction to #functions, Stratification of Data	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	II	Sampling ,Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur
	III& IV	Case Study – Selection of vouchers	Shri Puneet Kumar Sharma Core Faculty, RTI Jaipur

Day 4 08.07.2021 Thursday	I	Excel as data analytic tool- (we intend to cover the aspects use of Excel as Audit Tool) Importing Data in Excel Working with Formula and Commonly used @ Functions in Excel Conditional formatting	Shri Vinod Sencha Core Faculty, RTI Jaipur
	II	Filter including Advanced Filter Pivot Table Advanced Excel functions – Numeric Text Conditional Date and time Financial Aggregation Excel as data visualisation tool- Pivot Table, Data Analysis in Excel	Shri Vinod Sencha Core Faculty, RTI Jaipur
	III	Excel as data presentation tool - Working with charts: Creating a chart Formatting a chart Adding labels Changing the chart type Data source Case Study	Shri Vinod Sencha Core Faculty, RTI Jaipur
	IV	Exercises on Advance Excel	Shri Vinod Sencha Core Faculty, RTI Jaipur
Day 5 09.07.2021 Friday	I	KNIME as Data Analytic tool: A Broad overview; Build a basic workflow; Data downloading sorting errors; Property tax data Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots Node Repository Favourite Nodes Outline	Shri Vinod Sencha Core Faculty, RTI Jaipur
	II	Console Node Description Workflow Editor Node Status Ports Example Workflow	Shri Vinod Sencha Core Faculty, RTI Jaipur
	III & IV	Exercise/Case study using KNIME: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset Other features in KNIME: Report Generation; Repeatability; Database connectivity	Shri Vinod Sencha Core Faculty, RTI Jaipur

Sd/-

Course Director