

REGIONAL TRAINING INSTITUTE JAIPUR

INDIAN AUDIT & ACCOUNTS DEPARTMENT

A Special course on 'Data Analytics, Visualization and Presentation Skills'

From 04.11.2019 to 08.11.2019

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 Library Session : 04.45 PM to 05.45 PM	
Day	Session	Topics	FACULTY Smt/Shri/Ms.
04.11.2019 (Monday)	I	Introduction to data analytics, CDMA & Principal of Visualisation	Gaurav Rai, Dy. Director/CDMA
	II	Excel as data analytic tool- Conditional formatting, Filter including Advanced filter, Pivot Table	Sunil Kumar Khunteta Core Faculty (IS)
	III & IV	Working with charts: Creating a chart Formatting a chart Adding labels Changing the chart type Data source Case Study.	Mukul Bhatnagar, AAO, O/o the AG A&E Rajasthan Jaipur
05.11.2019 (Tuesday)	I & II	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	Upendra Singh Rathore Core faculty (IS)
	III&IV	Data Extraction Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases Join, Visual Connector, Append, Compare	Sunil Kumar Khunteta Core Faculty (IS)
06.11.2019 (Wednesday)	I & II	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	Upendra Singh Rathore Core faculty (IS)
	III	Tableau Basics & Visualization	D.D.Verma , Sr. DAG, O/o the E&RSA, Rajasthan, Jaipur
	IV	Tableau: Data downloading; Database Connectivity; Manipulation	Madan Lal , AO, O/o the E&RSA, Rajasthan, Jaipur
07.11.2019 (Thursday)	I & II	Commonly used @ Functions in IDEA, Stratification of Data, Aging analysis, Sampling	Upendra Singh Rathore Core faculty (IS)
	III	Importing of PDF/PRN Data	Sunil Kumar Khunteta Core Faculty (IS)
	IV	Indexing of Data: Quick Index, Composite Index, Sorting Data	Upendra Singh Rathore Core faculty (IS)
08.11.2019 (Friday)	I	Tableau :Calculated fields; Filters; Hierarchy, Dashboards Other features in Tableau: Story, Distribution of workbooks	Sunil Kumar Khunteta Core Faculty (IS)
	II	Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards.	Upendra Singh Rathore Core faculty (IS)
	III & IV	Test & Valediction	Upendra Singh Rathore Core faculty (IS)

Course Director