



The Institute of Chartered
Accountants of India
(Setup by an Act of Parliament)

12 CPE Hrs

DIGITAL ACCOUNTING & ASSURANCE BOARD

4 days Refresher Course: 50: 50 - Information Technology for Senior Professionals (Recommended for Senior Members)

on 22-25 Jan from 05 PM to 08 PM through Digital Learning Hub of ICAI

Fees: Rs. 1100/- (+18% GST) per participant

Program Objective:

Technology is changing lives in an irreversible way and people are embracing it (especially during this COVID scenario). However, many professionals (especially the seniors) are struggling to embrace it. They still follow the traditional methods of managing work, team and clients and are not able to transform themselves with changing times. Despite having the expertise, they are not able to optimize and grow themselves, neither have they asked anyone for helping them.

50: 50 Course has been specially crafted to help the senior professionals above 50 years of age to learn 50 critical things that will help them to embrace technology optimally and empower themselves.

Methodology:

Lecture and Hand-on with live demonstration of some best productivity tools.

Program Intended for:

Senior Chartered Accountants above 50 Years of age – either from practice or industry.

Course Materials:

All Presentations sharing during the sessions and handbook.

Register through: <https://learning.icai.org/committee/digital-insights/information-technology-courses-for-senior-professionals/>

Day I – The Digital World – (3 Hrs)

A. World at your fingertips

- Google-Tricks for more accurate searches
- Online Encyclopaedia – Wikipedia



**The Institute of Chartered
Accountants of India**
(Setup by an Act of Parliament)

12 CPE Hrs

B. Emails & Instant Messaging

- Gmail -Auto labelling and Signature
- WhatsApp – For Personal and Business Use

C. Collect Data with Professional Online Survey

- Using Google Forms

D. Keep in touch with Friends, family and Clients

- Facebook & LinkedIn
- Managing seamless collaboration using Skype
- Learn on the go with YouTube
- Plan your Travel, Shop Online & Order Food Online
- Tech Buzzwords

E. Maintaining Health of your computer

- C Drive Clean-up
- Disk Clean-up
- Defragmentation
- Deleting Temporary Files

F. Using Smart Phone Smartly

- Improve Mobile Navigation Speed
- Stop unwanted apps running at backend

G. Dedicated Questions & Answer Session

Day II – Daily Time Saver – Customization & Optimization – (3 Hrs)

H. Create and Edit Documents using MS Word

- Getting started with MS word
- Editing and formatting document - Text & Paragraph formatting
- Track Changes
- Page Setup & Printing
- Compare Documents
- Inserting Header, Footer & Page Number
- Mail Merge
- Few simple MS Word Shortcuts



**The Institute of Chartered
Accountants of India**
(Setup by an Act of Parliament)

12 CPE Hrs

I. Create Standout presentations with MS PowerPoint

- Getting started with MS PowerPoint
- Formatting and aligning text
- Formatting a PowerPoint Slide
- Using Smart Art to make presentation attractive
- Inserting a new slide
- Customizing slides and applying a theme
- Applying Transitions
- Creating a Slide Show

J. Dedicated Questions & Answer Session

Day III – Work efficiently using MS Excel– (3 Hrs)

K. MS Excel (Basic & Advance)

- Getting Started with MS Excel
- Formatting Data in MS Excel
- Learning Formulas for daily use
- Sum, Auto Sum, Max, Min, Average, Transpose
- Filter, Sort, Count, Paste Special, Concatenate, Find & Replace
- Graphs & Charts to make your client smile
- Page Set up & Printing
- Few simple MS Excel Shortcuts
- Pivot Tables, Chart, Dashboard & Slicer in Pivot
- Vlookup and Sum Ifs

L. Dedicated Questions & Answer Session

Day IV – Current Technologies – (3 Hrs)

M. Organize & Manage using Right Technology

- Scheduling Appointments using Google Calendar
- Saving and Sharing Important Documents on Google Drive
- Access, create, and edit your spreadsheet anywhere, anytime: Google Sheets
- Expand your word processing horizons with Google Docs

N. Optimizing PDFs for your Business

- Attaching DSC in PDF



**The Institute of Chartered
Accountants of India**
(Setup by an Act of Parliament)

- Extracting, Inserting, Replacing & Deleting Pages
- Highlighting Text in PDFs

O. Building your Digital Reputation

- Creating appealing Website
- Blogging on your niche expertise

P. Other Critical Topics

- Restrict Access of Important Data using Two Factor Authentication
- Managing Passwords
- Cyber Security – Simple steps to secure your office
- No More Typing - Speech to Text
- Scan with your mobile using Adobe Scan

Q. Dedicated Questions & Answer Session

Digital Accounting & Assurance Board
The Institute of Chartered Accountants of India
'ICAI Bhawan'|Sector-62 Noida 201309
E-Mail: fafp@icai.in; fafp2@icai.in
Website: <https://learning.icai.org>