

IDEA 10

Unlock the power within your data

CI101 IDEA Data Analysis Level 1 Training Schedule

TOPICS

SECTION 1: Introducing IDEA

- 1.1. Introduction
- 1.2. The Stages of Using IDEA
- 1.3. Training Setup
- 1.4. IDEA Components
- 1.5. IDEA Help System

SECTION 2: Managing Databases

- 2.1. Project Management
- 2.2. Library
- 2.3. The File Explorer
- 2.4. Database Management

SECTION 3: Obtaining and Importing the Data

- 3.1. Before Starting to Use IDEA
- 3.2. Importing a Microsoft Excel File
- 3.3. Importing a Microsoft Access File
- 3.4. Importing CSV Files
- 3.5. Importing Files with Report Reader

SECTION 4: Reconciling and Examining the Data

- 4.1. Reconciliation Principles Overview
- 4.2. Control Total
- 4.3. Field Statistics
- 4.4. Indexing
- 4.5. Find
- 4.6. Visualization

SECTION 5: Isolating Specific Records

- 5.1. Criteria
- 5.2. Using the Equation Editor to Build Criteria
- 5.3. Direct Extraction (Retrieve High Value Items)

SECTION 6: Profiling the Data

- 6.1. Stratification
- 6.2. Summarization
- 6.3. Pivot Table

SECTION 7: Identifying Irregularities

- 7.1. Duplicate Key
- 7.2. Gap Detection

SECTION 8: Sampling

- 8.1. Sampling
- 8.2. Systematic Record Sampling
- 8.3. Random Record Sampling
- 8.4. Stratified Random Sampling

SECTION 9: Auditing a General Ledger File

- 9.1. Case Study Background

SECTION 10: Manipulating and Adding Fields

- 10.1. Field Manipulation

SECTION 11: Building Equations

- 11.1. @Functions

SECTION 12: Using Multiple Databases

- 12.1. Append Databases
- 12.2. Join Databases

SECTION 13: Working with Output

- 13.1. Customize the Display of the Data and Save the View
- 13.2. Print the Data or the Results of a Task
- 13.3. Create Custom Reports and Charts
- 13.4. Export the Data to a Choice of Common File Formats
- 13.5. Transfer Data and Graphics into Other Software

SECTION 14: Recap Exercise

- 14.1. Case Study Background
- 14.2. Data Profile
- 14.3. Audit Evidence

SECTION 15: Documentation Standards

- 15.1. Review
- 15.2. History
- 15.3. Comments
- 15.4. Project Overview
- 15.5. Data, Documentation, and Time Management

SECTION 16: Other Products

- 16.1. CaseWare SmartAnalyzer
- 16.2. IDEA Server
- 16.3. SmartExporter

SECTION 17: How to Access Resources

- 17.1. CaseWare Passport
- 17.2. Connect with Us
- 17.3. Other Training
- 17.4. Certification