FUTURE INFOTECH
For Complete Computer Education

MIS Training

Description

A Management Information System (MIS) provides organisation with the information they require in an organised manner to take upon management and crucial decisions. MIS tools and knowledge is very important nowadays. There is a very high demand for MIS Professionals in the market and the manpower supply of it is very less because of the obvious reason that the skill-sets required is not a part of any academic curriculum. A professional training in it hence becomes mandatory.

This training will endow every student with the skill sets required to be a successful MIS professional. Our course curriculum comprises of all the important aspects requires in the real world to get the job done in MIS. The student will get the enhance knowledge in Data management, Reporting and Analysis through MS Excel, MS Access & RDBMS. Moreover training will be given on the most demanding technology , which is MACRO -Automation.

MIS professionals are the "*communication bridge*" between business needs and technology.Management Information Systems (MIS) is the study of people, technology, and organizations. **During your training, we will familiarize you with how to organize the unformated data,manipulate and analyze data and to make a meaningful report.**

Who this course is for:

- MIS Aspirants
- Management Graduates
- Want Data Management Expertise
- Want a career in MIS, Data Analytics & Data Management

Requirements

- Basic Computer Knowledge is must

Course Duration :-

- 3-4 Months

What you'll learn

❖ Advance Excel + Macros

MS EXCEL

EXCEL INTRODUCTION
- What is Excel
- Excel Interface
- An overview of the screen, navigation and basic spreadsheet concepts
- Shortcut Keys

CUSTOMIZING EXCEL
- Customizing the Toolbar
- Customizing the Ribbon

FORMATTING AND PROOFING
- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
- Freeze Panes
- Conditional formatting

ADVANCED PASTE SPECIAL TECHNIQUES
- Paste Formulas, Formats,
- Operation- Add, Multiply, Substract ,Divide
- Transpose Tables

FORMULA REFRENCE/Cell Reference
- Relative
- Absolute
- Mixed

EXCEL BUILT IN FUNCTIONS(100+ important function)
- Logical Functions
- Math Functions
- Text Functions
- Date and Time Functions
- Statistical Functions
- Information Functions
- Database Functions
- Lookup and Reference Functions
- Financial Functions

WORKGROUP COLLABORATIONS
- Protecting a workbook
- Protecting a worksheet
- Locking /Unlocking cells in a worksheet
- Creating a shared workbook
- Tracking changes to a workbook
- Accepting and protecting a workbook

PRINTING WORKBOOKS
- Setting Up Print Area

- Customizing Headers & Footers
- Designing the structure of a template
- Print Titles –Repeat Rows / Columns

FORMULA TOOLS
- Tracing formula precedents
- Tracing cell dependents
- Error checking

SORTING AND FILTERING
- Filtering on Text, Numbers & Colors
- Sorting Options
- Advanced Filters on different criteria(s)

USING RANGES
- Ranges in Ms Excel
- Naming Range

WORKING WITH THE WEB AND EXTERNAL DATA
- Inserting a Hyperlink
- Importing Data from an Access Database or Text File
- Importing Data from the web and other sources
- Working with Existing Data Connections

SUMMARIZING DATA
- Adding subtotals to a list
- Nesting subtotals
- Text to column

DATA VALIDATION
- Number, Date and Time Validation
- Text and List Validation
- Custom validations based on formula for a cell

USING MACROS
- Macro options
- Creating Macros
- Editing and Deleting Macros

DATA ANYLYSIS TOOL
- Goal Seek
- Scenario Manager
- Data Tables

PIVOT TABLES
- Introduction to PivotTables (collapsing and expanding fields, sorting data)
- How to automatically update PivotTables
- Text Filters-how text filters are used to filter a PivotTable based on text.
- Grouping and Pivot Charts-How to group data in a PivotTable and create a chart based on a

PivotTable

• Value Field Settings and Show Values As-how to summarize data as a Percentage of a Row or Column.
• Creating Calculated Fields and Calculated Items
• Using Slicers, Filters, and Timelines to quickly analyse data

CHARTS AND SLICERS

• Creating a chart with the 2D or 3D
• Create column chart, pie chart
• Various Charts i.e. Bar Charts / Pie Charts / Line Charts
• Moving a chart one to another sheet
• Formatting category & value Axis data
• Formatting a data series
• Changing a charts source data
• Using SLICERS, Filter data with Slicers

ARRAY FUNCTIONS

• What are the Array Formulas, Use of the Array Formulas?
• Basic Examples of Arrays (Using ctrl+shift+enter).
• Array with if, len and mid functions formulas.
• Array with Lookup functions.
• Advanced Use of formulas with Array.

LOOKUP FUNCTIONS

• Vlookup / HLookup
• Row , Rows , Column , Columns
• Index and Match
• Reverse Lookup using Match()+Index() Function

Macros(VBA)-

Excel VBA (Visual Basic for Applications) is the name of the programming language of Excel.

1. Create a Macros:

With Excel VBA you can automate tasks in Excel by writing so called macros. In this chapter, learn how to create a simple macro.

2. MsgBox:

The MsgBox is a dialog box in Excel VBA you can use to inform the users of your program.

3. Workbook and Worksheet Object:

Learn more about the Workbook and Worksheet object in Excel VBA

4. Range Object:

The Range object, which is the representation of a cell (or cells) on your worksheet, is the most

important object of Excel VBA.

5. Variables:

This chapter teaches you how to declare, initialize and display a variable in Excel VBA.

6. If Then Statement:

Use the If Then statement in Excel VBA to execute code lines if a specific condition is met.

7. Loop:

Looping is one of the most powerful programming techniques. A loop in Excel VBA enables you

to loop through a range of cells with just a few codes lines.

9. String Manipulation:

In this chapter, you'll find the most important functions to manipulate strings in Excel VBA

10. Date and Time:

Learn how to work with dates and times in Excel VBA.

11. Events:

Events are actions performed by users which trigger Excel VBA to execute code.

12. Array:

An array is a group of variables. In Excel VBA, you can refer to a specific variable (element) of

an array by using the array name and the index number.

13. Function and Sub:

In Excel VBA, a function can return a value while a sub cannot.

14. Application Object:

The mother of all objects is Excel itself. We call it the Application object. The application object

gives access to a lot of Excel related options.

15. Form Controls:

Learn how to create/use Form controls such as command buttons, text boxes, list boxes etc.

16. Userform:

This chapter teaches you how to create an Excel VBA Userform

MS Access

- Access Intro
- Create table in MS Access
- How to Import and Export in Access
- Create form from table
- Create Blank Form in Access
- Creating Report in Access
- Query in access