MIS & Reporting

"Management information system, or MIS, broadly refers to a computer-based system that provides managers with the tools to organize, evaluate and efficiently manage departments within an organization.In order to provide past, present and prediction information, a management information system can include software that helps in decision making, data resources such as databases, the hardware resources of a system, decision support systems, people management and project management applications, and any computerized processes that enable the department to run efficiently.

Professional Training For MIS Course is a hands-on guide to designing and building to develop logic who is working.The course explains what MIS is and how it usages and how it save your time. It gives Training for MIS Reporting. Our team will analyze and understand the reporting needs of the professionals.

At the end of this Course - The student will get the basic and advance knowledge in Data management, Reporting, Analysis, Dashbaord Designing , Report Automation and Application development through Excel, VBA, MS - Access and Sql Server.

Course Duration: 3 - 4 Months (4 Modules) from Professional and Industrial trainers who have more than 5 Years of experience into industry.

MIS Course Benefit at Techno Expert Solutions

1. Practical Training from Basic Level to Advance Level

2. Live and Practical Examples with Assignments

3. Led Classroom Sessions

4. Weekly Assesments

5. Real-time Project Based Training

6. 100% placement support is being provided.

Module 1 - Basic & Advance Excel

Excel is just a data keeping tool. But by using formulas, you can crunch data, analyze it and get answers to most complex questions. While anyone can use a simple SUM or IF formula, an advanced user of it would be able to seamlessly write & combine formulas like SUMIFS, SUMPRODUCT, INDEX, MATCH, LOOKUP formulas. Apart from knowing the formulas, advanced Excel users know how to make these formulas dynamic, how to audit them and how to use which formula for which occasion (and they also know few alternatives for any given formula problem).

"1. Introduction to Excel, Use of Excel in Corporate, Spreadsheet basics, Rows, Columns and Cells basics

2. Date & Time Functions - DatedIF, Weekday, Weeknum, Networkdays, Time, Hour, Minute, second, Today, Now, Date, Day, Month, Year

3. String & Text Functions - Concatenate, Exact, Find, Len, Left, Right, Mid, Replace, Search, Substitute, Lower, Upper, Proper, Text, Code, Char

4. Logical Functions - And, Or, If, Iferror

5. Information Functions - Cell, Isblank, Iserror, Istext, Isnumber

6. Lookup Functions - Vlookup, Hlookup, Index, Match, Row, Column, Transpose, Offset, Choose, Indirect

7. Statistical & Math Functions - Count, Counta, Max, Min, Small, Large, Countblank, Sum, Sumif, Sumifs, Countifs, Round, Roundup, Roundown, Sumproduct, Mod, Randbetween, Average

8. Database Functions - DSum, Dcount, Daverage, Dmax, Dmin, Dcounta

9. Advance Validation and Conditional Formatting

10. Sheet Protection, Workbook Protection and Share Workbook

11. Organising big data and creation of Reports through Pivot Tables

12. Filter, Advance Filter, Sorting and Remove Duplicates in Data

13. Increasing Efficiency and production through calculation type in excel (Automatic and Manual)

14. Type of Reference in Excel - Absolute, Mixed and Relative

15. Data Analysis - Percentage Calculation, What if Analysis (Goal Seek, Data Table and Scenario Manager)

16. Creating Reports and User Manuals through Hyper linking

17. Time calculation, Paste Special Command, Freeze Pane & Text to Column

18. Interactive and Creative Graphs through form controls - Column Chart, Pie Char, Line Chart & Bar Chart

Dashboard Designing:-

Dashboard Reports Allow User to Get High-Level Overview of the Business and Help Them Make Quick Decisions. Dashboards are Often Called as Management Information System (MIS), Which Provides Information that Organizations Require to Manage Themselves Efficiently and Effectively.

Live Project on Creating an Dynamic Dashboard and Report Template from Raw Data.

Module 2 – VBA Programming
What is VBA?

VBA stands for Visual Basic for Applications. Just like you and I have a language, computer programs too have their own language. VBA happens to be the language in which Excel speaks. For that matter, VBA is also the language of MS Word, PowerPoint, Access and other MS Office applications.

The prospect of learning new languages scares us a lot. But worry not, VBA is much easier to learn than French, Spanish, German or Chinese. The main reason why VBA is easy to learn is because it almost looks like plain English.

Excel VBA allows you to automate various activities you do in Excel. We use Excel to analyze data, create reports, prepare charts & presentations, do calculations and understand information. When we are doing all these, we spend quite some time, repeating same steps.

What is Macro?

While VBA is the language which Excel speaks (and understands), Macro is like a paragraph. In other words, a Macro is a set of instructions given to Excel to accomplish something.

Course Content:

- ➢ Introduction to Excel Macros
- ➢ When and how to use Excel Macors?
- ➢ Learn Recording, Reading and Editing a Macro
- ➢ How and when to use Events?
- ➢ What is Developer Tab and how to add it
- ➢ About VB Editor, Project Window, Procedure Window and Code Window
- ➢ Concepts of Variables in VBA
- ➢ Scope of Variable in VBA
- ➢ Procedures and Scope of Procedures in VBA
- ➢ How and when to use variables to store information?
- ➢ Use of If Else, Select Case statement, And & Or Conditions
- ➢ For Next, For Each, Do While, For Each Loop and Do Loop in VBA
- ➢ Working with Message Box and Input box in VBA

- Learn Properties of Objects like Application, Workbooks, Worksheets, Range and Cells.
- How to make a dynamic range by finding lastrow and lastcolum
- Use of worksheet function in VBA
- Set, With…. End With Statement
- How to create user defined functions
- Differences between Form Controls and Active X Controls
- Learn how to use user forms in VBA
- How to make combo box, option button, check box, command button, label, list box and spin button in user form.
- One Dimensional and Two Dimensional Array in VBA
- How to Ensure Password Protection of Code
- The process of Testing and Debugging your code
- Types of Error in VBA and Learn to do handle a Effective error handling
- Learn the logic to write a macro and what all things to be keep in mind while starting a new project

Module 4 –SQL SERVER

What is SQL/SQL Server?

SQL is stands for Structured Query Language. SQL is used to communicate with a database. SQL statements are used to perform tasks such as update data on a database, or retrieve data from a database.

Some common relational database management systems that use SQL are: Oracle, Sybase, Microsoft SQL Server, Access, Ingres, etc. However, the standard SQL commands such as "Select", "Insert", "Update", "Delete", "Create", and "Drop" can be used to accomplish almost everything that one needs to do with a database.

- Introduction to SQL Server 2008 : What is SQL, What can SQL do, RDBM
- SELECT - extracts data from a database
- UPDATE - updates data in a database
- DELETE - deletes data from a database
- INSERT INTO - inserts new data into a database
- CREATE DATABASE - creates a new database
- ALTER DATABASE - modifies a database

- CREATE TABLE - creates a new table
- ALTER TABLE - modifies a table
- DROP TABLE - deletes a table
- CREATE INDEX - creates an index (search key)
- DROP INDEX - deletes an index
- Key Concept in SQL Server: Primary Key, Foreign Key
- SQL Server Queries
  - Select, Distinct,
  - Where, Order by, Insert into
  - Update and delete
  - Like, Wildcard, In, between, Aliases
- Joins in SQL Server :- Inner Join, Left Join, Right Join, Full Join & Union
- SQL Server Function:- Average, Count, First, Last, Max, Min, Sum, Group by, Having, Ucase, Lcase, Mid, Len, Round, Now, Format