

MIS

(Management Information System)

Subjects:

- 1. Advanced Excel (Basics to Advanced)**
- 2. Macros & VBA**
- 3. SQL**

Advance Excel

Chapter 1: Getting Started

- ❖ Excel Overview
- ❖ Excel Ribbon/Menu Commands
- ❖ Managing Workbooks & Worksheets
- ❖ Formatting Basics
- ❖ Excel Hierarchy

Chapter 2: Functions

- ❖ Logical Functions
- ❖ Arithmetic Functions
- ❖ Date Functions
- ❖ Aggregations
- ❖ Strings

Chapter 3: Complex Formulas & Functions Lookup Formulas

- ❖ Vlookup
- ❖ Hlookup
- ❖ Nested Vlookup
- ❖ Advanced referencing functions
- ❖ Index
- ❖ Match
- ❖ Offset & etc

Chapter 4:

- ❖ What-if Analysis
- ❖ Goal-Seek command
- ❖ Using Data Tables

Chapter 5: Chart & Layouts

- ❖ Creating Charts using chart wizard Useful Graphs & Charts
- ❖ One & Two Axis Graphs & etc
- ❖ Conditional Graphs

Chapter 6: Pivot Tables

- ❖ Steps to create Pivot Table
- ❖ Arranging fields (Methodology How & Why)
- ❖ Formatting Pivot Table
- ❖ Introducing Slicing Too
- ❖ Managing & Formatting Slices

Chapter 7 : Excel Tools (In-Built)

- ❖ Data Filters & Usage
- ❖ Data Sorting
- ❖ Pivot Tables (Creating, Updating & Modifying)
- ❖ Advanced Formatting

Chapter 8: Macros

- ❖ Recording, Executing & Saving a Macro
- ❖ Editing & Debugging a Macro

Chapter 9: Career guidance

- ❖ Discussion on a practical business scenarios
- ❖ Interview question bank with answers
- ❖ Resume modeling

Functions & Formulas

Mathematical operators	logical operators	Math & Trig	Statistical	Text	Date & Time	Logical	Lookup & Reference	Information
+	=	<i>EVEN</i>	<i>AVERAGE</i>	<i>CHAR</i>	<i>DATE</i>	<i>IFERROR</i>	<i>ADDRESS</i>	<i>CELL</i>
-	<>	<i>INT</i>	<i>AVERAGEA</i>	<i>CLEAN</i>	<i>DATEVALUE</i>	<i>AND</i>	<i>CHOOSE</i>	<i>ERROR.TYPE</i>
*	>	<i>MOD</i>	<i>AVERAGEIF</i>	<i>CODE</i>	<i>DAY</i>	<i>IF</i>	<i>COLUMN</i>	<i>INFO</i>
%	<	<i>ODD</i>	<i>AVERAGEIFS</i>	<i>CONCATENATE</i>	<i>DAYS360</i>	<i>NOT</i>	<i>COLUMNS</i>	<i>ISBLANK</i>
	>=	<i>RAND</i>	<i>COUNT</i>	<i>DOLLAR</i>	<i>EDATE</i>	<i>OR</i>	<i>GETPIVOTDATA</i>	<i>ISERR</i>
	<=	<i>RANDBETWEEN</i>	<i>COUNTA</i>	<i>EXACT</i>	<i>EOMONTH</i>	<i>FALSE</i>	<i>HLOOKUP</i>	<i>ISERROR</i>
		<i>ROMAN</i>	<i>COUNTBLANK</i>	<i>FIND</i>	<i>HOUR</i>	<i>TRUE</i>	<i>HYPERLINK</i>	<i>ISEVEN</i>
		<i>ROUND</i>	<i>COUNTIF</i>	<i>FIXED</i>	<i>MINUTE</i>		<i>INDEX</i>	<i>ISLOGICAL</i>
		<i>ROUNDDOWN</i>	<i>COUNTIFS</i>	<i>LEFT</i>	<i>MONTH</i>		<i>INDIRECT</i>	<i>ISNA</i>
		<i>ROUNDUP</i>	<i>COVAR</i>	<i>LEN</i>	<i>NETWORKDAYS</i>		<i>LOOKUP</i>	<i>ISNONTEXT</i>
		<i>SUBTOTAL</i>	<i>FREQUENCY</i>	<i>LOWER</i>	<i>NOW</i>		<i>MATCH</i>	<i>ISNUMBER</i>
		<i>SUM</i>	<i>LARGE</i>	<i>MID</i>	<i>SECOND</i>		<i>OFFSET</i>	<i>ISODD</i>
		<i>SUMIF</i>	<i>MAX</i>	<i>PROPER</i>	<i>TIME</i>		<i>ROW</i>	<i>ISREF</i>
		<i>SUMIFS</i>	<i>MEDIAN</i>	<i>REPLACE</i>	<i>TIMEVALUE</i>		<i>ROWS</i>	<i>ISTEXT</i>
		<i>SUMPRODUCT</i>	<i>MIN</i>	<i>REPT</i>	<i>TODAY</i>		<i>TRANSPOSE</i>	<i>N</i>
		<i>TRUNC</i>	<i>MODE</i>	<i>RIGHT</i>	<i>WEEKDAY</i>		<i>VLOOKUP</i>	<i>NA</i>
			<i>PERCENTILE</i>	<i>SEARCH</i>	<i>WEEKNUM</i>			<i>TYPE</i>
			<i>PERCENTRANK</i>	<i>SUBSTITUTE</i>	<i>WORKDAY</i>			
			<i>RANK</i>	<i>T</i>	<i>YEAR</i>			
			<i>SMALL</i>	<i>TEXT</i>	<i>NETWORKDAYS.INTL</i>			
				<i>TRIM</i>	<i>WORKDAY.INTL</i>			
				<i>UPPER</i>				
				<i>VALUE</i>				

1. Introduction to VBA
2. Understanding Loops & Writing VBA Code
3. Variables & More
4. Dealing with Cells & Ranges
5. Workbooks, Worksheets & Databases
6. Working with Charts & Shapes
7. Working with Pivots
8. User Forms
9. Additional VBA Techniques

SQL

- ❖ Introduction to SQL
- ❖ Create Database
- ❖ Create Table
- ❖ Delete Table
- ❖ SQL SELECT Statement
- ❖ SQL SELECT ISTINCT Statement
- ❖ SQL WHERE Clause
- ❖ SQL AND, OR and NOT Operators
- ❖ SQL ORDER BY Keyword
- ❖ SQL INSERT INTO Statement
- ❖ SQL NULL Values
- ❖ The SQL UPDATE Statement
- ❖ The SQL MIN() and MAX() Functions
- ❖ SQL COUNT(), AVG() and SUM() Functions
- ❖ SQL LIKE Operator
- ❖ SQL Wildcards
- ❖ The SQL IN Operator
- ❖ The SQL BETWEEN Operator
- ❖ SQL Joins
 - Inner
 - Left
 - Right
 - Full
 - Self
 - Union