



# Certificate Course

# MIS ANALYTICS

## Course Content

### Module 1- Basic & Advanced MS Excel 2013 with Dashboard

- **Introduction to Excel, Basic Understanding Menu and Toolbar**
- Custom Filter and Custom Sorting
- Conditional and Custom Formatting
- Data Validation
- 2D & 3D Name Ranges
- **Formulae in Excel (120+ Formulae) – Most Exclusive Examples with Assignment**
- Text Formulae & Functions
- Logical Formulae & Functions
- Financial Formulae & Functions
- Statistical Formulae
- Date & Time Formulae & Functions
- Database Formulae & Functions
- Lookup, VLookup&HLookup
- VLookup using Array formula, Dynamic / Reverse VLookup, Index & Match function
- Advanced Filter
- **Most Helpful and Utility Tools**
- Grouping/Ungrouping
- Combining Data from Multiple Sheets
- Extract data page wise
- Use Slicer /Time Line
- Spark line & Go To Tab
- Remove Duplicate Values
- Ribbon Customization
- Using camera tools for Dashboard
- Advanced Pivot Table
- Create Dynamic Graph & Chart
- Preparation of Dashboard
- Using Interactive Control in Excel Dashboards (Scroll bar, Check Box, Radio Button, Drop Down list, etc)
- Dashboard using Power BI Tools
- Worksheet and Workbook Protection
- Goal Seek, Solver, Scenario, Data Table
- Create web Query link MS excel with any Website
- Recorded Macros /Edit Macros
- Relative Cell References
- Viewing a Macro Module



- Basic & Advance Excel Shortcuts

## Module 2- VBA Programming using MS Excel

- Introduction to VBA Programming
- Understanding The VBA Editor
- Understanding Macro Code
- Variables and Data Types in VBA
- VBA Operators and Expressions
- Conditional Statement if..Then..else
- Looping Statement / Repeating Actions with a Loop
- Creating Functions with VBA
- Arrays
- Events – driven programming in VBA
- Excel Object Model (Properties, Methods, Events, Collections Worksheets, Workbooks, Ranges (Cells), Charts)
- Creating User Form
- Protect VBA Code
- Create ADD Ins

## Module 3- MS Access 2013

- Exploring the Microsoft Access Environment
- Designing a Database
- Building a Table & Linking Tables (Defining Primary Keys, Linking Tables )
- Managing Data in a Table
- Importing and exporting the data
- Creating and Using Queries (Parameterised Query, Cross tab Query, Find Duplicate)
- Action Query (Update/Delete/Select/Append Query)
- Designing a Form
- Designing a Reports
- Automating tasks with Macros and VBA
- Setting up an Access Web App
- Building Basic Web Apps
- Access Options relating to Multi-user Issues
- Record Locking

## Module 4- SQL (Structured Query Language) using SQL Server

- SQL Fundamental
- Creating Tables Using SQL
- Protecting Data
- Improving performance
- Manipulating Data (DML)
- Controlling Transactions
- SELECT Statement in SQL
- From and Where Clause
- Multiple Tables Query using Joins
- Combining results
- Functions in SQL
- Creating Nested Queries



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CLASS

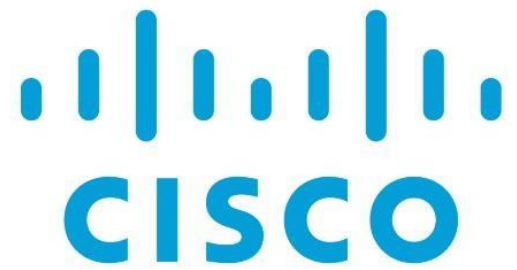
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# CERTIFICATIONS TRAINING PROGRAMS

## SHORT TERM TRAINING PROGRAMS

### Certificate Course in Digital Literacy

- Basic Computers Course (BCC)
- Course on Computer Concepts (CCC)
- MS Office (Word, Powerpoint, Excel)

### Certificate Course in Data Management

- Advance Excel
- Advance Excel and VBA
- MIS Reporting using Advance Excel
- Data Analytics using Advance Excel
- TALLY ERP 9 with GST
- GST Course Filing
- BUSY Inventory & Accounting

### Certificate Course in CS/IT

- C/C++ Programming
- Core Java
- Advance Java
- Android App. Development
- Core Python with Django
- .Net with framework
- Core PHP with Framework/CMS
- Big Data & Hadoop
- Web Development
- Software Testing
- Ethical Hacking and Cyber Security

### Certificate Course in Designing

- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- CorelDraw

### Certificate Course in Internet Marketing

- Search Engine Optimization (SEO)
- Social Media Optimization (SMO)
- Pay Per Click (PPC)

## LONG TERM TRAINING PROGRAMS

### Diploma Courses

- Diploma in Computer Education
- Diploma in Computer Applications
- Diploma in Financial Accounting & Taxation
- Diploma in Graphic Designing
- Diploma in Web Designing
- Diploma in Office Management
- Diploma in Multimedia & Animation
- Diploma in Internet Marketing
- Diploma in Embedded Systems & Robotics

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Corporate Office: C-9/20, 1st & 2nd Floor, Sector-7, Rohini, Delhi -110085

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