

MIS Training

Duration: 150 Hrs.

Ms Excel Essential

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with colour & auto formats
- Graphically representing data: Charts & Graphs
- Formatting worksheets
- Securing & protecting spread sheets

Advance Excel

- Mathematical functions
- Protecting excel
- Text functions
- Date and time functions
- Advanced paste special techniques
- Sorting and FILTERING
- Printing workbooks
- What if analysis
- Logical functions
- Data validation
- Lookup functions
- Pivot tables
- Arrays functions
- Charts and slicers
- Excel dashboard

VBA Macro

- Introduction to VBA
- Variables in VBA
- Message Box and INPUTBOX FUNCTIONS
- If and select statements
- Looping in VBA
- Worksheet / Workbook Operations

SQL

- Introduction to RDBMS
- DDL
- DML
- SQL Functions
- Query

Introduction to FA-Tally Prime

- Basics of Tally
- Journal Entry

Project