

# MIS

# PROFESSIONAL

## CORE TOPICS

1. MS Excel
2. MS Access
3. RDBMS (SQL Integration)
4. Microsoft Outlook
5. Excel VBA

## MS EXCEL

- Understanding Excel structure and its basic
- Excel's cell properties
- Table formatting option and AutFill
- Doing Equation in MS Excel
- Conditional formatting and customizing it with functions
- Working on Pivot Chart and Pivot Table
- Chart preparation and presentation
- Working on Hyperlinks and "Define Names"
- Print option in Excel exploring problem and trouble shooting
- Filter options and Advance filter options as well
- Remove duplicate data temporary and permanently
- Working on "Text to Column" option
- "Data Validation" and customize validate rule creation
- Goal Seek and Scenario Manager
- Group ,Ungroup and Subtotal option
- Protect sheet with password and further security option in it
- Working with keyboard shortcuts
- Trance Precedents & Trance Dependents

- Knowing the Excel Date and Time Formats.
- Multi-users working on the same worksheet at the same time?
- Recording macros
- Working on dashboard
- Exploring **Following Function with Advance Nesting Methodology**
  - IF(), AND(), OR(), TRUE(), FALSE(), MIN(), MAX()
  - SUMIF(), SUMIFS(), COUNTIF(), COUNTIFS(), AVERAGEIF(), AVERAGEIFS()
  - TRIM(), FIND(), LEFT(), RIGHT(), MID(), EXACT(), CONCATENATE()
  - VLOOKUP(), HLOOKUP(), MATCH(), IFERROR(), CHOOSE(), OFFSET()
  - Many more important DATE and other Functions

## MS ACCESS

- Getting started with the Database creation.
- Creating Table with datasheet view.
- Creating Table with Design view.
- Exploring different field options in Table creation.
- Importance of Input Mask.
- Creating Forms from Table.
- Making a new form and customizing.
- How to create Queries and saving its.
- Exploring all the commands of Running Queries.
- Report generation through Table and Queries.
- How to print the document.
- Import and export data to Access from various formats.

## RDBMS (SQL Integration)

- SQL Commands
- SQL Syntax & Queries
  - Basic and Advance
- SQL Function

## EXCEL-VBA

- Visual Basic Editor in Excel
- VBA Project Explorer and code windows
- VBA Project window
- Variable type:
  - Static
  - Module level
  - Global Variables

- VBA Data Types
- Arrays – Multidimensional & Dynamic
- Modules
- Subroutines & Functions
- Decision and Looping
- Multiple conditional statements
- Looping
  - For Next loops
  - For Each Loop
  - Do Until Loops
  - While wend loops
  
- Strings and Function and Message Boxes
- Strings Concatenation & Searching strings
- Functions:
  - Conversion Functions
  - Format functions
  - Date & Time Functions
  
- Operators
  - Comparison operators
  - Concatenation Operators
  - Logical operators
  - Other Operator
  
- Debugging
- Types of Errors
- Stop statements
- Single stepping, Procedure stepping & call stack dialogs
- Debug window
- Using Message Boxes in Debugging
- Errors and the Error Function Resume Statements
- Dialogs
- Excel VBA and User Forms
- Viewing Form, Displaying form in code
- Populating form, Default Toolbox Controls
- Label, Text Box, ComboBox, List Box, Check Box, Option Button, Toggle Button,
- Frame
- Command Button, Tab Strip, Multipage, Scroll Bar, Spin Button, Image, Ref Edit
- Common Dialog Control: Open Dialog, Save As, Color, Font, Print, Default Dialog
- Command Bars and Buttons
- The Excel Object Model
- Properties & Methods
- Application Object
  - Workbook Object
  - Windows Objects
  - Worksheet Object
  - Range Object

- Creating pivot table using VBA
- Advance VBA for Pivot Table
- Converting Labels to Numbers and Numbers to Labels
- Transposing a Range of Cells
- Adding Formula Details into contents
- Calculating a Range
- Reversing a Label
- Evaluating a Cell
- Sorting Worksheets into Alphabetical Order
- Replacing Character in a String
- Timed Event

## COURSE HIGHLIGHTS:

- 1) Practical Training on latest version of all the MIS Tools.
- 2) The Training will be from the very basic level to the Advance Level
- 3) Candidate will be Job Ready for the High-end Projects after the Course Completion.
- 4) A very important and must course for the management students.
- 5) Anytime LAB Facility will be provided.
- 6) 100% placement support is being provided.
- 7) Favorable Student-Trainer Ratio & anytime Doubt session

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