

# Management Information System

## About:

MIS is short for management information system or management information services. 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.

MIS professionals are the "communication bridge" between business needs and technology. This means that you will have to understand how to figure out how things work, solve problems, find things out, communicate what you found, and learn a lot of new things on a regular basis. It's a dynamic field, and it takes dynamic people to do well in it. People who can think fast, work hard, and balance a lot of things should really think about MIS

## MS Excel - Advance

### 1. Excel Quick Overview

- Use of Excel, its boundaries & features

### 2. Data Formatting & Custom settings

- Number, Text, Date, Currency, Custom settings. Data formatting & cleaning

### 3. Conditional Formatting

- Once defined, it will automatically change color of values e.g. up or down, high or low, pass or fail, profit or loss etc.

### 4. Filters, Queries & Data Sorting

- Drill down your data to your desired level. Sort data based on your choice e.g. like North, East, West, South rather than alphabetically.

### 5. Formula Writing & Fixing Errors

- Financial, Logical, Text, Day and Time, Statistical, Mathematical etc Sum, Average, Count, Minimum, Maximum, Absolute, Concatenate, Count, CountA, CountBlank, CountIf, Day, Today, Even, Exact, Exp, Find, Int, IsBlank, Left, Len, Lower, Upper, Proper, Now, Power, Rank, Right, Round, Trim etc.

### 6. If-Then-Else & Nested If commands

- Produce different set of results based on slabs, conditions.

### 7. Vlookup / Hlookup

- You have large amount of data placed at different locations & you want to merge it based on common values & it's relevance.

## 8. Graphs & Charts

- In this workshop you will learn how to create, modify & update graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc.

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## 9. Hyper / Data Linking

- Hyper & data linking, within or outside Worksheet / Excel File is an important feature. This helps update data automatically.

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## 10. Grouping - Ungrouping

- Sometime data needs to be grouped for summarized results & crisp view. Grouping & ungrouping feature will help you do so.

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## 11. Pivot Tables

- Summarize your data as per your desire. You need to select data in a range & produce consolidated results in user defined reporting formats.

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## 12. Macros Recording, use, editing, linking:

- Record, edit & use Macros with little or no programming knowledge.

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## 13. Security & Protection

- It will help you protect your cells, worksheet or an excel file from unauthorized use.

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## 14. Data Validation

- Prevent wrong data entry in your specified format.

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# Macros

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## 1. Creating & Recording a Macro

- First step towards learning Macros programming is to learn how to create & record macros. This is the 1st step towards macro programming.

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## 2. Executing Macros through shortcuts and command buttons

- This is using such features based on user requirements.

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## 3. Editing recorded syntax

- How to edit or write your own Macro programs

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## 4. Modules

- Learn about modules which is an excellent feature of VBA programming.

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## 5. Procedures

- Write & practice programming procedures. Understand their flow.

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## 6. Sub Procedures

- Write & practice programming procedures.

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#### 7. Functions

- There are certain inbuilt or user defined functions. Explore those functions

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#### 8. Objects and collections

- An object is a special type of variable that contains both data and codes. A collection is a group of objects of the same class. The most used Excel objects in VBA programming are Workbook, Worksheet, Sheet, and Range.

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#### 9. Workbook and workbook objects

- A workbook is the same as an Excel file. The Workbook collection contains all the workbooks that are currently opened. Inside of a workbook contains at least one worksheet.

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#### 10. Range object & cells property

- Range represents a cell, a row, a column, a selection of cells containing one or more contiguous blocks of cells, or a 3-D

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#### 11. Methods & properties

- Each object contains its own methods & properties. A Property represents a built-in or user-defined characteristic of object.

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#### 12. Object variables and arguments

- Sometime a method takes more than one argument. For example, the Open method for the Workbook object, takes 12 arguments. To open a workbook with password protection, you would need to write the code.

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#### 13. If Case, Loop Case & Select Case

- Looping, Sub looping, looping through a range, For, Next loop etc.

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#### 14. Excel VBA tutorial

- VBA tutorial will help you proceed in a step by step approach

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### **Visual Basic for Applications (VBA)**

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#### 1. Your First Visual Basic Program

- Welcome To Visual Basic
- A Simple Project
- Using the Application Wizard

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#### 2. Adding Controls to Forms

- Visual Basic Controls
  - Creating and Manipulating New Controls
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- Changing Design Time Control Properties
  - Visual Basic Built-In Controls
  - Control Design Tips
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### 3. Understanding Events

- Introducing Events
  - Event Procedures
  - The Form Load Event
  - The Form Resize Event
  - Command Button Click Event
  - Text Box Change Event
  - The Timer Control's Timer Event
  - GotFocus / LostFocus Events
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### 4. Working with Forms and Controls

- Setting Properties at Run Time
  - Setting Form and Control Properties
  - Using ActiveX Controls
  - Adding ActiveX Controls to a Project
  - Using the Monthview ActiveX Control
  - Extra ActiveX Samples
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### 5. Creating and Using Menus

- Menus in Visual Basic
  - Using the Menu Editor
  - Working with Menus
  - Manipulating Menus at Run Time
  - Reusing Menus
  - Creating Popup Menus
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### 6. Compiling and Distributing Applications

- Finishing Touches
  - Project Properties
  - Native Code vs. p-code
  - Creating Your Executable
  - Using the Package and Deployment Wizard
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### 7. Working with VBA

- Creating a Simple Procedure
  - Variables and Parameters
  - Data Types
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- Using Constants
  - Investigating Built-In Functions
  - Branching Structures and Looping Structures
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#### 8. Handling Errors

- Handling Syntax Errors
  - Handling Run-Time Errors
  - The Error Handling Standard
  - Taking a Closer Look
  - Who Handles Errors?
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#### 9. Debugging Applications

- Handling Logic Errors
  - Watch Expressions
  - The Call Stack
  - The Debugging Process
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#### 10. More VBA Issues, Form and Control Issues

- Scope, Lifetime, and Precedence
  - Passing by Value and by Reference
  - Arrays
  - Optional Arguments
  - Using Multiple Forms
  - List Boxes Revisited
  - Control Arrays
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#### 11. Adding Simple Database Support

- Support for Data Access in Visual Basic
  - Using the ADO Data Control
  - Binding Controls to Data
  - Writing Code for the Data Control
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### **Microsoft Access**

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- Creating an Execute-Only Database
  - Encrypting a Database
  - Using the Access Runtime Program
  - Packaging a Database
  - Importing Data from and Exporting Data to SharePoint Lists
  - Sharing a Database
  - Self-Test
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