

Advanced Excel with MIS

Course Duration: 6 months

Qualification: Basic knowledge of Excel is recommended

Eligibility:

Basic knowledge of Excel is recommended; open to all individuals interested in advanced Excel and MIS concepts.

Medium of Instruction:

English

Duration:

6 months

Program Details:

The program has been divided into 4 modules. Consequently, there will be examinations at every end of module. For beginners it is first important to build command over programming concepts. In this course our goal is to help you to be confident with the coding fundamentals.

Curriculum: View Specialization:

Module 1: Advanced Excel Techniques

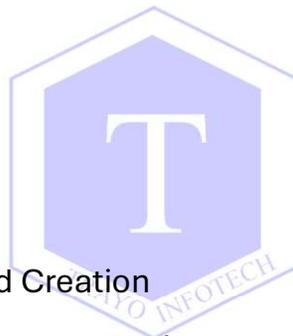
- INDEX Function
- MATCH Function
- VLOOKUP
- HLOOKUP
- Array Formulas (Basic to Advanced)
- Advanced Function Usage
- Data Validation (Rules & Restrictions)
- Conditional Formatting (Dynamic Formatting)
- Practical: Build Advanced Formulas

Module 2: Data Analysis & Visualization

- Pivot Table Basics
- Advanced Pivot Tables
- Calculated Fields
- Using Slicers
- Dynamic Charts
- Data Visualization Techniques
- Practical: Analyze Data Using Pivot

Module 3: MIS Integration

- MIS Overview
- Key Components of MIS
- Excel Dashboards
- Interactive Reports
- Automation with Macros
- Introduction to VBA
- Practical: MIS Dashboard Creation



Module 4: Final Project & Advanced Topics

- What-If Analysis
- Goal Seek
- Solver Tool
- Integrating Excel with MIS Tools
- Final Project: Complete MIS Dashboard
- Review & Best Practices