Top 40 MIS Executive Interview Questions and Answers

Are you looking for the most-frequently asked MIS Executive interview questions? This article has a detailed list of some of the most popular MIS interview questions and answers asked in any top company's MIS executive interview round. These questions will help you to prepare for the interview so that you show your extreme MIS skills during the interview round as it covers a variety of questions as per the skills required to become an MIS Executive.

An MIS (Management Information System) is a system that is used to collect, process, store, and disseminate data or information to support the management. An MIS Executive is a professional who is responsible for maintaining the existing MIS of an organization. With experience and skills, you can further your career path to becoming a Data Analyst, Business Analyst, or Research Analyst.

The most important skills that are associated with an MIS Executive are MS Excel, SQL, and VBA. The interview questions here will cover these skills. Some of the top MIS Executive Interview Questions & Answers are:

General MIS Executive Interview Questions

Q1. What is the purpose of an MIS?

Ans. The primary purpose of an MIS is to assist the management in making strategic, tactical, and operational decisions. It offers up-to-date information on the company's assets and helps various departments like – Marketing, finance, R&D, manufacturing, etc. From storing data to making it accessible, MIS is a crucial aspect of every business today. Other primary objectives are:

- Data storage
- Data retrieval
- Data propagation
- Planning
- Graphical report making

Q2. What are the different types of MIS?

Ans. The different types of MIS are:

- **Databank Information System**
  This form of information system helps in observing, classifying, and storing data items which helps the decision-maker in taking data-driving decisions.
- **Predictive Information System**
  This form of information system is used to draw presumptions and predictions that are relevant to decision making.

- **Decision Support System**
  DSS is used to gather, analyze, and synthesize data for producing comprehensive information reports.

Q3. What is the core principle of MIS?

Ans. The core principle of MIS is to facilitate decision making by supplying up-to-date and accurate information to people who need it on time in a usable form. Apart from this MIS also helps in:

- Offering the right facts
- Supporting pre-defined internal control
- Dealing with operating procedures
- Preparing for company audit
- Creating desired reports

Q4. What are the levels of information requirements in an MIS?

Ans. The levels of information requirements in an MIS are:

- Organization level
- Application-level
- Technical level
- Database level

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Q5. What are the levels of decision making in MIS?

Ans.   Most of the managers use information systems to improve their decision-making capabilities. MIS helps the different levels of managers in taking different levels of decisions

(whether decisions for an individual or on behalf of a group). Having a dependable MIS system helps the following levels of decision making:

- Senior management
- Strategic level management
- Technical experts
- Middle management and project teams
- Operational management
- Individual employees

Q6. What are the elements of decision making in MIS?

Ans. The elements of decision making in MIS are:

- Model
- Constraint
- Optimization

Q7. What are the advantages of management information systems in a business?

Ans. In business, MIS offers the following types of advantages:

- Single database access to all stakeholders
- Saves time of managers from operational work which can be utilized in other productive tasks
- Enhance the power of data and helps in decision making
- Ensures a high degree of accuracy
- Reduces the paperwork
- Helps in making easy to digest reports
- States the current financial position of the company to business leaders
- Offers competitive advantage

Q8. What are the different approaches used in designing an MIS?

Ans. The different approaches used in designing an MIS are:

- Organisation-chart approach
- Integrate-later approach
- Data-collection approach

- Database approach
- Top-down approach

Q9. What strategies do you follow to successfully apply management information systems to a business?

Ans. Before applying a fully-functional MIS one should keep the following tips in mind:

- Understand the primary need of having an MIS
- Outline the goals of a company before deciding on the type of MIS
- Reach out to multiple vendors and decide the best one based on their offerings, cost, benefits, updates, training support, technical support, etc.
- Train the existing employees to successfully run and track large size data

MS Excel Questions for an MIS Executive Interview Questions Round

Q10. How can you protect your worksheet from anyone editing the data?

Ans. There are two ways in order to prevent anyone from editing the data:

1. You can password protect the worksheet so that only those who have the password can open the sheet. To do this go to Menu bar >Review > Protect Sheet > Password.
2. Lock the range. First, select the range that you want to lock, then right-click anywhere. Then go to the 'Format Cells' option from the drop-down menu and go to 'Protection' tab. There tick the 'Locked' option if it isn't ticked, then press OK.

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Q11. How to create a drop-down list so that users cannot enter unwanted data?

Ans. We can create a drop-down list to limit data entry using 'Data Validation'. First of all, create a list that you want to use as a drop-down list. Then go to Menu bar>Data>Data Validation. From the drop-down click 'data validation' and in settings select Allow: list. A source area will appear. Clicking on the source area, select the list of data you created at first and press OK.

Q12. Is it possible to make a pivot table using data from multiple sources?

Ans. Yes, it is possible to make a pivot table from multiple worksheets if it is located in the same workbook.

Q13. How do you freeze rows and columns simultaneously?

Ans. Click the cell from where you want to freeze the required columns and rows. Then go to Menu bar > View > Freeze panes > the first option ('Freeze panes').

Q14. What is the constraint of a VLOOKUP function?

Ans. The one constraint with VLOOKUP is that the Lookup Value must be in the leftmost column of the Table Range.

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Q15. How many report formats are available in MS Excel?

Ans. There are three report formats in MS Excel – compact, report, and tabular.

Q16. What logical condition will you use when there are two different criteria?

Ans. Use the 'AND" logical condition when there are two different criteria.

Q17. How do you prepare an MIS report in Excel?

Ans. Follow the below steps:

- Collect raw data from a different department
- Combine data in excel
- Link your data to your MIS template by using formulas like Vlookup, Hlookup, Sumifs, Sumif, INDEX & MATCH, Charts, etc. based on the needs
- Check for any #N/A, any #values, etc.

Also Read>> 7 Excel Tricks to get work done faster!

Q18. What do you know about VLOOKUP?

Ans. VLOOKUP is an Excel function that is used to lookup and retrieves data from a specific column in an excel table. VLOOKUP supports approximate and exact matching. In VLookup, the "V" stands for "vertical". Also, the lookup values must appear in the first column of the table, with lookup columns to the right.

Purpose: Lookup a value in a table by matching on the first column

Return Value: Matched value from a table

Syntax: =VLOOKUP (lookup_value, table_array, col_index, [range_lookup])

Q19. What is the Logical Function?

Ans. There are 4 logical functions – AND, OR, XOR, and NOT. A Logical function helps in:

- Checking if a condition is true or false
- Combine two or more conditions together

Q20. How to format an open MIS Report (.csv to .xlsx)Excel?

Ans. Follow the below steps using MIS Report Format Add-in:

- Open the MIS Report file (.csv) in Excel (2016)
- Select the ISO-NE MIS Viewer tab in Microsoft Excel
- Select Format Report

This will format the MIS report and will leave the original MIS Report unaffected.

Q21. What is a condition and why does it matter?

Ans. In Excel, a condition determines the expression of the values stating either it is true or false. The expression could be a function that determines if the value entered in a cell is of numeric or text data type, if a value is greater than, equal to or less than a specified value, etc.

Syntax:

- =IF(logical_test, [value_if_true], [value_if_false])
- =OR(logical1, [logical2], …)

VBA Questions Asked During MIS Interview Round

Q22. What is the difference between DIM and SET?

Ans. DIM declares the variable. E.g. Dim r As Range. On the other hand, SET sets the variable to an object reference. E.g. Set r = Range("A1").

Q 23. Write a VBA program to copy data from a worksheet to another?

Ans. Sub CopyData()

Dim lastrow, lastcol as Integer

lastrow = Worksheets("name_of_the_worksheet").rows.usedrange.count

lastcol = Worksheets("name_of_the_worksheet").columns.usedrange.count

Worksheets("name_of_the_worksheet").Range(lastrow, lastcol).Copy
Worksheets("name_of_the_worksheet_to_be_copied").Range("cell_name_where_you_want_to_copy")

()

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Q24. What is Option Explicit and Option Base?

Ans. Option Explicit makes the declaration of the variables mandatory. Option Base is used at the module level to declare the default lower bound for array subscripts.

Q25. What is the difference between ActiveWorkbook and ThisWorkbook?

Ans. ActiveWorkbook is the workbook that is open and active while the VBA code is running while ThisWorkbook refers to the workbook where the code is present.

Q26. How can you stop VBA script when it goes into the infinite loop?

Ans. Ctrl + Pause/Break is used to stop VBscript if it goes into an infinite loop.

Q27. How can you pass arguments to VBA functions?

Ans. If the arguments are approved to VBA function, the following two ways will help in passing the arguments to VBA functions:

- **ByRef –** The called procedure may change the value of the argument passed
- **ByVal –** The called procedure does not want to change the value of the argument passed

Q28. Which are some of the different types of error handling techniques?

Ans. The following are three different types of error handling techniques:

- On Error Goto 0
- On Error Goto Err_Lbl
- On Error Resume Next

Q29. Give the shortcuts for following Excel VBA:

Ans.

Action	Shortcut
Open the VB Editor	Alt+F11
Step through each line of code	F8

open the Immediate Window	Ctrl+G
Delete a Line of Code	Ctrl+Y
Check parameters in a property, method, or function	Ctrl+i
Step out of code	Ctrl+Shift+F8
Resume execution though the error handler	Alt + F5
Show the call stack	Ctrl+L

Q30. How do you count a string in excel?

Ans. By using Count A we can count a string in excel.

SQL Questions for MIS Interview

Q31. What are the three main types of statements in SQL?

Ans. The three main types of statements in SQL are:

- Data Definition Language (DDL)
- Data Manipulation Language (DML)
- Data Control Language (DCL)

Q32. What is a Primary Key?

Ans. The Primary Key is a special type of Unique Key, which uniquely identifies each record in a database, and has a NOT NULL constraint.

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Q33. How do you combine records from different tables based on related columns?

Ans. Using a JOIN statement.

Q34. What are the different types of JOINs?

Ans. There are four types of JOINs:

- Inner – returns records that have matching values in both tables.
- Right – returns matching records from the left table and all records from the right table.
- Left – returns matching records from the right table and all records from the left.
- Full – return all records when there is a match in either of two tables.

Q35. How do ensure that your subquery is working fine?

Ans. Run the subquery independently to see if it gives the desired result. If it is running properly then, you should have no problem.

Q36. What do mean by XML Datatype?

Ans. XML datatype helps in storing XML documents in the SQL Server database.

Q37. Which command will you use to recompile the stored procedure at run time?

Ans. RECOMPILE

Q38. What is @@SPID in SQL?

Ans. @@SPID returns the session ID of the current user process.

For example:

SELECT @@SPID AS 'ID', SYSTEM_USER AS 'Login Name', USER AS 'User Name';

Result:

ID   Login Name   User Name

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11   ABC\xyz   who

Q39. What is @@Version?

Ans. The @@VERSION results are presented as one nvarchar string. The SERVERPROPERTY (Transact-SQL) function helps in retrieving the individual property values.

Example:

SELECT @@VERSION AS 'SQL Server Version';

Result:

SELECT @@VERSION AS 'SQL Server PDW Version';

Q40. What are the Triggers?

Ans. In SQL, Triggers means a special type of pre-stored procedure that runs automatically as soon as an event occurs in the database server. There are four types of triggers in SQL:

- Insert
- Delete
- Update
- Instead of

The above questions should help you in getting started with your preparation for an MIS Interview. If you are looking to improve your skills, you can go for a professional certification course in MS Excel, SQL, or VBA. Naukri Learning offers a variety of courses that will help you to improve your skills, boost your career prospects, and earn a higher salary.

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