



# Excel Project Report



Created by:

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# Excel-Based Management Information System (MIS) for Business Operations

## Overview:

This project demonstrates the creation of a **Management Information System (MIS)** using **Microsoft Excel** to manage, analyze, and visualize key business operations. The MIS is designed to track various metrics within a company such as sales, inventory, employee performance, financials, and customer data, all stored and processed within a structured Excel file. The system is aimed at improving decision-making, increasing operational efficiency, and providing real-time access to business data.

## Objectives:

- Centralized Data Management:** The primary objective of this project is to develop a system that centralizes all critical business data in a single Excel workbook, enabling easy management, analysis, and access.
  - Data Tracking and Reporting:** The system tracks key business metrics, such as sales, inventory levels, financial data, and employee performance. The project aims to streamline reporting processes by automating data calculations and generating real-time reports.
  - Data Analysis and Decision Support:** The MIS is designed to analyze trends and provide insights, helping business managers make informed decisions related to sales, operations, and finances.
  - Automating Calculations and Reports:** Automate essential calculations (like revenue, profit margins, or sales trends) and generate dynamic reports for management to review, eliminating the need for manual data entry and calculations.
  - Interactive Dashboards and Visualizations:** The system uses charts, pivot tables, and conditional formatting to create dynamic, interactive reports that help stakeholders visualize key performance indicators (KPIs).
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## Key Features and Components of the Excel MIS System:

- Sales Data Management:**
  - The sales data sheet records sales transactions, including product IDs, quantities sold, prices, discounts, and total sales for each transaction.
  - A **pivot table** summarizes total sales per product, region, and time period, providing insights into sales performance.
  - Data Validation** is used to ensure that input data is consistent and accurate.
- Inventory Management:**
  - The inventory sheet tracks product stock levels, including product codes, quantities in stock, purchase costs, and sales prices.
  - A **stock alert system** is set up using conditional formatting, where cells turn red when stock falls below a predefined threshold, enabling inventory managers to restock on time.
- Employee Performance Tracking:**
  - The employee sheet records employee data such as names, roles, sales performance, attendance, and productivity metrics.
  - A **performance dashboard** is created using bar charts and KPIs to monitor employee performance and identify top performers.
- Financial Analysis:**
  - The financial sheet includes revenue, expenses, and profit data, allowing businesses to track their overall financial health.
  - The system calculates **net profit**, **profit margins**, and **return on investment (ROI)** using Excel formulas like SUM(), IF(), and VLOOKUP().
- Customer Data Management:**
  - The customer database tracks customer details, including contact information, purchase history, and feedback.
  - Using **Excel Lookup Functions** (VLOOKUP, INDEX, MATCH), the system enables quick retrieval of customer information for marketing or customer service purposes.
- Dynamic Dashboards:**
  - The system includes an interactive dashboard to display summarized data from various sheets (sales, inventory, financials) in a single view.

- **Charts and graphs** (bar charts, line graphs, pie charts) are used to visualize trends, sales performance, inventory levels, and profit margins.
  - **Slicers and Pivot Charts** are used for filtering data interactively and analyzing specific business aspects.
7. **Automated Reporting:**
- Reports such as weekly sales summaries, inventory status, and employee performance reports are automatically generated using Excel's **Auto-Update** feature.
  - **Conditional formatting** is applied to highlight important trends (e.g., sales exceeding goals or inventory shortages).
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## Benefits of the MIS System:

1. **Efficiency and Time-Saving:**
    - The system automates routine calculations and report generation, reducing the time spent on manual data entry and reporting.
  2. **Informed Decision-Making:**
    - By visualizing real-time data in dashboards, business managers can make informed decisions based on current trends, leading to improved strategic planning.
  3. **Data Accuracy and Integrity:**
    - Data validation rules and automated calculations help ensure accuracy and consistency across the system, reducing human errors.
  4. **Improved Reporting:**
    - Excel's ability to quickly generate comprehensive, up-to-date reports helps business leaders monitor performance and take corrective actions as needed.
  5. **Cost-Effective:**
    - As an Excel-based solution, this MIS is low-cost compared to more complex enterprise systems, making it accessible to small and medium-sized businesses.
  6. **Customizability:**
    - The system is highly customizable and can be adapted to suit the unique needs of any business, whether it's in retail, manufacturing, or services.
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## Steps to Build an Excel MIS System:

1. **Identify Key Business Metrics:**
  - Determine the key metrics to track, such as sales, inventory, financials, or employee performance. Define what data is critical to monitor for decision-making.
2. **Data Collection and Structuring:**
  - Collect data from various sources (e.g., sales records, inventory logs, employee reports) and organize it into structured sheets (tables) in Excel.
3. **Create Data Models:**
  - Use Excel's **Data Model** feature to link tables together through relationships, ensuring a coherent view of business data.
4. **Use Formulas and Functions:**
  - Apply **Excel functions** like SUM(), AVERAGE(), VLOOKUP(), and IF() to perform calculations and summarize data across different sheets.
5. **Design Pivot Tables and Charts:**
  - Use **pivot tables** to summarize data and create interactive charts that visualize the key performance indicators.
6. **Build Dashboards:**
  - Design a **dashboard sheet** where key metrics from different sheets are brought together using **charts**, **KPIs**, and **Slicers** for easy navigation.
7. **Automate Reporting:**
  - Set up automatic report generation with formulas and templates, ensuring the system provides up-to-date insights with minimal manual intervention.
8. **Testing and Validation:**
  - Test the system by inputting sample data to ensure all formulas, charts, and calculations work as expected. Validate the accuracy of the data being tracked.

## Conclusion:

This **Excel-based MIS project** provides a simple yet effective solution for tracking business operations. By leveraging Excel's built-in features like pivot tables, formulas, and dashboards, the MIS helps businesses improve decision-making, monitor performance, and optimize operations. Though this solution is cost-effective and easy to implement, it is scalable and can be customized according to the unique needs of any business. By automating reporting and analysis, businesses can focus more on strategy and growth, while relying on accurate, real-time data to guide their decisions.

## Project Report: Excel-Based MIS Report on Super Store Sales Data (A)

**Github Link-** <https://github.com/Somnath342000/Excel-SuperStore-Sales-Report-Dashboard.git>

## Project Overview:

This project presents a **Management Information System (MIS)** report created in **Microsoft Excel** based on a dataset from a **Super Store Sales Data**. The primary objective of this MIS is to track, analyze, and visualize the sales performance of various products, regions, and customer segments. By leveraging Excel's functionalities such as pivot tables, formulas, and charts, this report helps provide insights into the store's sales trends, inventory status, and customer behavior, ultimately aiding in informed decision-making for better business performance.

## Objectives of the Project:

- Track Sales Performance:** The main objective is to analyze and track the sales performance of products across different regions, time periods, and customer segments.
- Monitor Inventory and Stock:** The project focuses on understanding the inventory levels, identifying underperforming products, and ensuring stock levels are optimized.
- Customer Segmentation:** The MIS report helps in categorizing customers based on their purchase behaviors, which can aid in targeting specific customer groups for personalized marketing.
- Financial Insights:** The system calculates revenue, profit margins, discounts, and total sales, helping managers understand the financial health of the store.
- Decision Support:** Providing business stakeholders with an interactive and visual representation of sales data that assists in operational and strategic decision-making.

## Data Source and Methodology:

- Data Source:** The dataset contains information about super store sales, including transaction details such as order ID, product categories, quantities sold, sales price, customer data, sales region, and discount information.
- Excel Functions:** The project uses key Excel functions such as **SUM()**, **AVERAGE()**, **VLOOKUP()**, **IF()**, and **COUNTIF()** to perform calculations and aggregate data.
- Pivot Tables:** Pivot tables are used to summarize large amounts of data, providing quick insights on sales performance, product categories, and regional sales.
- Charts:** Various charts (bar, pie, line) are created to visually represent the sales trends, product performance, and customer preferences.
- Data Validation:** Excel's data validation tools are used to ensure the accuracy of inputs, ensuring clean and consistent data for reporting.

## Key Features of the Excel-Based MIS System:

- Sales Performance Tracking:**
  - Product Sales Summary:** A table summarizing total sales by product category, showing units sold, total revenue, and average price.

- **Region-Wise Sales Analysis:** Pivot tables and charts display sales by region, highlighting the best-performing and underperforming areas.
  - **Time-Based Analysis:** Analyzing sales data by month, quarter, or year using time-series data to identify trends and seasonal patterns.
  - 2. **Inventory and Stock Management:**
    - **Inventory Levels:** Tracking the quantity of each product in stock, with a simple dashboard showing which items are running low or out of stock.
    - **Stock Alerts:** Conditional formatting is used to highlight low stock levels, ensuring timely reordering.
  - 3. **Customer Segmentation:**
    - **Top Customers:** A report on the highest spending customers, along with the frequency of their purchases.
    - **Customer Purchase Patterns:** Identifying the most popular products by customer demographics, region, or time period.
  - 4. **Financial Reporting:**
    - **Revenue Calculation:** Total revenue is calculated by multiplying quantity sold by unit price. Discounts and returns are also factored into the calculations.
    - **Profit Margin Analysis:** Profit margins are calculated for each product category to identify high-margin items for marketing and promotion.
    - **Discount Impact:** A section of the report analyzes how discounts have affected total sales and profitability.
  - 5. **Visualization with Dashboards:**
    - **Sales Dashboard:** A dynamic dashboard that presents key metrics like total sales, sales by region, and top-selling products using bar charts, line graphs, and pie charts.
    - **Profit and Loss Visuals:** A profit margin visualization allows users to track sales, cost of goods sold (COGS), and profit over time, helping identify the financial health of the store.
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## Insights and Analysis:

Based on the analysis conducted using Excel, the following insights were gained:

1. **Top-Selling Products:**
    - The most popular product categories were identified, allowing the store to focus on high-performing products and streamline inventory management.
  2. **Regional Sales Trends:**
    - The analysis of sales by region highlighted which areas were underperforming. This can help business leaders target marketing campaigns or offer promotions to increase sales in weaker regions.
  3. **Customer Buying Patterns:**
    - Identifying customer purchasing behavior based on region, demographics, or time of year provides valuable insights into which products are in demand at specific times.
  4. **Financial Insights:**
    - The analysis showed the store's profitability from different product categories. Products with the highest profit margins were highlighted, helping prioritize which products should be promoted.
  5. **Effect of Discounts:**
    - Discounts were shown to drive higher sales volumes, but the profit margins were also impacted. Understanding the balance between sales volume and profitability helped the store adjust discount strategies.
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## Benefits of the MIS System:

1. **Efficiency in Reporting:**
  - The MIS system automates the generation of financial reports and sales summaries, saving time and reducing manual effort.
2. **Data-Driven Decision-Making:**
  - With real-time data analysis, business managers can make informed decisions based on current sales trends, customer behavior, and inventory levels.
3. **Improved Operational Management:**

- By monitoring stock levels and sales performance, the system helps optimize inventory management and reduce the risk of stockouts or overstocking.
4. **Increased Profitability:**
    - By identifying high-margin products and effective discount strategies, the store can focus on areas that maximize profitability.
  5. **Enhanced Marketing and Customer Targeting:**
    - Customer segmentation allows for more personalized marketing efforts, improving customer engagement and satisfaction.
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## Conclusion:

This **Excel-based MIS report on super store sales data** offers valuable insights into sales performance, customer behavior, and financial health, helping business managers and stakeholders make data-driven decisions. The use of **pivot tables, charts, and dashboards** makes it easy to track and visualize key metrics. By providing an overview of performance across regions, products, and customers, this system not only helps in the daily operations of the business but also contributes to long-term strategic planning and growth. The automated reporting and analysis streamline operations and ensure that business leaders can focus on optimizing strategies to increase revenue and profitability.

This project demonstrates the power of Excel as a business tool for managing and analyzing sales data, and its adaptability makes it suitable for a wide range of industries.

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## Project Report: VBA Automation for Grade Calculation and Search Result Storage (B)

**Github Link-** <https://github.com/Somnath342000/Excel-VBA-Automatic-Grade-Checker.git>

### Project Overview:

This project demonstrates the use of **VBA (Visual Basic for Applications)** in **Microsoft Excel** to automate two key functionalities:

1. **Grade Calculation:** Automating the process of calculating and displaying student grades based on their scores.
2. **Search Result Storage:** Automating the search functionality to store the results of searches in a separate database for future reference.

The VBA code leverages **macros** to streamline both operations, saving time and ensuring accuracy. This system is useful for educators and businesses where data retrieval, grading, and result tracking are frequent tasks.

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### Project Objectives:

1. **Automate Grade Calculation:** To develop a system that automatically calculates grades for students based on their input scores and displays them in an easily readable format.
  2. **Store Search Results:** To automate the process of storing the search results into a new database, ensuring all queries are logged for future access and analysis.
  3. **Simplify the Workflow:** By automating the grading process and search functionality, the project aims to reduce manual effort, errors, and save time.
  4. **Enhance User Experience:** The project aims to provide an intuitive interface for users, enabling them to quickly calculate grades and search for student or course data without needing to manually input or look up results.
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### Benefits of the Automation System:

1. **Efficiency:**



- Automating the grade calculation process saves time for educators by eliminating manual grading.
  - Storing search results in a database allows users to track all searches without needing to re-enter information.
2. **Accuracy:**
- The use of VBA ensures that grades are assigned consistently, reducing human errors in manual calculations.
  - Search results are automatically recorded and stored, minimizing the chances of overlooking or forgetting data.
3. **Ease of Use:**
- The user interface is intuitive, allowing anyone with basic Excel knowledge to easily calculate grades and search for information.
  - Macros are triggered via simple commands, such as pressing a button or using a keyboard shortcut, making it convenient for frequent use.
4. **Data Logging and Tracking:**
- The system logs search results in a separate database, making it easier to track historical queries and identify trends over time (e.g., which students or courses are frequently searched).
5. **Customizability:**
- The system can be easily modified to include other criteria or different grading schemes based on the needs of the user. It can also be extended to include more complex functionalities like report generation or email notifications.
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## Conclusion:

The **VBA automation system for grade calculation and search result storage** simplifies two important tasks in educational or business environments: grading and information retrieval. By automating these processes, the system helps save time, improves accuracy, and ensures that historical search data is stored for future reference. The use of VBA and macros enhances the capabilities of Excel, transforming it from a simple spreadsheet tool into a powerful automation platform for managing and processing data. This project is highly beneficial for educators, administrators, or businesses that regularly handle large amounts of data and need an efficient way to manage and analyze that information.

## Thank You

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**Github Link-** <https://github.com/Somnath342000/Excel-SuperStore-Sales-Report-Dashboard.git>

**Github Link-** <https://github.com/Somnath342000/Excel-VBA-Automatic-Grade-Checker.git>