**MIS & Data Analyst Practical Training**

Overview  
Microsoft Excel is a general-purpose electronic spreadsheet used to organize, calculate, and analyze data. The task you can complete with Excel ranges from preparing a simple family budget, preparing a purchase order, create an elaborate graph/chart, or managing a complex accounting ledger for a medium size business

BASIC & ADVANCE EXCEL  
Objective  
Provide Basic/Advanced Understanding of Excel, make user familiar to create formula and give platform to make good analysis and introduce Powerful tools of advance excel so that user can make advance analysis with the help of those tools.  
http://www.megara.co.in/images/star.pngIntroduction to Excel, Basic Understanding Menu and Toolbar.  
http://www.megara.co.in/images/star.pngIntroduction to different category of functions like Basics, Mathematical and Statistical, Date and Time, Logical, Lookup and References, Text and Information.   
SUM,COUNT, COUNTA, COUNTBLANK, AVERAGE, MAX, LARGE MIN, ABS, SUMIF, COUNTIF, SUMIFS, COUNTIFS, LOWER, UPPER, PROPER, TRIM, LEN, LEFT, RIGHT, MID, CONCATENATE, SUBTOTAL,AND, OR, DAY, YEAR, EOMONTH, EDATE, NETWORKDAYS, TODAY, WEEKDAY, WEEKNUMBER, WORKDAY, FIND,SEARCH, VLOOKUP, HLOOKUP, MATCH, IFERROR, IFNA, IF, INDEX, OFFSET  
http://www.megara.co.in/images/star.pngFilters (Basic, Advanced , Conditional), Sort ( Ascending, Descending, Cell/ Font Colour), Single and Multiple Charts/Graphs, Conditional Formatting, Data validation, Group & ungroup, Data split.  
http://www.megara.co.in/images/star.pngPivot Table and Chart, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display

DASHBOARD & VBA  
Objective  
Dashboard reports allow user to get high-level overview of the business and help them make quick decisions. Dashboards are often called as management information system (MIS), which provides information that organizations require to manage themselves efficiently and effectively. http://www.megara.co.in/images/star.pngTo define KPIs (Key performance Indicator), Customer Service Dashboards or Project Management Dashboard (Gantt Chart)  
http://www.megara.co.in/images/star.pngDashboard reports based on Tables and number or Charts/Graphs or Both.VBA (Visual Basic Programming) is generally known as VBA Macros which comprises of UDFs (User Defined Functions) and generally used to simplify repetitive task.  
http://www.megara.co.in/images/star.pngMacro Recording, Create user defined function, User Form Concepts, Report Automation, Outlook Connectivity, Command Buttons, Worksheets/Workbooks Functions.

MS- ACCESS  
http://www.megara.co.in/images/star.pngIntroduction to Ms- Access, Create Query, Tables and Relationships, Basic Queries Using SQL

PAYROLL PROCESSING  
http://www.megara.co.in/images/star.pngPay structure  
http://www.megara.co.in/images/star.pngLeave management (CL, EL, SL, and ML)  
http://www.megara.co.in/images/star.pngBasic, HRA, DA, Conveyance, Medical allowance, Lunch allowance etc  
http://www.megara.co.in/images/star.pngPF, ESIC, Bonus, Gratuity, Overtime, Calculations, Deductions. etc  
http://www.megara.co.in/images/star.pngCalculation of Gross , Net salary & CTC  
http://www.megara.co.in/images/star.pngPreparation of Break- up salary, Designing CTC and salary break up and discussion on Compensation and benefits.

TAX PLANNING FOR SALARIED EMP.  
http://www.megara.co.in/images/star.pngPT- Slab Process  
http://www.megara.co.in/images/star.pngTDS (Salaried People)  
http://www.megara.co.in/images/star.pngSlab Process of TDS  
http://www.megara.co.in/images/star.pngCalculation of TDS for Men, Women, Senior Citizens  
http://www.megara.co.in/images/star.pngEducation Cess  
http://www.megara.co.in/images/star.pngRoutine Tax Planning  
http://www.megara.co.in/images/star.pngTax Exemptions Under different Sections

PAYROLL REPORTING  
http://www.megara.co.in/images/star.pngPF report in Excel sheet  
http://www.megara.co.in/images/star.pngESI report in Excel sheet  
http://www.megara.co.in/images/star.pngProfessional report Tax

Batch Details :  
Regular Batch : 1.5 Month  
Weekend Batch : 12 Sundays  
Fast Track : 5 days (Full Time Class)

Contact  
Feel free to interact with us if you have any queries or suggestions contact us on contact@megara.co.in & 0124 4058 233 | 9999 8582 39