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Professional Training Institute

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► E-Accounts & E-Taxation (GST)
► Direct & Indirect Taxation (GST)
► Advanced Tally ERP 9
► HR Generalist & Analytics
► HR Payroll & IR Compliances
► HR Social Compliances
► MIS & Data Analysis in Excel
► VBA/Macros & Access, SQL
► Advanced Excel, VBA, Access (MIS)
► Digital Marketing/SEO/SMO/PPC
► Corporate Finance/Financial Analyst
► Technical Analyst (Stock Market)
► Pre-Sales & Bid Management

► Advanced Web Designing
► PHP & MYSQL
► Software Testing (Manual+Automation)
► Selenium
► Graphics Designing (Photoshop,Corel draw. Indesign,Illustrator)
► Cisco Networking
► Microsoft System & Administrator
► Linux/Unix
► SAS(Base-+Advanced SAS)
► Big Data/Hadoop

Contact:+91 9999491895, 9873140018   Email: info@slaconsultntsindia.com

MIS & DATA ANALYTICS IN EXCEL

SLA Consultants India is Training & Development Company and we provide MIS/Backend Operation/Data Analyst /EDP Practical Training for More Than 10+ Years with a Proven Track Record to Train MIS/Backend Operation/Data Analyst /Fresher Manpower at All Level. SLA Consultants Always Invites Graduates, MIS Executives, Pursuing Masters or Professional for Practical Training Classes with Real Time Exposure.

Course Duration: 75-85 HRS with Highly Skilled Corporate Trainers for 5 Modules SLA Consultants India MIS & Data Analytics in Excel Training Delivery Method:

- Web / Desktop Base
- Instructor-Led Classroom Sessions,
- Presentations/Demonstration/Practical of Concepts.
- Handouts/Assignments/Real-time Exposure to Work on Clients

Please visit to our website to get more details: www.slaconsultantsindia.com/advanced-excel-vba-mis-practical-training-course.aspx
NOTE: Classes Are Also Available On Module Basis

Module 1 - Basic & Advanced Excel Objective

What is Excel?

Microsoft Excel is a general purpose electronic spreadsheet to use 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

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.

- Introduction to Excel, Basic Understanding Menu and Toolbar, Introduction to different category of functions like Basics, Mathematical and Statistical, Date and Time, Logical, Lookup and References, Text and Information.
  - **Mathematical Functions:-**
    Sum, Sumif, Sumifs, Count, Counta, Countblank, Countif, Countifs, Average, Averagea, Averageif, Averageifs, Subtotal, Aggregate, Rand, Randbetween, Roundup, Rounddown, Round, Sumproduct

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- **Date & Time Function:-**
  Date, Day, Month, Year, Edate, Eomonth, Networkdays, Workday, Weeknum, Weekday, Hour, Minute, Second, Now, Today, Time

- **Text Functions & Data Validation :-**
  Char, Clean, Code, Concatenate, Find, Search, Substitute, Replace, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Trim, Value, Large, Small
  Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.

- **Statistical Function & Other Functions :-**
  Isna, Isblank, Iserr, Iseven, Isodd, Islogical, Isytext, Max, Min, Len, Right, Left, Mid, ,Maxa, Maxifs, Median, Minifs, Mina, Vara, Correl, Geomen

- **Logical Functions:-**
  And, Or, If, Iferror, Not, Nested If

- **Lookup & Reference Functions**:-
  VLookup, HLookup, Index, Match, Offset, Indirect, Address, Column, Columns, Row, Rows, Choose, Arrays Concept In Lookup Formula's, Past Special, Past link

- **Pivot Table** and Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display

- **Data Collection** Method With Data Quality, Collaboration & Security Like Share Your Workbook On Share Drive With Quality

- **Analysis -** Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables, Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table, Two-Variable Data Table

- Advanced Chart Technique, How To Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart.

- Advanced Dashboard.

- Report Development - (Real World Data)

Module 2-   DASHBOARD & VBA / Macros Programming 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.

- To Define KPIs (Key performance Indicator), Customer Service Dashboards or Project Management Dashboard (Gantt Chart)
- Dashboard Reports Based on Tables and Number or Charts/Graphs or Both.

- **Introduction to Programming Introduction to logical thinking flowcharts & algorithms:**
- Define Objective, Start & End Points; Identifying Solution & Breaking it Into Sequential Steps Writing a Algorithm
- Step-by-Step Instructions, Flowcharts, Process Flow Diagrams. Excel Macros - an Introduction
- **Complete Review of the VBA Language (Subs, Functions, Variables, Arrays, Loops, Logic...etc.)**
  - Excel Macro Language Review (VBA) Including Variables, Data Types, Constants, Arrays, Operators, Expressions, Loops, Logic Decisions And Calling
  - Overview Of Commanding Excel Using VBA Including A Discussion Of Objects, Properties And Methods

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- The Power of Macros - What, When, How to use Macros.
- Introduction to Object Oriented Programming
- Objects, Its Functions, Methods and Properties Introduction to Events
- Details of Events, How & When to use of Events, Preparing to 'Macro' Visual Basic Editor (VBE) – Developer Tab, Security
- Introduction to the VBE, Properties window, Project Explorer, Password Protection of Code How to use the VBE - Features, Options, Intelligence Technology
- Debugging Mode, Bookmarks, Breakpoints, Watch Window, Immediate Window and Locals Window Inbuilt VBE Help Feature - Tips and Tricks
- Form Controls vs. ActiveX Controls Getting into the Code
- Message Box and Input Box Working with Data in Excel through VBA
- Data Types, Constants and Variables
- Different type of data type; How and When to use Variables to Store Information.
- For-Next, For-Each, Do-While, Do until, Do Loop Decision-Making and Code Branching
- If-Then-Else, Select-Case, And/or Nested Conditions
- What is user's Defined Functions?
- How to create & use them.
- Use of Arrays in VBA programming with one dimensional, two dimensional or multi-dimensional analysis

- **Excel VBA Power Programming For VBA Macros**
  - Working with Dynamic Ranges. Protecting Worksheets, Cells and Ranges. Working with Multiple Files. Opening & Saving Files
  - How to Analyze Data On Multi Worksheets And Build Summary Sheets
  - How to Access The Windows File And Folder System To Open And Close Workbooks
  - How to Protect Your Code Against Errors
  - How to Use Excel And VBA To Create Basic Dash Boards
  - How to Create Your Own Custom Business Worksheet Functions In VBA
  - How to Create Basic Report Generation Tools Using Excel VBA, Microsoft Word And PowerPoint
  - How to Use The Excel Visual Basic Macro Recorder To Record Excel Tasks In VBA And Then Interpret The Code

- **Overview of Using User forms To Create Business Wizards**
  - Working with User Forms & User Forms Events like List box, Combo box, Option Buttons, Check box, Text box, Labels, Command button, Toggle button.
  - How to create dynamic dashboard on user form with different controls
  - How to link various user form with each other to create a complete interface between user and system

- **Connection between Excel VBA & other platforms**
  - How to Establish Connection Between VBA and Internet Explorer to Open any Internet Website through VBA
  - How to Establish Connection Between Excel VBA and power presentation to create power point through VBA
  - How to Establish Connection Between Excel VBA and Access database to update the data in access through VBA
  - How to Establish Connection Between Excel VBA and outlooks through VBA
  - How to Establish Connection Between Excel VBA and MS Word through VBA

- **Testing and Debugging Your Code**
- **Effective Error Handling**
- **Automation Development Reports & Live Projects**

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Module 3 - MS - Access & SQL

Access is a relational database management system (RDBMS) from **Microsoft** that combines the relational **Microsoft** Jet Database Engine with a graphical user interface and software-development tools. ... It can also import or link directly to data stored in other applications and databases.

➢ **Introduction to SQL**

- SQL Course overview
- Installing the test environment
- What is SQL?
- Editors and Platforms to learn SQL

➢ **Complete SQL in a Class**

- Quick-start introduction
- Using the basic SELECT statement
- Selecting rows
- Selecting columns
- Counting rows
- Inserting data
- Updating data
- Deleting data
- Import and Export data

➢ **Fundamentals of SQL**

- Databases and tables
- SQL syntax overview
- Data Definition, Data Manipulation, Data Control, Transactional Control statements
- Creating tables
- Deleting a table
- Inserting rows into a table
- Deleting rows from a table
- What is NULL?
- Controlling column behaviors with constraints
- Changing a schema with ALTER
- Filtering data with WHERE, LIKE, and IN
- Removing duplicates with SELECT DISTINCT
- Sorting with ORDER BY

➢ **How Relationships Work in SQL**

- Understanding joins
- Accessing related tables with JOIN

- Multiple related tables

➢ **Explaining SQL Strings**

- About SQL strings
- Finding the length of a string
- Selecting part of a string
- Removing spaces with TRIM
- Making strings uppercase and lowercase

➢ **Numbers and SQL**

- About numeric types
- Finding the type of a value
- Integer division and remainders
- Rounding numbers

➢ **SQL Functions and Clause**

- The Aggregate functions MIN, MAX, AVG, SUM and COUNT, UPPER, LENGTH, LOWER
- The GROUP BY and HAVING clauses Grouping in a combination with joining

➢ **Triggers in SQL**

- Concept of Trigger
- Create Trigger for (Insert,Update,Delete)
- Alter Trigger

➢ **What are Subselects and Views in SQL**

- Creating a simple subselect
- Searching within a result set
- Creating a view
- Creating a joined view

➢ **Maintaining SQL Server Database**

- Backup Database
- Restore Database

➢ **SQL Server Job Creation**

- How to create job in SQL Server Agent
- How to schedule job

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Topics Covered as follows:

- Access environment and tools
- Database terminology and concept
- Designing database in Access
- Understanding RDBMS
- Working with the Design side of Tables
  - Create Query
  - Join Tables That Have No Common Fields
  - Work with Subdatasheets
  - Create Sub queries
- Working with the runtime of Tables
- Data migration and importing
- Working with the Design side of Queries
- Working with the runtime of Queries
- Working with the Design side of Forms
  - Adding Controls to Forms
  - Creating Sub forms
  - Organizing Information with Tab Pages
  - Displaying a Summary of Data in a Form

- Applying Conditional Formatting
- Working with the runtime of Forms, Managing Switchboard
- Working with the Design side of Reports
  - Organize Report Information
  - Format Reports Include Charts in a Report
  - Add a Calculated Field to a Report
  - Add a Sub report to an Existing Report
- Working with the runtime of Reports
- Working with the Design side of Macros
  - Creating a Macro Restricting Records Using a Condition
  - Automating Data Entry Using a Macro
- Working with the runtime of Macros
- How to create a functional specification
- Build a real-world business application
- Putting altogether and deployment

Module 4 - SAS

- Overview Of SAS
- Working in the SAS Environment
- Working with windows
- Enhance editor window
- Log window
- Output window
- Result window explorer window program editor window
- Overviews of Libraries
- Datasets
- Data view
- Catalog
- Referencing files in SAS libraries
- Basic Concepts
- Creating an SAS programs
- Components of SAS programs
- Characteristics of SAS programs
- The layout of SAS programs

Module 5 - Tableau

- Getting started with Tableau
- Overview of Tableau
- Tableau Architecture
- Installation and Configuration of Tableau
- Connecting the Data from multiple database (Excel, SQL, MS Access)
- Tableau Dashboard
- Managing Metadata
- Parameters and Formatting
- Sorting, Filtering and Grouping
- Managing Extracts
- Data Sources
- Cross-Database Joins
- Data Aggregation and Data Ports

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Please find the course and fee details.
Classes & Course can be Designed/Customized as Per Request
Fee According to Module -

Course Module	Course Duration	Fee Till 30th Apr 18	Fee From 1st May 18
Module 1	25 - 30 (Hours)	7,500/-	8,500/-
Module 2	25 - 30 (Hours)	10,000/-	10,500/-
Module 3	25 - 30 (Hours)	10,000/-	10,500/-
Module 1 & 2	50 - 60 (Hours)	15,000/-	16,500/-
Module 2 & 3	50 - 60 (Hours)	20,000/-	21,000/-
Module 1 to 3	75 - 80 (Hours)	25,000/-	26,000/-
Module 1 to 5	85 - 95 (Hours)	25,000/-	30,000/-
Note:	*GST Applicable on all Course Module*		

Batch Timings:-

Days	Class Available Between	Class Duration	Course Duration
Monday to Friday	09:00|11:00|2:30|4:30	2 Hours	2 Months
Saturday & Sunday	09:00|11:00|2:30|4:30	2 Hours	3-4 Months
Sunday	09:00|11:00|2:30|4:30	2-3 Hours	5-6 Months

Regards,
SLA Consultants India
9999491895 | 9873140018 | 011-47519207
hr@slaconsultantsindia.com