

Certificate Course in MIS

(MS-Office, Advance Excel, M Access, SQL & Tableau)

Course Overview

This course is designed to aim at imparting a Basic to Advance Level IT Literacy programme with MS-office, Advance Excel, MS Access, SQL & Tableau for the common man. If you are Looking for a job in Advance Excel & Data Analytics? We will suggest a course that makes your career bright in Data Analytics. CCMIS is one such course in Advance Things which can help you climb your career ladder at a faster pace.



Duration: 6 Months

Job Prospects

Once you finish a professional course in software like MS-office, Advance Excel, MS Access, SQL & Tableau your chances of getting hired for the job profile of a Data Analytics by a multinational corporation or a company of your own choice will increase exponentially

Job Profiles

- Data Analytics
- MIS Executive
- Office Executive
- Data Science
- Database Executive

Course Content

MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Input units
- Output units
- Central Processing Units
- What is Hardware
- What is Software
- Windows Short Cut Keys

Microsoft-Word

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

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Microsoft-Excel 2016/2019



- Spreadsheet Basics
 - Creating
 - Editing
 - Saving
 - Page Settings
- Working with Functions & Formulas
 - Basic Functions
 - Lookup Functions
 - Logical If Functions
 - Financial Functions
 - Statistical Functions
 - Maths & Trig. Functions
 - Text Functions & Many More
- Modifying worksheets with color
- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analyzing Data
- Data
 - Subtotal
 - Sorting Data
 - Filtering Data
 - Data Validation
 - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

Microsoft-PowerPoint 2016/2019

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation.

Internet

- What is Internet?
- Understanding how to search/Google
- Bookmarking and Going to a specific website
- Search engines
- Email -
 - Receiving Incoming Messages
 - Sending Outgoing Messages
 - Email addressing
 - Email attachments
- Copy and paste Internet content into your word file and emails
- Blogging
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

Advance-Excel

Introduction to Excel

- Introduction to different category of functions
- 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, Averageif, Averageifs,
- Subtotal,Rand, Randbetween,
- Roundup, Rounddown, Round, Sumproduct

Date & Time Function

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

Text Functions & Data Validation

- Char, 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

Logical Function

- *And*
- Or
- If
- Iferror
- Not
- Nested If

Lookup & Reference Functions

- Vlookup, Hlookup, Index, Match,
- Indirect, Address,
- Column, Columns, Row, Rows, Choose,
- Arrays Concept in Lookup Formula's,
- Paste Special, Paste link

Pivot Table - MIS, Data Analysis & Visualization

- Pivot Table
- What-if Analysis
- Data Table –One Variable and Two Variables,
- Data Analysis Using Statistics, Descriptive Statistics
- Moving Average, Testing Hypothesis,
- Graphs & Charts
- Analysis Tool Pack, Solver
- Import and Export data
- Protect/Unprotect sheets/workbooks
- Worksheet formatting and Print Display

SQL

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

Complete SQL in a Class

- Introduction
- Quick-start
- 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
- 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

Advanced Dashboard with Tableau

Connecting to Data

- Managing Metadata
- Managing Extracts
- Data Sources
- Cross-Database Joins
- Data Aggregation and Data Ports
- Tableau Charts
- Bar Charts and Stacked Bars Data Blending
- Tree Maps and Scatter Plots
- Individual Axes
- Blended Axes
- Dual Axes
- Combinational Chart

Tableau -Data Visualization/ Visual Analytics

- Drill Down
- Hierarchies
- Sorting
- Filtering
- Grouping
- Trend
- Reference Lines
- Forecasting
- Clustering
- Analysis with Cubes

Tableau - Developing First Bar Chart

- Connecting Tableau to Data File
- Navigating Tableau
- Calculated Fields
- Adding
- Colors
- Labels
- Formatting