🎯 TRAINING OBJECTIVE

By the end of this course, professionals will:

- ☑ Gain strong Excel skills (basic → advanced).
- ☑ Automate MIS reports using VBA & Macros.
- ☑ Build dashboards and automate daily/weekly reporting tasks.
- ☑ Be job-ready to manage MIS activities in corporate environments.

Session 1: Excel Essentials (Basics)

- Excel Introduction: Interface, Ribbon, Workbook vs Worksheet.
- Data Entry & Formatting (Fonts, Borders, Merge, Wrap Text).
- Basic Calculations: Addition, Subtraction, Multiplication, Division.
- Introduction to Formulas & Functions (SUM, AVERAGE, MIN, MAX, COUNT).
- Assessment: Create a Daily Sales Tracker (Product, Region, Sales, Targets).

Session 2: Intermediate Excel Functions

- Logical Functions: IF, AND, OR.
- Lookup Functions: VLOOKUP, HLOOKUP, XLOOKUP, INDEX MATCH
- Text Functions: LEFT, RIGHT, MID, LEN, TRIM, CONCAT.
- Error Handling Functions: IFERROR, ISNA.
- Assessment: Build an Employee Salary Report with Incentive Calculations.

Session 3: Data Management & Analysis

- Sorting & Filtering (Advanced Filters for reports).
- Data Validation (Dropdowns, Restrictions).
- Conditional Formatting (Top 10, Heatmaps, Custom rules).
- What-If Analysis: Goal Seek, Scenario Manager.
- Assessment: Create a Budget vs Actual Expense Report for a department.

Session 4: Excel Reporting & Dashboards

- PivotTables (Group, Filter, Calculated Fields).
- PivotCharts & Dynamic Reports.
- Slicers & Timelines.
- Dashboard Layout Techniques.
- Assessment: Create a Monthly Sales & Revenue Dashboard.

Session 5: Introduction to VBA & Macro Recording

- What is VBA?
- Recording & Running Macros.
- VBA Editor Environment (Modules, Procedures).
- First Macro: MsgBox & InputBox.
- Assessment: Automate Report Formatting for a Sales Summary.

Session 6: VBA Programming Basics

- Variables & Data Types.
- Decision Making (If…Else, Select Case).
- Loops (For…Next, Do While, For Each).
- Working with Ranges, Cells & Worksheets.
- Assessment: Write a VBA code to Generate a Monthly Sales Report Automatically.

Session 7: VBA for MIS Automation

- Automating Data Cleaning & Formatting.
- Automating Email Reports through Outlook Integration with VBA.
- Building UserForms for Data Entry & Validation.
- Automating Consolidation of Multiple Excel Files.
- Assessment: Develop an Automated Sales Performance Dashboard (import, consolidate & generate monthly summary with one click).

Session 8: Advanced VBA & Final Project

- UserForms for Interactive Data Entry.
- Error Handling & Debugging.
- Best Practices for VBA in MIS.

Final Assessment (Project):

Create a Complete MIS Dashboard with VBA Automation

- Auto-Refresh Data
- One-Click Formatting
- Generate Report & Save as PDF/Excel
- Auto Email the Report