MIS Reporting for Industry

Module-1:

Microsoft Office is a suite of productivity applications developed by Microsoft that are widely used in various professional, academic, and personal settings.

Microsoft Word:

Word is a word processing application used for creating, editing, and formatting text-based documents such as letters, resumes, reports, and academic papers. It offers extensive formatting options, templates, and collaboration features.

Microsoft Excel:

Excel is a spreadsheet program used for organizing, analyzing, and visualizing numerical data. It features powerful calculation tools, charts, graphs, and functions for financial analysis, data manipulation, and reporting.

Microsoft PowerPoint:

PowerPoint is a presentation software used for creating dynamic and visually appealing slideshows. It includes tools for designing slide layouts, adding multimedia content (images, videos, audio), and delivering engaging presentations.

Microsoft Outlook:

Outlook is an email client and personal information manager that integrates email, calendar, contacts, and tasks. It allows users to manage emails efficiently, schedule meetings, and stay organized with productivity features.

Microsoft Access:

Access is a database management system used to create and manage databases. It enables users to build custom database applications for tracking and organizing information.

Microsoft OneNote:

OneNote is a digital note-taking application that allows users to capture ideas, organize notes, and collaborate with others. It supports multimedia content, handwriting recognition, and synchronization across devices.

Module-2:

Google Docs:

Google Docs is a web-based word processing application similar to Microsoft Word. It allows users to create, format, and edit text documents online. Multiple users can collaborate on a document simultaneously and see

changes in real-time.

Google Sheets:

Google Sheets is a cloud-based spreadsheet application comparable to Microsoft Excel. It enables users to create, organize, and analyze data using features like formulas, charts, and pivot tables. Sheets also supports

collaborative editing.

Google Slides:

Google Slides is a presentation software that allows users to create and deliver dynamic presentations. It offers a range of templates, themes, and multimedia integration options for creating engaging slideshows.

Google Drive:

Google Drive is a cloud storage service that allows users to store, access, and share files and folders online. It integrates seamlessly with other Google Workspace applications, enabling easy file sharing and collaboration.

Google Forms:

Google Forms is a tool for creating surveys, quizzes, and data collection forms. Responses are automatically collected and can be analyzed using Google Sheets.

Google Calendar:

Google Calendar is a web-based calendar application that helps users manage schedules, appointments, and events. It integrates with Gmail and other Google services, making it easy to schedule meetings and set reminders.

Google Sites:

Google Sites is a tool for creating simple websites and intranet pages. Users can build and customize websites using pre-designed templates and drag-and-drop functionality

MIS Reporting for Industry

Module-3:

• Importance of effective business communication

• Types of business documents: emails, memos, letters, reports

• Tone and style in business communication

• Crafting compelling proposals to persuade stakeholders

• Components of a report: executive summary, findings, recommendations

• Team-based project: drafting a business report or presentation

• Optimizing content for digital readability and engagement

• Delivering persuasive presentations using written content

Module-4:

• Introduction to Power BI, Importance and benefits of Power BI

• Basic concepts: Workspaces, dashboards, reports, datasets, Connecting to data sources

• Introduction to Power Query Editor, Data cleaning and shaping, Handling missing data

• Data Model, Understanding tables, columns, relationships, Star snowflake schema

• Creating and managing relationships, Understanding cardinality and cross-filter direction

• Types of visualizations: charts, tables, maps, etc., Customizing visual interactions

• Designing Effective Dashboards, Publishing and Sharing Reports, Power BI Mobile Embedded

• Power BI Integration, Integration with Microsoft Excel, Using Power Pivot, Power Query in Excel

Module-5:

• Introduction to Tableau and its importance in data visualization

• Understanding Tableau products

• Basic workflow in Tableau: connecting data, creating visualizations, and building dashboards

• Various Data Sources, Importing data from Excel, CSV, and text files, Connecting to databases

• Using Data Interpreter, Handling null values and data types, Splitting and merging columns

• Working with Data in Tableau, Creating calculated fields and using functions

• Creating Basic Visualizations, Tables and heatmaps, Advanced Visualizations and Analytics

• Using custom geocoding, Enhancing maps with layers and data density

• Interactivity and Dashboard Design, Data Analysis and Calculations, Time series analysis forecasting

Full Stack Website Development

Module-6

• Working with the Introduction Chapter Including Objectives, Need for the study and etc

• Working with the Industry Profile and Company Profile Chapter

• Working with the Theoretical Framework Chapter

• Working with the Results and Discussion or Data Analysis Chapter

• Working with the Findings, Suggestions and Conclusion Chapter

• Preparation of the Academic Project Report as per the Guidelines given by the concerned university