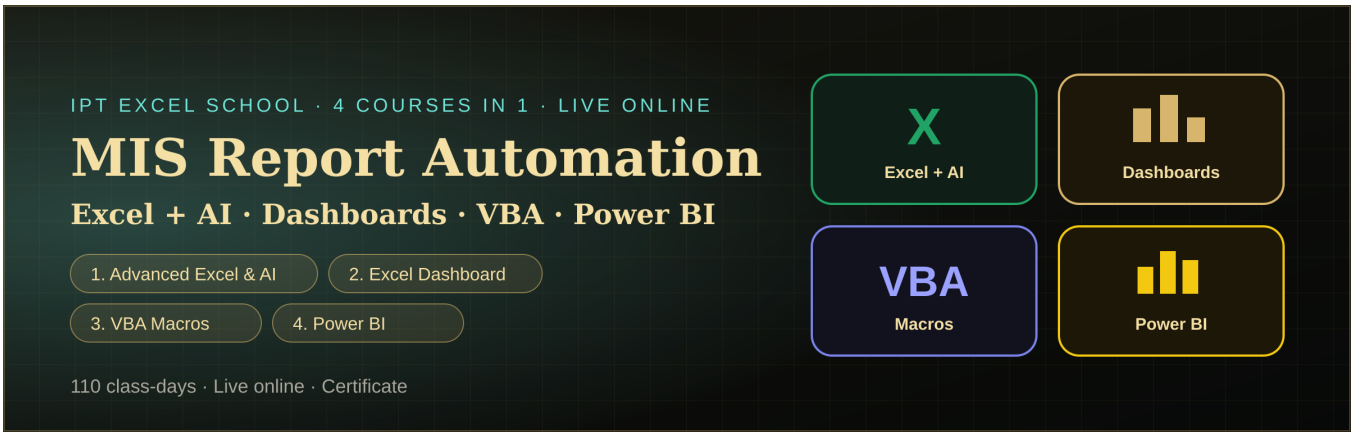


MIS Report Automation Course

Advanced Excel & AI + Excel Dashboard + VBA Macros + Power BI — four courses in one, live online with Sujeet Sir.

4	110	300+	40+	5
Courses in 1	Class-days	Formulas	Dashboards	VBA projects

What is inside

1. Advanced Excel & AI	25 days	Excel foundations, formulas, pivot, dashboards, Power Query and Copilot
2. Excel Dashboard Masterclass	30 days	30-day plan, 40+ real-world dashboards with real business data
3. Excel VBA Macros	25 days	Automate reports, forms, emails and dashboards with VBA
4. Power BI Developer	30 days	Data modeling, DAX, Power Query M, service, security and automation

What you will learn

- **Excel basic to advanced + AI** — Shortcuts, formatting, protection, Flash Fill, Analyze Data and Copilot.
- **300 to 500 Excel formulas** — Lookup, logical, text, date, dynamic array, LET and LAMBDA.
- **Pivot, Power Pivot and Power Query** — Slicers, timelines, data models, clean and merge data.
- **40+ real dashboards** — Sales, finance, HR, inventory, support, healthcare and CEO dashboards.
- **VBA macros and automation** — Loops, UserForms, email, Word/PDF and database automation.
- **5 VBA automation projects** — Auto report, data entry form, bulk email, dashboard maker, complete solution.
- **Power BI with DAX** — Star schema, DAX, Power Query M, RLS, gateway, deployment pipeline.
- **One MIS automation workflow** — Raw data > Power Query > model > dashboard > VBA / Power BI refresh > AI insights.

Who should learn

Students, MIS executives, accountants, data analysts and office staff who want to build dashboards and automate MIS reports from real data.

MODULE 1 25 days

Advanced Excel & AI

Excel foundations, formulas, pivot, dashboards, Power Query and Copilot

Week 1 - Excel Foundations & Speed	
Day 1	Excel Advanced Basics: advanced selection, shortcuts, workbook and file settings
Day 2	Advanced Formatting: custom and conditional formatting
Day 3	Advanced Data Handling: copy/paste, Paste Special, data protection
Day 4	Advanced Data Formatting: custom and conditional formatting
Day 5	Excel AI: Flash Fill, Analyze Data, built-in AI
Project 1	Clean and formatted data entry sheet using Tables and Named Ranges

Week 2 - Formulas, Logic & Lookups (300+ formulas)	
Day 6	Basic formulas: 100+ basic formulas
Day 7	Logical functions: IF, IFS, AND, OR, XOR, IFERROR
Day 8	Text and Date-Time formulas
Day 9	Lookup methods: VLOOKUP, MATCH, INDEX, OFFSET, XLOOKUP, FILTER
Day 10	Advanced formulas: array formulas, LET, HSTACK, VSTACK and more
Project 2	Live data report using Logic + Lookup + Dynamic Array formulas

Week 3 - Pivot Tables & Advanced Data Analysis	
Day 11	Pivot Table basics: create, group, filter and summarize
Day 12	Advanced Pivot Tables: calculated fields, calculated items, custom calculations
Day 13	Pivot Charts, Slicers and Timelines
Day 14	What-If Analysis: Goal Seek, Data Tables, Scenario Manager
Day 15	Formula auditing, error checking, trace precedents and dependents
Project 3	Sales / HR analysis report using Pivot Tables and What-If Analysis

Week 4 - Dashboard & Professional Reporting	
Day 16	Dashboard design principles, KPI selection and layout planning
Day 17	Dashboard building using shapes, icons, controls and interactive elements
Day 18	Interactive dashboards: slicers and multiple pivot tables
Day 19	Advanced charts: combo, dynamic charts, sparklines, KPI charts
Day 20	Real-time / live data dashboards and dashboard storytelling
Project 4	Complete interactive business dashboard (Sales / HR / E-commerce)

Week 5 - Power Query, Power Pivot, DAX & AI	
Day 21	Power Query: importing, cleaning and transforming data
Day 22	Power Query: merge, append, multiple files and automated preparation
Day 23	Power Pivot and data modeling: relationships and DAX fundamentals
Day 24	DAX reporting and Microsoft Copilot / AI in Excel: analysis, formulas, cleaning
Day 25	Final capstone project, AI-assisted reporting and certification test
Final Project	End-to-end business solution: Raw Data > Power Query > Data Model > DAX > Dashboard > AI Insights

Formulas covered (300 to 500)

IF, IFS, LET, LAMBDA, BYCOL, BYROW, SCAN, REDUCE, MAP, MAKEARRAY, XLOOKUP, INDEX and MATCH, FILTER, SUMIFS, COUNTIFS, text, date and time functions, and the new 2025-26 functions: VSTACK, HSTACK, CHOOSECOLS, CHOOSEROWS, TAKE, DROP, WRAPROWS, WRAPCOLS, GROUPBY, PIVOTBY, TRIMRANGE, TEXTSPLIT, TEXTBEFORE, TEXTAFTER, REGEXEXTRACT, REGEXREPLACE, REGEXTEST, TRANSLATE and Python in Excel (PY).

MODULE 2 30 days

Excel Dashboard Masterclass

30-day plan, 40+ real-world dashboards with real business data

Level 1 - Foundation (Days 1-5)	
Day 1	Dashboard fundamentals, data structure and KPI design: Sales Performance Dashboard
Day 2	Product Sales and Product Profitability Dashboard
Day 3	Branch and Regional Performance Dashboard
Day 4	Customer Analysis and Segmentation Dashboard
Day 5	Monthly Sales Trend and Seasonality Dashboard
Level 2 - Interactive Dashboards (Days 6-10)	
Day 6	Sales Target vs Achievement Dashboard
Day 7	Interactive Pivot Dashboard with Slicers and Timeline
Day 8	Executive KPI Scorecard Dashboard
Day 9	Marketing Campaign Performance Dashboard
Day 10	Digital Marketing and ROI Dashboard
Level 3 - Professional MIS (Days 11-15)	
Day 11	Revenue and Expense Dashboard
Day 12	Profit and Loss Dashboard
Day 13	Budget vs Actual Dashboard
Day 14	Receivables, Payables and Collection Dashboard
Day 15	Inventory and Stock Ageing Dashboard
Level 4 - Department Dashboards (Days 16-20)	
Day 16	Purchase and Supplier Performance Dashboard
Day 17	HR Analytics Dashboard
Day 18	Recruitment and Hiring Funnel Dashboard
Day 19	Attendance and Workforce Productivity Dashboard
Day 20	Payroll and Compensation Dashboard
Level 5 - Customer & Industry (Days 21-25)	
Day 21	Customer Service and Complaint Dashboard
Day 22	Call Center and SLA Performance Dashboard
Day 23	E-Commerce Sales and Returns Dashboard
Day 24	Logistics and Delivery Performance Dashboard
Day 25	Banking and Loan Collection Dashboard

Level 6 - Advanced & Executive (Days 26-30)	
Day 26	Hospital and Healthcare Operations Dashboard
Day 27	Education / Institute Performance Dashboard
Day 28	Manufacturing, Production and Quality Dashboard
Day 29	Multi-Department MIS Dashboard
Day 30	CEO Executive Dashboard: Final Capstone Project

MODULE 3 25 days

Excel VBA Macros

Automate reports, forms, emails and dashboards with VBA

Week 1 - VBA Macros Basic	
Day 1	VBA basics and macro concept
Day 2	Recording macros with editing
Day 3	Workbook, Sheets and Range object
Day 4	File and folder handling with VBA
Day 5	Formatting, style and report format

Week 2 - Loops, Conditions & Events	
Day 6	Formatting tricks and variables
Day 7	Simple IF, AND, OR and XOR
Day 8	Nested If and Select Case
Day 9	For, For Each and Do While loops
Day 10	Do Until loop and loop project

Week 3 - Functions & UserForm	
Day 11	VBA functions (custom functions)
Day 12	Advanced formulas with VBA
Day 13	String, number and date functions
Day 14	Lookup functions (VLookup, HLookup)
Day 15	UserForm basics (controls)

Week 4 - Database Connectivity & Other Applications	
Day 16	Database connectivity (Access, SQL)
Day 17	Outlook and Gmail (email automation)
Day 18	Word and PDF automation
Day 19	Web and Notepad connectivity
Day 20	Other applications (charts, pivot)

Week 5 - 5 Automation Projects	
Day 21	Project 1: Auto Report
Day 22	Project 2: Data Entry Form
Day 23	Project 3: Bulk Email System
Day 24	Project 4: Dashboard Maker
Day 25	Project 5: Complete Solution

MODULE 4 30 days

Power BI Developer

Data modeling, DAX, Power Query M, service, security and automation

Week 1 - Power BI Foundation & Data Preparation

Day 1	Power BI architecture and Desktop
Day 2	Power Query and data transformation
Day 3	Power Query M and query folding
Day 4	Data modeling and star schema
Day 5	Relationships and date table
Project	Sales Data Model

Week 2 - DAX & Visualization

Day 6	DAX fundamentals
Day 7	CALCULATE and filter context
Day 8	Advanced DAX
Day 9	Time intelligence
Day 10	Advanced visualization
Project	Management Dashboard

Week 3 - Developer-Level Semantic Model

Day 11	Advanced data modeling
Day 12	DAX optimization
Day 13	Performance Analyzer and DAX Studio
Day 14	Tabular Editor and calculation groups
Day 15	Dynamic measures and advanced KPIs
Project	Enterprise Semantic Model

Week 4 - Power BI Service / Enterprise

Day 16	Workspace and apps
Day 17	Gateway and scheduled refresh
Day 18	Incremental refresh and parameters
Day 19	RLS, dynamic RLS and OLS
Day 20	Deployment pipeline
Project	Dev > Test > Production

Week 5 - Power BI Developer (Advanced Tools & Integration)	
Day 21	REST API (automation and integration)
Day 22	Power BI Embedded (app owns data / user owns data)
Day 23	PBIP, Git and Azure DevOps (version control)
Day 24	Paginated reports and Report Builder
Day 25	Python / R (advanced)
Project	Final Developer Project

Week 6 - New Advanced Modules (Enterprise & Future Ready)	
Day 26	Bookmarks, drillthrough pages and what-if parameters
Day 27	Dataflows and datamarts (reusable ETL and self-service)
Day 28	Power BI Premium / capacity (licensing and workspace)
Day 29	Copilot and AI visuals in Power BI
Day 30	Power Automate integration (alerts and workflow)
Project	Enterprise Solution with AI and Automation

Course details

Courses	4 in 1: Advanced Excel & AI, Excel Dashboard Masterclass, VBA Macros, Power BI Developer
Class-days	110 (25 + 30 + 25 + 30), day-wise plan in this outline
Batch size	1 to 3 students (one-to-one or small group)
Mode	Live online on Google Meet
Language	Hindi or English
Projects	Weekly projects, 5 VBA automation projects, Power BI projects and a certification test
Certificate	Yes, with real project work
Support	Phone and Google Meet doubt support
Demo	Free 3-4 day demo class
Fees	Contact Sujeet Sir: +91 88025 79388

Your trainer

Sujeet Sir (Sujeet Kumar Singh, MCA), founder of IPT Excel School since 2007. Worked as MIS Executive and VBA Developer in 10+ companies and is a report consultant for 40+ organizations. Teaching motto: Don't work hard — work smart.

Book your free demo class

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