



Top 25 MIS Executive Interview Questions & Answers

Are you preparing to appear for an MIS Executive interview? This article will make you cognisant of the popular questions asked in any MIS interview and the answers provided here will help you to prepare accordingly. It covers a variety of questions as per the skills required to become an MIS Executive.

An MIS (Management Information System) is a hardware and software system which is used to collect, process, store and disseminate data or information to support the management. An MIS Executive is a professional who is responsible for maintaining the existing MIS of an organisation. With experience and skills, you can further your career path to become a [Data Analyst](#), [Business Analyst](#) or Research Analyst.

The most important skills that are associated with an MIS Executive are [MS Excel](#), [SQL](#) and [VBA](#). The interview questions here will cover these skills. Some of the top MIS Executive Interview Questions & Answers are:

General MIS Interview Questions

Q1. What is the purpose of an MIS?

Ans. The primary purpose of an MIS is to assist the management in making strategic, tactical and operational decisions.

Q2. What are the different types of MIS?

Ans. The different types of MIS are:

- Databank Information System
- Predictive Information System
- Decision Information System
- Decision Information System

Q3. What is the core principle of MIS?

Ans. The core principle of MIS is to facilitate decision making by supplying up-to-date and accurate information to people who need it on time in a usable form.

Q4. What are the levels of information requirements in an MIS?

Ans. The levels of information requirements in an MIS are:

- Organisation level
- Application level
- Technical level
- Database level



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Q5. What are the levels of decision making in MIS?

Ans. The levels of decision making in MIS are:

- Strategic
- Technical
- Technical

Q6. What are the elements of decision making in MIS?

Ans. The elements of decision making in MIS are:

- Model
- Constraint
- Optimisation

Q7. What is a Database Information System?

Ans. A Database Information System is the framework for creating a database by classifying and storing data which will be potentially useful to the decision makers.

Q8. What are the different approaches used in designing and MIS?

Ans. The different approaches used in designing an MIS are:

- Organisation-chart approach
- Integrate-later approach
- Data-collection approach
- Database approach
- Top-down approach

MS Excel Questions for an MIS Executive Interview

Q9. How can you protect your worksheet from anyone editing the data?

Ans. There are two ways in order to prevent anyone from editing the data:



1. You can password protect the worksheet so that only those who have the password can open the sheet. To do this go to Menu bar >Review > Protect Sheet > Password.
2. Lock the range. First select the range that you want to lock, then right-click anywhere. Then go to the 'Format Cells' option from the drop-down menu and go to 'Protection' tab. There tick the 'Locked' option if it isn't ticked, then press OK.

Also Read>> [How To Become a Business Analyst?](#)

Q10. How to create a drop-down list so that users cannot enter unwanted data?

Ans. We can create a drop-down list to limit data entry using 'Data Validation'. First of all, create a list that you want to use as a drop-down list. Then go to Menu bar>Data>Data Validation. From the drop-down click 'data validation' and in settings select Allow: list. A source area will appear. Clicking on the source area, select the list of data you created at first and press OK.

Q11. Is it possible to make a pivot table using data from multiple sources?

Ans. Yes, it is possible to make a pivot table from multiple worksheets if it is located in the same workbook.

Q12. How do you freeze rows and columns simultaneously?

Ans. Click the cell from where you want to freeze the required columns and rows. Then go to Menu bar > View > Freeze panes > the first option ('Freeze panes').

Q13. What is the constraint of a VLOOKUP function?

Ans. The one constraint with VLOOKUP is that the Lookup Value must be in the leftmost column of the Table Range.

Q14. How many report formats are available in MS Excel?

Ans. There are three report formats in MS Excel – compact, report and tabular.

Q15. What logical condition will you use when there are two different criteria?

Ans. Use the 'AND' logical condition when there are two different criteria.

Also Read>> [7 Excel Tricks to get work done faster!](#)

VBA Questions for MIS Interview

Q16. What is the difference between DIM and SET?

Ans. DIM declares the variable. E.g. Dim r As Range. On the other hand, SET sets the variable to an object reference. E.g. Set r = Range("A1").



Q 17. Write a VBA program to copy data from a worksheet to another?

Ans. Sub CopyData()
Dim lastrow, lastcol as Integer
lastrow = Worksheets("name_of_the_worksheet").rows.usedrange.count
lastcol = Worksheets("name_of_the_worksheet").columns.usedrange.count
Worksheets("name_of_the_worksheet").Range(lastrow, lastcol).Copy
Worksheets("name_of_the_worksheet_to_be_copied").Range("cell_name_where_you_want_to_copy")
()

Q18. What is Option Explicit and Option Base?

Ans. Option Explicit makes the declaration of the variables mandatory. Option Base is used at module level to declare the default lower bound for array subscripts.

Q19. What is the difference between ActiveWorkbook and ThisWorkbook?

Ans. ActiveWorkbook is the workbook which is open and active while the VBA code is running while ThisWorkbook refers to the workbook where the code is present.

Q20. How can you stop VBA script when it goes into the infinite loop?

Ans. Ctrl + Pause/Break is used to stop VBA script if it goes into an infinite loop.

SQL Questions for MIS Interview

Q21. What are the three main types of statements in SQL?

Ans. The three main types of statements in SQL are:

- Data Definition Language (DDL)
- Data Manipulation Language (DML)
- Data Control Language (DCL)

Q22. What is a Primary Key?

Ans. The Primary Key is a special type of Unique Key, which uniquely identifies each record in a database, and has a NOT NULL constraint.

Also Read>> [Why a course in Excel is worth it!!](#)



Q23. How do you combine records from different tables based on related columns?

Ans. Using a JOIN statement.

Q24. What are the different types of JOINS?

Ans. There are four types of JOINS:

- Inner – returns records that have matching values in both tables.
- Right – returns matching records from the left table and all records from the right table.
- Left – returns matching records from the right table and all records from the left.
- Full – return all records when there is a match in either of two tables.

Q25. How do ensure that your subquery is working fine?

Ans. Run the subquery independently to see if it gives the desired result. If it is running properly then, you should have no problem.

The above questions should help you in getting started with your preparation for an MIS Interview. If you are looking to improve your skills, you can go for a professional certification course in MS Excel, SQL or VBA. Naukri Learning offers a variety of courses which will help you to improve your skills, boost your career prospects and earn a higher salary.

Also Read>> [10 Formulas to utilize MS-Excel at its best!](#)

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