

No.5 (1)/2019/Admn-1/MoC

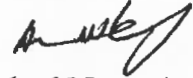
Islamabad, the 21<sup>st</sup> February, 2020

## Circular

Subject: **ONE WEEK (PART -TIME) TRAINING COURSE ON  
"MICROSOFT EXCEL 2013/2016" FOR GOVT. EMPLOYEES  
IN BPS 07-16 FROM 02-03-2020 TO 06-03-2020.**

A Self Explanatory O.M No.10-1/2018-SD-II (IT) dated 11<sup>th</sup> February, 2020 received from Secretariat Training Institute (STI) is organizing the subject training form 02-03-2020 to 06-03-2020, for the officials (BPS 07 to-16) of Federal Ministries /Divisions/Departments. The course shall commence from 9.00 to 11.00 hours daily. (Copy of O.M.of STI, is enclosed)

2. Interested officials of (BPS 07-16) of Ministry of Commerce are requested to send their nominations with approval of concerned officer to Admn-1/MoC section latest by 24-02-2020. .Database Administrator of Ministry of Commerce is requested to upload the above mentioned training on the website of Ministry of Commerce.



(Arshad Nawaz)  
Deputy Director (MoC)

Database Administrator (MoC)

Government of Pakistan  
(Establishment Division)  
**SECRETARIAT TRAINING INSTITUTE**

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F.No.10-1/2018-SD-II(IT)

Islamabad, the 11<sup>th</sup> February, 2020.

**MEMORANDUM**

**Subject: - ONE WEEK (PART-TIME) ADVANCED TRAINING COURSE ON "MICROSOFT EXCEL 2013/2016" FOR GOVT. EMPLOYEES IN BPS 07-16 FROM 02-03-2020 TO 06-03-2020.**

The subject course shall commence for two hours daily from 09:00 a.m. to 11:00 a.m.

**Course Objectives:**

Capacity Building in required skills.

**Target Audience/Group:**

BPS: 9-16

**Course Contents/Outlines:**

<ul style="list-style-type: none"><li>• Overview of MS Excel</li><li>• Insertion/ Editing/Formatting of Data and Work Sheets</li><li>• Conditional Formatting</li><li>• Formulas &amp; Functions</li><li>• Sort &amp; Filter</li><li>• Use of Data Tools</li><li>• Pivot Table</li><li>• Importing of External Data</li></ul>	<ul style="list-style-type: none"><li>• What If Analysis</li><li>• Lookup and Reference</li><li>• Customizing Excel</li><li>• Track Changes</li><li>• Working with Comments</li><li>• Use of Templates</li><li>• Protecting of Work Book/ Sheet</li></ul>
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2. Owing to the limited capacity of 40 seats, maximum two nominees from an organization will be accepted. Nominations of suitable officers/officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach this Institute by **27-02-2020**. **Late nominations will not be entertained.** Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for correspondence. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 02-03-2020 **at 0900 hours. No registration shall be allowed after 0900 hours.** The course is free of charge, however, if TA/DA for participation is admissible, the same may be claimed from the respective nominating Organizations. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

  
(Muhammad Muzaffar Khan)  
Director (SD)

**Joint Secretary (Admn), Ministries / Divisions /Heads of Departments**  
**Heads of Subordinate Offices/Autonomous Bodies.**