

Government of Pakistan  
Ministry of Commerce

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

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

Circular

Subject: **NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE 2013/2016(EXCELS)" FROM 30-03-2020 TO 03-04-2020.**

A Self Explanatory O.M No.2-1/2019-20-EP dated 14<sup>th</sup> February, 2020 received from Secretariat Training Institute (STI) is organizing the subject training form 30-03-2020, to 03-04-2020 for the officers (BPS 17 to-19) of Federal Ministries /Divisions/Departments and Organizations. The course shall commence from 9.30 to 1.00 hours daily. (Copy of STI,O.M is enclosed).

2. Interested officers of (BPS 17-19) of Ministry of Commerce are requested to send their nominations 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)

SECRETARIAT TRAINING INSTITUTE  
(Establishment Division)

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F.No. 2-1/2019-20 EP.

Islamabad, the 14<sup>th</sup> February, 2020.

**MEMORANDUM**

**Subject: NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE 2013/2016 (Excels)" FROM 30-03-2020 TO 03-04-2020.**

Subject course is being conducted at STI Campus H-9, Islamabad from 30-03-2020 to 03-04-2020, on part time basis which shall be held daily from 9:30 to 1:00 hours or as notified otherwise. Details of the course are as follows:-

**Target Audience / Group:**

Officers of the Federal Government in BS-17 to BS-19.

**Course objectives:**

To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. To provide hands-on knowledge about latest MS office features (21<sup>st</sup> century tools). To develop skills to perform daily office task efficiently & effectively. To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.

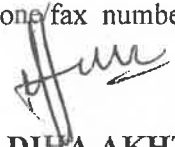
**Major Contents:**

How to create, edit & format documents, spread sheets & presentations. Paragraph & page numbering Page Layout/Page Setup Auto Text/ Quick Part Entries Recording and use of Macros Working with Tables Mail Merge (complete) Table of Contents Track Changes Handling of MS Office Options/Settings Use of Template Formulas & Functions	Conditional Formatting Sort & Filter Searching Data Timely & Easily Proofing document, worksheet & presentation Save, Protect and Print documents, spreadsheets & presentations Internet Browsing, Surfing and Email handling MS office online Sharing of data without opening email Using file on Computer & Cell Phone
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations (**Not more than four**) by **26-03-2020**. Nominations may please be reconfirmed by **27-03-2020** at the given e-mail address **direp@sti.gov.pk**. **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **26<sup>th</sup> March, 2020 at 0900 hours. No registration shall be allowed after 0930 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

  
(MADIHA AKHTAR)  
Director(EP)  
Tele: 9265199

To:

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) AD (IT). STI with request to place the circular on website.