

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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No.5 (2)/2021-HR-II

Islamabad, the 17<sup>th</sup> August, 2022

**CIRCULAR**

**SUBJECT: - ONE WEEK (PART-TIME) "ADVANCE COURSE ON MICROSOFT EXCEL" FROM 19-09-2022 TO 23-09-2022**

Secretariat Training Institute is organizing subject courses from 19-09-2022 to 23-09-2022. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for BPS 09-16.

**Course objectives:-**

To enhance skills of government employees on Microsoft Excel and strengthen their spread sheets analysis capabilities.

**Courses Contents/Outlines:-**

i)	Overview of MS Excel	ii)	Insertion/Editing/Formatting of Data and Work Sheets
iii)	Conditional Formatting	iv)	Formulas & Functions
v)	Short & Filter	vi)	Use of Data Tools
vii)	Pivot Table	viii)	Importing of External Data
ix)	What If Analysis	x)	Lookup and Reference
xi)	Customizing Excel	xii)	Track Changes
xiii)	Working with Comments	xiv)	Use of Templates
xv)	Excel Online	xvi)	Protecting of Work Book/Sheet

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 15-09-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 19-09-2022 at 0900 hours. No registration shall be allowed after 0915 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 09-09-2022 positively. Nominations received after the deadline will not be entertained

  
(Bushra Nawaz)  
Section Officer (HR-II)

✓ Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's website.

- Notice Board.