

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

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

Islamabad, the 17th August, 2022

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWERPOINT" FROM 29-08-2022 TO 02-09-2022.

Secretariat Training Institute is organizing subject courses from 29-08-2022 to 02-09-2022. 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 officials of BPS 09-16.

Course objectives:-

To build and enhance power point presentation capabilities of participants by using MS Office Commands and Tools.

Courses Contents/Outlines:-

i)	Understanding Power Point Structure	ii)	Selecting Layouts
iii)	Inserting New Slides	iv)	Master Slide
v)	Applying Slides themes	vi)	Applying Transition & Animation
vii)	Slides Shows	viii)	Custom Slide Show
ix)	Printing Presentation	x)	Working with Animations

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 25-08-2022. Late nomination will not be entertained. Selected officials/ nominee (s) will report to the Institute for registration on 29-08-2022 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 19-08-2022 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.