GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
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No. 5 (3)2022-Admn-I/HR-I   Islamabad, the 24th February, 2023

CIRCULAR

SUBJECT: **NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE (EXCEL &POWER POINT)" FROM 20-03-2023 TO 24-03-2023**

Please find enclosed herewith a copy of self explanatory Memorandum No. 3-1/2022-23 EP, dated 21-02-2023 received from the Secretariat Training Institute (STI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2.   Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section latest by **10-03-2023 positively**.

Encl: **As above**

(Muhammad Imtiaz)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

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

F.No. 3-1/2022-23 EP.

Islamabad; the 21st February, 2023

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE (EXCEL & POWER POINT)" FROM 20-03-2023 TO 24-03-2023.**

Subject course is being conducted at STI Campus H-9, Islamabad from 20-03-2023 to 24-03-2023, on part-time basis which shall be held daily from 09:00 to 11:00 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:

a). To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.
b). To provide hands-on knowledge about latest MS office features.
c). To develop skills to perform daily office task efficiently & effectively.

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 Making of presentation slides by using slide master

2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **17-03-2023**. Nominations may please be reconfirmed by **17-03-2023** at the given e-mail address ddep2@sti.gov.pk. **Late receipt of nominations will not be entertained**. As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **20 March 2023** at **0900 hours. No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.

(SAADIA BASHIR)
Deputy Director (Executive Programme)
Tele: 9265200

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.