GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
****

No. 5(3)/2022-Admn-I/HR-I   Islamabad, the 31st October, 2023

<u>CIRCULAR</u>

SUBJECT: - <u>**NOMINATION FOR TRAINING COURSE ON "MICROSOFT OFFICE (EXCEL & POWER POINT)" FROM 13-11-2023 TO 17-11-2023**</u>

        Please find enclosed herewith a copy of self explanatory Memorandum No. 3-1/2022-23 EP, dated 30th October, 2023 on the above mentioned subject for placing on the website of the Ministry of Commerce.

2.   Interested officers from **Main Ministry and its Attached Departments/Organizations** may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section latest by **04-11-2023** <u>positively</u>. *Nominations received after the deadline will not be entertained.*

Encl: **As Above**

(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

Copy for information to **Section Officer (AOs-HR),** Ministry of Commerce, Islamabad

F.No. 3-1/2022-23 EP. Islamabad, the 30th October , 2023

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE (EXCEL & POWER POINT)" FROM 13-11-2023 TO 17-11-2023.**

    Subject course is being conducted at STI Campus H-9, Islamabad from 13-11-2023 to 17-11-2023, 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	Track Changes
How to create, edit & format documents, spread sheets & presentations.	Track Changes
Paragraph & page numbering	Handling of MS Office Options/Settings
Page Layout/Page Setup	Use of Template
Auto Text/ Quick Part Entries	Formulas & Functions
Recording and use of Macros	Conditional Formatting
Working with Tables	Sort & Filter
Mail Merge (complete)	Searching Data Timely & Easily
Table of Contents	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 four**) by 08-11-2023. Nominations may please be reconfirmed by **10-11-2023** 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 13th **November. 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.

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

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

(TAHIR PERVEZ),
Director (Executive Programme)
Tele: 9265190

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.