

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th January, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE "ON ADVANCE MICROSOFT EXCEL"

Secretariat Training Institute is organizing subject courses from 26-02-2024 to 01-03-2024. The training sessions will be held from 09:00 a.m to 12:00 p.m 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, Insertion/Editing/Formatting of Data and Work Sheets Conditional Formatting, Formulas & Functions, Sort & Filter (Case Study and Presentation)
iii)	. Use of Data Tools , Pivot Table . Importing of External Data . What if Analysis Lookup and Reference .Customizing Excel (Case Study and Presentation)
v	. Track Changes Working with Comments . Use of Templates Excel Online . Protecting of Work Book/Sheet (Case Study and Presentation)

2. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 19-02-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 26-02-2024 at 09:00 hours. No registration shall be allowed after 09:15 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 09-02-2024 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II)

- i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)

**GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.5-5/2023-SD-II(B)

Dated 5th January, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE "ON ADVANCE MICROSOFT EXCEL".

STI is organizing subject course from 26-02-2024 to 01-03-2024. The training sessions will be held from 09:00 a.m. to 12:00 p.m. 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 enhance skills of government employees on Microsoft Excel and strengthen their spread sheets analysis capabilities.

Course Contents/Outlines:

i	• Overview of MS Excel, Insertion/ Editing/Formatting of Data and Work Sheets, Conditional Formatting • Formulas & Functions, Sort & Filter (Case Study and Presentation)
iii	• Use of Data Tools, Pivot Table • Importing of External Data • What If Analysis, Lookup and Reference • Customizing Excel (Case Study and Presentation)
v	• Track Changes, Working with Comments • Use of Templates, Excel Online • Protecting of Work Book/ Sheet (Case Study and Presentation)

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by 19-02-2024. Late nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos/ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on 26th February, 2024 at 09:00 a.m. No registration shall be allowed after 09:15 a.m. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.


(Muhammad Haroon Rashied)
Deputy Director (SD-II)
Ph: 051-9265193

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.