No.5 (2)/2021-HR-II   Islamabad, the 9th January, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE "ON MICROSOFT POWER PONT"

Secretariat Training Institute is organizing subject courses from 19-02-2024 to 23-03-2024. 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 Power Point and strengthen their spread sheets analysis capabilities.

Courses Contents/Outlines:-

i)	- PowerPoint Overview and Power Point View - Creating a New Presentation, Formatting Text - Drawing Tools & Drawing Skills, Graphics and Clipart (Case Study and Presentation)
iii)	- Tables and Charts, Slide Master and Templates - Transitions and Animation, Slide Shows -Multi-media, Linkked and Embedded Objects - Saving presentation (Case Study and Presentation)
v)	-Slide show Preparation, Custom Show -Speaker Notes and Handouts, -Presenting with PowerPoint - Printing Presentation (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 14-02-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 19-02-2024 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 **01-02-2024** 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)

F.No.5-5/2023-SD-II(A)   Dated 5th January, 2024

MEMORANDUM

Subject: <u>ONE WEEK (PART-TIME) TRAINING COURSE "ON MICROSOFT POWER POINT".</u>

STI is organizing subject course from **19-02-2024 to 23-02-2024**. 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:-

<u>Target Audience/Group:</u>
This course is designed for Officials of BPS 09-16.

<u>Course objectives:</u>
To enhance skills of government employees on <u>Microsoft Excel</u> and strengthen their spread sheets analysis capabilities.

<u>Course Contents/Outlines:</u>

i	• PowerPoint Overview and PowerPoint Views • Creating a New Presentation , Formatting Text • Drawing Tools & Drawing Skills, Graphics and Clipart (Case Study and Presentation)
iii	• Tables and Charts, Slide Masters and Templates • Transitions and Animation, Slide Shows • Multi-media, Linked and Embedded Objects • Saving presentations (Case Study and Presentation)
v	• Slide Show Preparation, Custom Shows • Speaker Notes and Handouts, Presenting With PowerPoint • Printing Presentations (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 **14-02-2024**.   **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 **19th 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 Rashid)
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.