

Government of Pakistan
Ministry of Education, Trainings
and Standards in Higher Education
Pakistan Manpower Institute

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Email: www.pmi.gov.pk
Shahrah-e-Suharwardy,
Near Zero Point, Islamabad
Ref. No. 11(2)/13-T&R
Dated: 26.08.2013

Director General

Subject: **COMPUTER TRAINING COURSE ON "MS EXCEL" (23-27
SEPTEMBER, 2013)**

Dear Sir/Madam,

Pakistan Manpower Institute (PMI) is established in 1975 in pursuance of Pakistan Manpower Council. Its mandate is to advance knowledge about ways & means for Human Resource Development and Planning for better utilization of Human Resource in the country and abroad. It also conducts IT training courses. The purpose of organizing such activities is to disseminate information to the participants and enhance their proficiency for better utilization of Human Resource. The Institute is also involved in research activities since its inception and has completed numerous Research Studies, Research Papers and Reports related to Human Resource and Employment issues.

2. PMI has planned to organize a one week Training Course on "**MS EXCEL (23-27th September, 2013)**" which will be carried out by eminent IT professional of relevant qualification & experience. The objective of the course is to enable the participants to manage the information in a computerized way through development of a data with the help of MS Excel. Attached with the letter is course outline.

3. You are requested to send 2-3 nominations for the above said IT Training Course from your organization of executive positions having knowledge of operating computer and basics of MS Excel. Nominees are required to bring their one recent passport size photograph and copy of their official identity card along with them for the registration purpose. The course will be held at the PMI and **Timing of the course will be from 0830 to 1300 hours.**

4. The Institute is not charging any fee for this course, however, TA/DA, accommodation if involved, will be provided to the participants by their respective organizations. Nominations for the course should reach PMI one week before the start date of the Training Course. No nomination will be entertain after due date.

5. For further information please contact Ms. Farhat Shafiq, Assistant Director, PMI (Coordinator of the Course) on phone No.9252555. Name, Designation and Contact details (Telephone No./Mobile No., Fax, E-Mail Address) of nominees may also please be provided for confirmation and further correspondence.

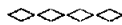
6. With best wishes and your personal interest in the matter will highly be appreciated.

Yours sincerely


(Dr. Fayyaz Ahmad Ranjha)

MOST IMMEDIATE


No. 2(13)/2009-Admn-I
Government of Pakistan
Ministry of Commerce & Textile Industry
Commerce Division



Islamabad, the 4th September, 2013

CIRCULAR

Copy of Pakistan Manpower Institute's letter No.11(2)/13-T&R, dated 26-08-2013 is forwarded with the request that **nomination of suitable officers having knowledge of the operating computer and basics of MS Excel** duly approved/recommended by their respective officers may kindly be furnished to Admn-I Section latest by **09-09-2013**(Timing: 8:30 a.m to 1:00 p.m).


(Muhammad Umar Saleem Bhatti)
Section Officer (Admn-I)

All Officers, Ministry of Commerce, Islamabad.

COURSE OUTLINE OF IT TRAINING COURSE ON MS – EXCEL (FROM 23- 27TH

SEPTEMBER, 2013)

1. Introduction to MS Excel.

Component of MS Excel, Types of Data, Workbook and Worksheets, Creating and Saving Workbooks, Selecting Default Working Folder, Working with MS Excel, Managing Workbooks Inserting/Copying/Renaming/Moving/Arranging Worksheets, Entering Data, Page Setup, Printing Worksheets with Different Options, Selecting Rang to Print, Repeating Header Rows.

2. Formatting Worksheets

Defining Data Format for Numbers/Date/Text, Data Alignment, Font, Borders, and Patterns, Using Conditional Formatting, Resizing Columns and Rows, Creating Drawing Objects, Inserting Pictures in a Worksheet, Setting up Headers and Footers, Inserting Comments.

3. Browsing through Workbook

Selecting Worksheet/Cells/Rows to perform some Action, Moving Randomly One Cell Address to any Specific Cell, Sorting Data, Filtering Data, Freezing/Unfreezing Panes, Splitting Worksheet View, Hide/Unhide Rows and Cells.

4. Working with Formulas

Calculating Common Arithmetic Operations using Arithmetic Operators, Using Comparison Operators, Operators's Order, Moving/Copying Formulas, Linking one Worksheet to another working with Functions, Sum / Average / Percentage / Min / Max/Absolute/True/False and IF Statement, Practical Exercise.

5. Creating Charts

Creating, Adding, and Changing Charts, Applying Chart Labels, Formatting Titles, Legends and Data in a Chart, applying Different Colors to a Chart, Practical Exercise