

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

CIRCULAR

Subject: - **ONE WEEK (PART- TIME) Training Course "ON ADVANCE MICROSOFT EXCEL" FROM 26-02-2024 TO 01-03-2024**

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	<ul style="list-style-type: none">• Overview of MS Excel, Insertion/Editing/formatting of Data and Work Sheets• Conditional Formatting• Formulas & Functions, Sort & filter (Case Study and Presentation)
ii.	<ul style="list-style-type: none">• Use of Data Tools, Pivot Table• Importing of External Data,• What If Analysis, Lookup and Reference• Customizing Excel, (Case Study and Presentation)
iii.	<ul style="list-style-type: none">• Track Changes, Working with Comments• Use of Templates, Excel Online• Protecting of Work Book/ Sheet (Case Study and Presentation)

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 12-02-2024.


(Madina Rafique)
Section officer (QA-I)
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All Officials (BPS 11-16), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/2014 dated 12-01-2024

⇒ Webmaster with the request to upload the circular on Finance Division's website.