

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

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE (EXCEL & POWER POINT)" FROM 20.3.2023 TO 24.03.2023**

STI is organizing subject course from 20-03-2023 to 24-03-2023, on part time basis. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

Officers of the Federal Government in BPS 17-19.


Course Objectives:

- To build and enhance Word Processing expertise, Spread Sheet assessment and Power Point presentation capabilities by using Microsoft Office basics and advanced features.
- To provide hands-on knowledge about latest MS office features.
- To develop skills to performs daily office task efficiently & effectively.

Course Major Contents:

How to create, edit & format documents, spread sheets & presentations Paragraph & page numbering Page Layout/Page Setup Auto Text/Quick Part Entries Recording and use to Macros Working with Tales Mail Merge (Complete) Table of Contents Track Changes Handling of MS Office Options/Settings Use of Template Formulas & Functions	Conditional Formatting Sort & Filter Searching Data Timely & Easily Proofing document, worksheet & presentation Save, Protect and Print documents, spreadsheets & presentation Making of presentation slides by using slide master
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2. Interested Officers are requested to forward their nominations duly recommended by the AFS/Head of the concerned Wing along with CVs to **QA-I Section by 10-3-2023.**


(Madiha Rafique)
Section Officer (QA-I)
Ph: 9207853

All Officers (BPS 17-19), Finance Division, Islamabad.

Finance Division's U.O. No.F.3 (3) QA-I/2014

dated 27-2-2023

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