

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

Subject: - **ONE WEEK (PART- TIME) ADVANCE COURSE ON MICROSOFT EXCEL” FROM 28-03-2022 TO 01-04-2022**

STI is organizing subject course from 28-03-2022 to 01-04-2022. 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:**

This course is designed for officials of BPS 07-16.


**Course Objectives:**

To enhance skills of government employees on Microsoft Excel and strengthen their spread sheets analysis capabilities.

**Course Contents/ Outlines:**

i	Over view of MS Excel	ii	Insertion/Editing/formatting of Data and Work Sheets
iii	Conditional Formatting	iv	Formulas & Functions
v	Sort & filter	vi	Use of Data Tools
vii	Pivot Table	viii	Importing of External Data
ix	What If Analysis	x	Lookup and Reference
xi	Customizing Excel	xii	Track Changes
xiii	Working with Comments	xiv	Use of Templates
xv	Excel Online	xvi	Protecting of Work Book/ Sheet

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 21-03-2022.

  
(Madiha 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 07-03-2022

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