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 POWER POINT FROM 21-8-2023 TO 25-8-2023**

Subject course is being conducted at STI campus H-9, Islamabad from 21st -25th August 2023, on part time basis which shall be held daily from 9:00 to 11:00 hours or as notified otherwise. Details are as follows:-

Target Audience/ Group:

Officers of the Federal Government in BS-17 to BS-19.

Course Objectives:

To build and enhance PowerPoint presentation capabilities of Government employees.

Course Contents/ Outlines:

• PowerPoint Overview	• Slide Shows
• PowerPoint Views	• Multi-media, Linked and Embedded Objects
• Creating a New Presentation	• Saving Presentations
• Formatting Text	• Slide Show Preparation
• Insertion of images	• Custom Shows
• Tables and Charts	• Speaker Notes and Handouts
• Slide Masters and Templates	• Printing Presentations
• Transitions and Animation	

2.   Interested Officers (BS-17 to BS-19) are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 16-8-2023.**

(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/20223   dated 9-8-2023

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