

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

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWERPOINT" FROM 29-08-2022 TO 02-09-2022**

STI is organizing subject course form 29-08-2022 to 02-09-2022. 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 BPS 09-16.


Course objectives:

To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

Course Contents/ Outlines:

i)	Understanding Structure	PowerPoint	ii)	Selecting Layouts
iii)	Inserting New Slides		iv)	Master Slide
v)	Applying Slides Themes		vi)	Applying Transiting & Animation
vii)	Slides Shows		viii)	Custom Slide Show
ix)	Printing Presentation		x)	Working with animations

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to QA-I Section by 19-08-2022.


(Madiha Rafique)
Section Officer (QA-I)
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All Officials (BPS 09-16), Finance Division, Islamabad

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

dated 12-08-2022

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