

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 13.11.2023 TO 17.11.2023**

The subject course is being conducted at STI Campus H-9, Islamabad from 13.11.2023 to 17.11.2023 on part time basis, which shall be held daily 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 BS-17 to BS-19.

Course Objectives:

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

Major Contents:

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| How to create, edit & format documents, spread sheets & presentations. Paragraph & Page numbering. Page Layout/Page Setup Auto Text/Quick Part Entries Recording and use of Macros Working with Tables 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 & presentations Makin of presentation slides by using slide master. |
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2. Interested Officers are requested to forward their nominations for above mentioned course, duly, recommended by the Head of the Wing concerned, to QA-I Section by 6.11.2023.


Madina Rafique)
Section Officer (QA-I)
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All Officers (BS17-19), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023-24-348 dated 2.11.2023

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