

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 POWER POINT FROM 19-02-2024 TO 23-02-2024"**

STI is organizing subject course from 19-02-2024 to 23-02-2024. The training sessions will be held from 9:00 a.m. to 12:00 p.m. daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for Officials of BPS-09-16.


Course Objectives:

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

Course Contents/ Outlines:

i.	<ul style="list-style-type: none">• PowerPoint Overview and PowerPoint Views• Creating a New Presentation, Formatting text• Drawing Tools & Drawing Skills, Graphics and Clipart (Case Study and Presentation)
ii.	<ul style="list-style-type: none">• Tables and Charts, Slide Masters and Templates• Transitions and Animation, Slide Shows• Multi-media, Linked and Embedded Objects• Saving Presentations (Case Study and Presentation)
iii.	<ul style="list-style-type: none">• Slide Show Preparation, Custom Shows• Speaker Notes and Handouts• Presenting with PowerPoint• Printing Presentations (Case Study and Presentation)

2. Interested Officials BPS 09-16 are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 06-2-2023**.


(Madiha Rafique)
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All Officials (BPS 09-16), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/20223 dated 11-1-2024

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