

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT EXCEL" FROM 29-01-2023 TO 02-02-2024**

The subject course is being conducted at STI Campus H-9, Islamabad from 29.01.2024 to 02.02.2024 on part time basis which shall be held daily from 09:00 to 12:00 hours or as notified otherwise. Details of the course are as follows:-

Target Audience/ Group:

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

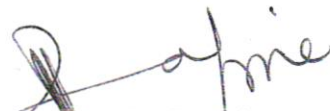
Course Objectives:

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

Course Contents/ Outlines:

• Overview of MS Excel	• Insertion/Editing/formatting of Data and Work Sheets
• Conditional Formatting	• Formulas & Functions
• Sort & Filter	• Use of Data Tools
• Pivot Table	• Importing of External Data
• What If Analysis	• Lookup and Reference
• Customizing Excel	• Track Changes
• Working with Comments	• Use of Templates
• Excel Online	• Protecting of Work Book/ Sheet

2. Interested Officers are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by **19-01-2024**.


(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 12-01-2024

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