

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

C I R C U L A R

Subject: - **ONE WEEK (PART- TIME) ADVANCE COURSE ON MICROSOFT EXCEL FROM 19-09-2022 TO 23-09-2022**

STI is organizing subject course from 19-09-2022 to 23-09-2022. 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 officials of BPS 9-16.


Course Objectives:

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

Course Contents/ Outlines:

i	Over view of MS Excel	ii	Insertion/Editing/Formatting of Data and Work Sheets
iii	Conditional Formatting	iv	Formulas & Functions
v	Short & Filter	vi	Use of Data Tools
vii	Pivot Table	viii	Importing of External Data
ix	What If Analysis	x	Lookup and Reference
xi	Customizing Excel	xii	Track Changes
xiii	Working with Comments	xiv	Use of Templates
xv	Excel Online	xvi	Protecting of Work Book/ Sheet

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 09-09-2022.


(Madiha Rafique)
Section officer (QA-I)
Ph: 9208523

All Officials (BPS 11-16), 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.