

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

CIRCULAR

Subject: - **TWO WEEKS (PART TIME) TRAINING COURSE ON
"MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)" FROM
02-08-2021 TO 13-08-2021**

STI is organizing a course on Microsoft Office (Word, Excel, & Power Point) from 02-08-2021 to 13-08-2021. 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.

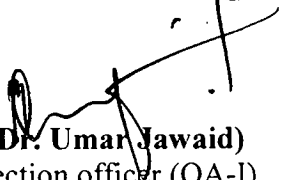
Course objectives:

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)	Microsoft Word	ii)	Microsoft Excel
iii)	Microsoft Power Point		

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to QA-I Section by 24-07-2021.


(Dr. Umar Jawaid)
Section officer (QA-I)
Ph: 9208523

All Officials (BPS 09-16), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2014-203

dated 15-07-2021

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