

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

CIRCULAR

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWERPOINT" FROM 06-09-2021 TO 10-09-2021**

STI is organizing subject course form 06-09-2021 to 10-09-2021. 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.

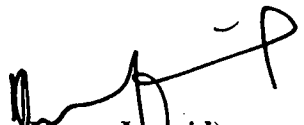
Course objectives:

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)	Understanding PowerPoint Structure	ii)	Selecting Layouts
iii)	Inserting New Slides	iv)	Master Slide
v)	Applying Slides Themes	vi)	Applying Transiting & Animation
vii)	Slides Shows	viii)	Custom Slide Show
ix)	Printing Presentation	x)	Working with animations

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to QA-I Section by 01-09-2021.


(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 25-08-2021

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