

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No. 3-1/2023-24-EP.

Islamabad, the 3rd August, 2023

MEMORANDUM

Subject: **NOMINATIONS FOR TRAINING COURSE ON MICROSOFT POWER POINT FROM 21-08-2023 TO 25-08-2023.**

Subject course is being conducted at STI Campus H-9, Islamabad from 21-08-2023 to 25-08-2023, on part time basis which shall be held daily from 09:00 to 11:00 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 build and enhance PowerPoint presentation capabilities of Government employees.

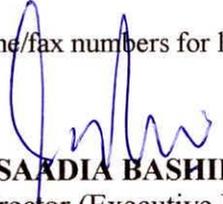
Major Contents:

<ul style="list-style-type: none">• PowerPoint Overview• PowerPoint Views• Creating a New Presentation• Formatting Text• Insertion of images• Tables and Charts• Slide Masters and Templates• Transitions and Animation	<ul style="list-style-type: none">• Slide Shows• Multi-media, Linked and Embedded Objects• Saving presentations• Slide Show Preparation• Custom Shows• Speaker Notes and Handouts• Printing Presentations
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are requested to send suitable nominations (**Not more than two**) by **17-08-2023**. Nominations may please be reconfirmed by **17-08-2023** at the given e-mail address ddep2@sti.gov.pk. **Late receipt of nominations will not be entertained.** As a practice, all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves the right of shortlisting the candidates. Therefore the nominee(s) may report to this Institute for registration on **21st August, 2023 at 0900 hours. No registration shall be allowed after 0920 hours.** Course is free of charge. However, if TA/DA for participation is involved, the same shall be responsibility of the respective nominating Organization.

3. STI offers an equal opportunity training environment. Participation of women employees is highly encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for liaison.


(SAADIA BASHIR)
Deputy Director (Executive Programme)
Tele: 9265200

To

- i) Joint Secretary (Admn), Ministries/ Divisions
- ii) Heads of Departments / Subordinate Offices / Autonomous Bodies.
- iii) AD (IT), STI with request to place the circular on website.