

**GOVERNMENT OF PAKISTAN**  
**(ESTABLISHMENT DIVISION)**  
**SECRETARIAT TRAINING INSTITUTE**

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F.No.5-5/2023-SD-II(B)

Dated 5<sup>th</sup> January, 2024

**MEMORANDUM**

Subject: **ONE WEEK (PART-TIME) TRAINING COURSE "ON ADVANCE MICROSOFT EXCEL"**.

STI is organizing subject course from **26-02-2024 to 01-03-2024**. The training sessions will be held from **09:00 a.m. to 12:00 p.m.** daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for Officials of BPS 09-16.

**Course objectives:**

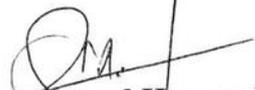
To enhance skills of government employees on Microsoft Excel and strengthen their spread sheets analysis capabilities.

**Course Contents/Outlines:**

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

2. Owing to limited seating capacity, **maximum two nominees from an organization** would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **19-02-2024**. **Late nominations will not be entertained**. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **26th February, 2024 at 09:00 a.m. No registration shall be allowed after 09:15 a.m.** The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.

  
**(Muhammad Haroon Rashied)**  
Deputy Director (SD-II)  
Ph: 051-9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.
- (iii) DD (IT) for uploading STI website.