

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.10-1/2022-SD-II

Dated 4th August, 2022

MEMORANDUM

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)	Overview 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. 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 ,who have the basic knowledge of MS Excel and already working on this application and desired to enhance their skills in this software may reach this Institute latest by **15-09-2022**. **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 **19th September, 2022 at 0900 hours**. **No registration shall be allowed after 0915 hours**. 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. STI normally encourages participation of women employees.


(RANA MUHAMMAD JAVAID)

Deputy Director (SD-II)

Tele:9265193

To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.