

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

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F.No.10-1/2021-SD-II

Dated 1<sup>st</sup> March, 2022

**MEMORANDUM**

Subject: **ONE WEEK (PART-TIME) "ADVANCE COURSE ON MICROSOFT EXCEL"  
FROM 28-03-2022 TO 01-04-2022.**

STI is organizing subject course from 28-03-2022 to 01-04-2022. 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 7-16.

**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	Sort & 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
Xii	Working with Comments	xiv	Use of Templates
i			
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 of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by **24-03-2022**. **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 **28<sup>th</sup> March, 2022 at 0900 hours**. **No registration shall be allowed after 0915 hours**. It is pertinent to mention here that due to pandemic of corona virus, SOPs of COVID19 issued by NCOC will be adhered strictly during the training. 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.

**Copy to:**

- a. DD(IT) for uploading on website of STI
- b. APS to DG for information.

*Rana Saad*

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Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website:www.sti.gov.pk