

Government of Pakistan
SECRETARIAT TRAINING INSTITUTE
(Establishment Division)

F.No.2-6/2018-19 EP.

Islamabad, the 27th September, 2018

MEMORANDUM

Subject: NOMINATIONS FOR TRAINING COURSE ON "MICROSOFT OFFICE 2013/2016" FROM 19-11-2018 TO 30-11-2018.

Subject course is being conducted at STI Campus H-9, Islamabad from 19-11-2018 to 30-11-2018, on part time basis which shall be held daily from 0900 to 1130 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 Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features. To provide hands-on knowledge about latest MS office features (21st century tools). To develop skills to perform daily office task efficiently & effectively. To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.

Major Contents:

<ul style="list-style-type: none"> • How to create, edit & format documents, spread sheets & presentations. • Paragraph & page numbering • Page Layout/Page Setup • Auto Text/ Quick Part Entries • Recording and use of Macros • Working with Tables • Mail Merge (complete) • Table of Contents • Track Changes • Handling of MS Office Options/Settings • Use of Template 	<ul style="list-style-type: none"> • Formulas & Functions • Conditional Formatting • Sort & Filter • Searching Data Timely & Easily • Proofing document, worksheet & presentation • Save, Protect and Print documents, spreadsheets & presentations • Internet Browsing, Surfing and Email handling • MS office online • Sharing of data without opening email Using file on Computer & Cell Phone
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2. Ministries / Divisions / Departments and Organizations under the Federal Government are invited to send suitable nominations by **15-11-2018**. Nominations be please reconfirm by 16-11-2018 at the given e-mail address mrs.madihakamal@gmail.com **Late receipt of nominations will not be entertained.** Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves rights of shortlisting. Therefore the nominee(s) may report to this Institute for registration on **19th November, 2018 at 0845 hours. No registration shall be allowed after 0900 hours.** No course fee will be charged. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI offers an equal opportunity training environment. Participation of Women Employees is encouraged.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.

(MADHIA AKHTAR)
 Director (EP)
 Tele: 9265199

i) Joint Secretary (Admn), Ministries/ Divisions

CC&P Section
 Dy. No. 552
 Dated: 16-10-18

Director (Admn)
 Dy. No. 87
 Dated: 15-10-18

Undersigned may be nominated for
 To: *[Signature]*
Director (EP) relative to CP&L

[Signature]