

F.No. 1 - 1/2015/IT-T
Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

Islamabad, the 08th January, 2015.

MEMORANDUM

Subject: - ONE WEEK (PART-TIME) ADVANCED COURSE ON MICROSOFT EXCEL 2010 FOR GOVERNMENT SERVANTS IN BS-07 TO BS-16 FROM 09-02-15 to 13-02-15.

The subject course shall commence for two hours daily from 09:00 a.m. to 11:00 a.m.

Course Objectives:

To enhance working of government employees on Microsoft Excel and strengthen their Spread Sheets analysis capabilities.

Target Audience/Group:

Only those government servants in BS-07 to BS-16 who have command on basics operations of Microsoft Excel.

Course Contents/Outlines:

- Overview of MS Excel
- Insertion/Editing/Formatting of Data and Work sheets
- Conditional Formatting
- Formulas & Functions
- Sort & Filter
- Use of Data Tools
- Pivot Table
- Importing of External Data
- What If Analysis
- Lookup and Reference
- Customizing Excel
- Track Changes
- Working with Comments
- Use of Templates
- Protecting of Work Book/Sheet

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.


3. Owing to the limited seating capacity, maximum five nominees from an organization would be accepted subject to first come first serve basis. Nominations must reach this Institute latest by 04-02-2015. **Late/ irrelevant nominations would not be entertained.** The nominee(s) may report for registration on 09-02-2015 at 08:45 hours. No registration shall be allowed after 09:00 hours.

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)**

No.4(1)/Trg/PD/2013

Islamabad, the 19th January, 2015

The nomination should reach this Section latest by 29th January, 2015.


(Muhammad Maqsood Ali)
Section Officer

Member(Dev.Communications) is requested to enter/display the subject circular on Planning Commission's website

Member(Dev. Communication)
Dy. No. 272
Dated: 19-1-2015