

Training Section  
Diary No. 144  
Date: 20-03-2015  
Time:

F.No. 1 - 1/2015/IT-T  
Government of Pakistan  
(Establishment Division)  
Secretariat Training Institute, Islamabad  
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F.No. 4(1-3)Trg/PD/13

Islamabad, the 4th March, 2015.

## MEMORANDUM

Subject: - TWO-WEEK (PART-TIME) ADVANCED TRAINING COURSE ON MS ACCESS 2010 FOR GOVERNMENT SERVANTS FROM 06-04-2015 TO 17-04-2015

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

### Course Objectives:

To impart knowledge about database and database management systems and make the participants able to create a small database for office or home use.

### Target Audience/Group:

This course is designed for government servants designated as Assistants, Helpdesk Assistants, DEOs, Computer Operators, Data Processors, Stenotypists, Stenographers, Assistant Private Secretaries, Private Secretaries & equivalent.


### Course Contents/Outlines:

- Introduction to Databases.
- Differences b/w Data, Information and Database.
- Normalization.
- Creation of Database.
- Creation/Modification of Tables.
- Creation/Modification of Forms.
- Insertion of Records into Database directly and by using Form.
- Working with Database Queries.
- Use of Macros.
- Creation of Reports.

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. The Institute has right to accept or reject any nomination. Nominations must reach this Institute latest by 01-04-2015. Late/ irrelevant nominations would not be entertained. The nominee(s) may report for registration on 06-04-2015 at 08:45 hours. No registration shall be allowed after 09:00 hours.

For any further information, please contact the sender.

  
(KAISER NADEEM)  
Assistant Director (IT)


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

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No.4(1-3)/Trg/PD/2013

Islamabad, the 20<sup>th</sup> March, 2015

The nomination should reach this Section latest by 27<sup>th</sup> March, 2015.

  
(Muhammad Maqsood Ali)  
Section Officer

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

*Please scan and forward soft copy to Web Dev.*

Mr. Muhammad Raheel

  
20-03-15