

Islamabad, the 3rd April, 2015.

MEMORANDUM

Subject: - ONE WEEK (PART-TIME) TRAINING COURSE ON "WORD PROCESSING (MICROSOFT WORD 2010 ADVANCED)" FOR GOVERNMENT SERVANTS IN BS-11 TO BS-16 FROM 04-05-2015 to 08-05-2015

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

Course Objectives:

To build and enhance expertise of government servants in MS Word 2010 advanced operations and commands.

Target Audience/Group:

Only those government servants in BS-11 to BS-16 who have command on basics operations of Microsoft Word.

Course Contents/Outlines:

- *General Overview*
- *Auto Text/Quick Part Entries*
- *Recording and use of Macros*
- *Mail Merge*
- *Table of Contents*
- *Working with Footnotes*
- *Track Changes*
- *Working with Comments*
- *Handling of Word Options*

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 29-04-2015. Late/ irrelevant nominations would not be entertained. The nominee(s) may report for registration on 04-05-2015 at 08:45 hours. No registration shall be allowed after 09:00 hours.

4. For any further information, please contact the sender.

27/4/15


 (QAISER NADEEM)
 Assistant Director (IT)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM (Training Section)

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

Islamabad, the 16th April, 2015

The nomination should reach this Section latest by 27th April, 2015.


 (Muhammad Maqsood Ali)
 Section Officer

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