

Islamabad, the 21<sup>st</sup> May, 2018.

## MEMORANDUM

Subject: - ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWERPOINT 2013/2016" FOR GOVT. EMPLOYEES IN BS-07 TO BS-16 FROM 25-06-2018 TO 29-06-2018.

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 Power Point presentation capabilities of Government employees.

Target Audience/Group:

This course is designed for government servants in BS-07 to BS-16.

Course Contents/Outlines:

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| <ul style="list-style-type: none"><li>• PowerPoint Overview</li><li>• PowerPoint Views</li><li>• Creating a New Presentation</li><li>• Formatting Text</li><li>• Drawing Tools &amp; Drawing Skills</li><li>• Graphics and Clipart</li><li>• Tables and Charts</li><li>• Slide Masters and Templates</li><li>• Transitions and Animation</li></ul> | <ul style="list-style-type: none"><li>• Slide Shows</li><li>• Multi-media, Linked and Embedded Objects</li><li>• Saving presentations</li><li>• Slide Show Preparation</li><li>• Custom Shows</li><li>• Speaker Notes and Handouts</li><li>• Presenting With PowerPoint</li><li>• Printing Presentations</li></ul> |
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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 capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations must reach this Institute latest by 13-06-2018. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 25-06-2018 at 08:45 hours. No registration shall be allowed after 09:00 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

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

5/12  
31-05-18

DS(E)  
Nadeem Ahmed Bhatti  
DS (E)/JS

H. I. Rehmani  
(ABDUL HAFEEZ REHMANI)  
Deputy Director (SD-II)

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
(Training Section)  
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No.4(1)Trg/Estb-IV/PDR/2018

Islamabad, the 4<sup>th</sup> June, 2018

Nominations should reach this Section by 13-06-2018.

(Ayesha Javed)  
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

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