



Ministry of Civil Service and Administrative Reforms

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Circular Letter No. 64 of 2012
E/152/50/11/23

04 December 2012

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

SUBJECT: **2 half-day Advanced Training on Excel for WPOs**

This Ministry is proposing to organize a 2 half-day advanced training on Excel for Word Processing Operators in 2013.

2. The training aims at:

- ♦ exposing the participants to advanced applications of Excel to enable them to accomplish complex tasks in Excel in formatting of cell/worksheet/workbook, filtering and sorting data, creating charts and graphs, working with functions/formulas, data analysis tools, working with macro-recording and inserting drawing objects; and
- ♦ enhancing their knowledge and providing them with hands-on practice on spreadsheet.

3. It would be appreciated if you could nominate Word Processing Operators of your Ministry/ Department who:

- (i) have already followed the 2 half-day basic training on Excel and PowerPoint in 2009/2010; and
- (ii) are willing to acquire advanced knowledge in Excel to improve job performance and share the new knowledge with colleagues.

4. In view of the above, you are kindly requested to submit the relevant information **both in hard and soft copies in order of priority** as per enclosed proforma. The required information should reach the Human Resource Development Division, Ministry of Civil Service and Administrative Reforms, 4th Floor, Atom House, Royal Street, Port Louis **by Wednesday 19 December 2012, at latest.**

5. This Circular Letter together with the application form may be accessed on the website of the Ministry at the following address: <http://civilservice.gov.mu>.
6. Should you need any additional information, do not hesitate to contact Mr. B. Coondeah on phone numbers 208 7647/ 208 7653.



S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

Enc.