



## Ministry of Civil Service and Administrative Reforms

28 August 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 24 of 2009  
E/152/50/11/20

From : Supervising Officer, Ministry of Civil Service and Administrative Reforms

To : Supervising Officers i/c Ministries/Departments

**SUBJECT: Advanced Training on Excel and PowerPoint**

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

2. The training aims at:
  - ♦ familiarising the participants with Excel to enable them to accomplish different tasks in Excel like formatting of cell/worksheet/workbook, creating charts and graphs, using pivot tables and data analysis tools, filtering and sorting data, working with functions/formulas and macro-recording; and
  - ♦ enhancing their knowledge and providing them with hands-on technical skills in making an optimum use of PowerPoint by enabling them to create slide presentation, inserting drawing/clip art, adding sound effects and navigating during slide show.
3. It would be appreciated if you could nominate Word Processing Operators of your Ministry/Department who:
  - ✔ have not opted for the post of Officers;
  - ✔ do not possess adequate knowledge of Excel and PowerPoint; and
  - ✔ are willing to acquire and later on share the 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 proforma at Annex. The required information should reach the Human Resource Development Division, Ministry of Civil and Administrative Reforms, 4<sup>th</sup> Floor, Atom House, Royal Road, Port Louis by **Monday 14 September 2009, at latest.**
5. For any additional information you may require, please contact Mr. B. Coondeah on phone numbers 2087647/2087653.

  
**S. K. Pather**  
**Supervising Officer**

Enc...

