

GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
(GOVERNANCE SECTION)

No. 9(1-4)G/PC/2011

Islamabad, the 21st February, 2012

MEMORANDUM

Subject: **ONE-WEEK (PART-TIME) TRAINING COURSE ON MICROSOFT ACCESS FOR GOVERNMENT OFFICERS IN BS-17-19 FROM 12-03-2012 TO 16-03-2012**

Secretariat Training Institute (STI) has invited nominations for One-week (part-time) training course on Microsoft Access for Government Officers in BS-17-19 scheduled to be held from 12-03-2012 to 16-03-2012 in Islamabad. The classes will commence two hours daily from 09:00 am to 11:00 am. The outline of the course is as under:

- Introduction to Database
- Differences between Data, Information and Database
- Normalization
- Creation of Database Project
- Creation/Modification of Table
- Creation/Modification of Form
- Insertion of Data into Database by Direct and by Form
- Creation of Reports

2. All Officer of P&D Division are requested to send their nomination duly recommended by the supervisor concerned. The recommendations of the officers should reach this section **the latest by 1st March, 2012.**

(M. Haseeb Raza)
Research Associate

All Officer of P& D Division