Training Course on MS-Excel (MS-Ex-14) to be conducted from 18 Dec, 2024 to 20 Dec, 2024.

IS   ISTM <noreply-istm@nic.in>
           Sat, 14 Sep 2024 9:14:50 PM +0530

      To   "estt.gp1" <estt.gp1@mod.nic.in>

Reply-…   "ISTM" <lalitk.sharma@gov.in>

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To
Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Course on **MS-Excel** (**MS-Ex-14**) to be conducted from **18 Dec, 2024** to **20 Dec, 2024.**
Sir/Madam,

        I am directed to say that a training course / workshop **"MS-Excel "** will be conducted at this Institute from **18 Dec, 2024** to **20 Dec, 2024** (**3 Days**). Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I.**
2.   ISTM has state-of-the-art ICT labs having over 135 computers which are internet enabled and fully equipped with latest software and hardware.
3.   Nomination form for the training course may be filled online at **http://www.istm.gov.in/home/online_nomination_form**. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax**.**
4.   Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer/official who has already attended similar training course conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **30 Nov, 2024.**

5. Only such officials, whose nominations are accepted for the training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website **https://www.istm.gov.in/home/view_all_nomination_acceptance** one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(**Lalit Kumar Sharma**)
Assistant Director & Course Coordinator
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Tel: 9868244797
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ANNEXURE-I

COURSE INFORMATION SHEET

Code	:	**MS-Ex-14**
Title	:	**MS-Excel**
Duration	:	**3 Days** (From 18 Dec, 2024 to 20 Dec, 2024)
Mode	:	**Blended (Online and Offline)**
Venue	:	i-GoT / ISTM

Aim of the Course: To develop the skills required for working in MS-Excel.

Course Coverage :

i. Getting Started with Excel

ii. Understanding One Drive

iii. Creating and Opening Workbooks

iv. Saving and Sharing Workbooks

v. Cell Basics

vi. Modifying Columns

vii. Rows and Cells

viii. Formatting Cells

ix. Working with Multiples Worksheets

x. Using Find & Replace

xi.   Checking Spelling & Page Layout and Printing.

Objectives: At the end of the training course the participant will be able to

i.   Create and open workbooks, modify rows & columns.

ii.   Apply basic function of SUM, Percentage, Avergage on a given data.

iii.   Create charts from given data.

iv.   Insert Pictures in worksheet.

v.   Calculate Income tax from given data.

Methodology :

The course will deal with the essential aspects of theory and practice of MS-Excel. The participants will get good practical exposure.   The training methods will include lecture, demonstration, individual / Group Exercise.

Eligibility Conditions:

The programme is meant for Officers & Staff in the Central Secretariat offices & in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies.

Note: - Only those officials who have successfully enrolled and completed the "MS Excel Course for Beginners" on i-GoT Karmayogi Platform and have successfully generated the Certificate will only be allowed to attend the course. Certificate is must to attend this course.

Course Capacity: 40

Nominations for the Course:

Eligible and interested officers/ officials may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach by one month before starting of the course.

Acceptance of Nomination:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website.   No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

Course Fee:

A course fee of **Rs. 3000/-** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of PAO, DP & AR, New Delhi** payable at New Delhi. If the course fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

Accommodation:

ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.

Last date for filling nomination form: 30 Nov 2024

Last date for receipt of duly approved nomination from sponsoring authority: 30 Nov 2024