

Trainer Profile



Chai Koh Kiew graduated with a Bachelor Degree in Media Technology from Andrew University, USA in 1989. He then worked for Graphics Etc., one of the biggest Prepress Company in Washington DC, as an imagesetter operator and pre-press advisor for a year.

In 1990, he came back to Malaysia and worked for Epal Computer in Johor. His duties were to assist salesperson to promote Apple computers and conduct onsite trainings on Adobe desktop publishing softwares. Majority of the customers are in offset printing.

In 1992, he quited the consultancy jobs and left to Singapore to become a computer lecturer at Nanyang Academy of Fine Art (NAFA). He trained and instructed students in computer operations for 4 years. Softwares taughts are Adobe Illustrator, Photoshop, Director and Freehand.

In 1996 he set up his own computer business - Princeton Computer. The company is mainly dealing with selling Apple Macintosh and Microsoft Windows PC compatible computers and accessories, providing repair services and conducting inhouse and public training.

He is now also a qualified HRDF trainer since 2012. He is skillful to teach individuals how to use computer applications such as spreadsheets, database, accounting, desktop publishing programs, or computer network systems software.

HRDF SBL Claimable Computer Courses:

Essential

• Adobe InDesign CC Essential Training	14 Hr	10001208330
• Adobe Illustrator CC Essential Training	14 Hr	10001210749
• Adobe Acrobat Essential Training	7 Hr	10001404645
• Microsoft Excel Essential Training	7 Hr	10001297166
• Autodesk Autocad Essential Training	7 Hr	10001297247
• Adobe Photoshop CC Essential Training	7 Hr	
• Microsoft Power Point Essential Training	7 Hr	
• Montax Essential Training	7 Hr	
• Esko Deshpak Essential Training	14 Hr	
• ArtiosCad Essential Training	14 Hr	
• Autocount Essential Training	7 Hr	

Intermediate

• Adobe Illustrator CC Intermediate Training	7 Hr	10001558858
• Microsoft Excel Intermediate Training	14 Hr	10001558144
• Adobe Photoshop CC Intermediate Training	7 Hr	
• Adobe InDesign Intermediate Training	7 Hr	



Certificate

All participants will receive a Certificate of Completion from Tertiary Courses after achieved 100% attendance.



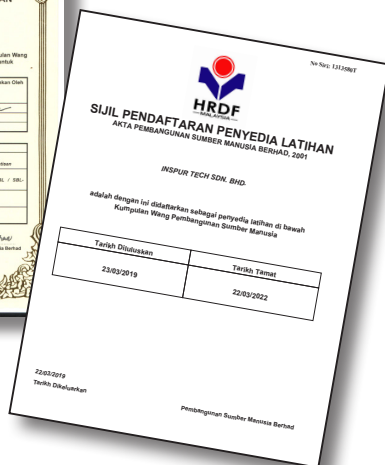
Adobe InDesign CC Essential

(Page Layout I)

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Adobe InDesign CC Essential Training

With Adobe InDesign CC, you can design everything from stationery, flyers, and posters to brochures, annual reports, magazines, and books. Professional layout and typesetting tools allow you to create multicolumn pages with stylish typography and rich graphics, images, and tables. And you can prep your documents for printing in just a few clicks. Exploring too

This course is designed for Designers, Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Adobe InDesign.

Day 1: (9:00am to 12:30pm)
Lesson (Creating Newspaper)

Exploring Toolbars

- Selection, Direct Selection, Tool
- Page Tool
- Gap Tool
- Content Collector Tool
- Content Placer Tool
- Type, Type on a Path, Tool
- Line Tool
- Pen, Add / Delete Anchor Point Tool
- Pencil Tool
- Rectangle, Ellipse, Polygon Frame Tool
- Rectangle, Ellipse, Polygon Tool
- Scissor Tool
- Free Transform, Rotate, Scale, Shear Tool
- Gradient Tool
- Gradient Feather Tool
- Zoom Tool
- Note Tool
- Eyedropper Tool
- Hand Tool
- Zoom Tool

Working with Windows Tools

- Arrange
- Workspace
- color
- Control
- layers
- Links
- Pages
- Properties
- Strokes
- Text Wrap
- Tools
- Type & Tables
- Working with Type

- Font,
- Size,
- Character
- Paragraph
- Tabs
- Glyphs
- Character Styles
- Paragraph Styles
- Create Outline, •
- Find/ Replace Fonts,
- Change Case
- Type on a Path
- Insert Special Character,
- Insert White Space
- Insert Break character
- Fill with Placeholder
- Show Hidden Character
- Tables

Day 2: (9:00am to 12:30pm)

- Utilities - Data Merge
- Table
- Microsoft Excel
- Generate QR Code
- Anchor Object
- Fitting
- Content

Day 2: (1:30pm to 5:00pm)

- Utilities - Data Merge
- Animation
- Bookmarks
- Buttons and Forms
- Hyperlinks
- Liquid Layout
- Media
- Page Transitions
- Timing

Training Lessons

