

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.

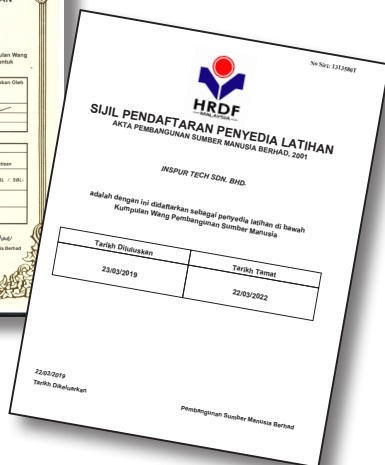


Microsoft Excel Intermediate Training (2 Days) (Spreadsheet)

INSPUR TECH SDN BHD

38 & 38-2 Jalan Austin Perdana 2/24,
Taman Austin Perdana, 81100 Johor Bahru,
Johor, Malaysia

018-769 3621 (Yun Hao)
012-7218849 (KK)
012-72388499 (Jess)



Micosoft Excel Intermediate Training (2 Days)

Use basic and intermediate Excel formulas and functions to create your Excel spreadsheet and report. Effectively applying formatting to cells and using conditional formatting.

This course is designed for 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 Microsoft Excel.

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

- IFERROR
- COUNT
- SUMIFS
- HLOOKUP
- INDEX
- DATA VALIDATION
- COUNTIF
- VLOOKUP
- XLOOKUP
- MATCH

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

- POWER QUERY
- GET EXTERNAL DATA
- PIVOT TABLE
- POWER PIVOT
- DEVELOPER - INSERT FORM CONTROL

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

Exploring Date & Time Functions

- DATE
- DAY
- DAYS360
- EOMONTH
- ISOWEEKNUM
- MONTH
- NETWORKDAYS.INTL
- SECOND
- TIMEVALUE
- WEEKDAY
- WORKDAY ***
- YEAR
- DATEVALUE ***
- DAYS
- EDATE ***
- HOUR
- MINUTE
- NETWORKDAYS .
- NOW ***
- TIME
- TODAY ***
- WEEKNUM
- WORKDAY.INTL

Exploring Text Functions

- ARRAYTOTEXT
- CHAR
- CODE
- DOLLAR
- FIND
- BAHTTEXT
- CLEAN
- CONCAT
- EXACT
- FIXED

- LEFT
- LOWER
- NUMBERTVALUE
- REPLACE
- RIGHT
- SUBSTITUTE
- TEXT
- TRIM
- UNICODE
- VALUE
- LEN
- MID
- PROPER
- REPT
- SEARCH
- T
- TEXTJOIN
- UNICHAR
- UPPER

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

Exploring Logical Functions (Attendance)

- AND
- IF
- IFNA
- LET
- NOT
- SWITCH
- XOR
- FALSE
- IFERROR
- IFS
- NOT
- OR
- TRUE

Exploring Lookup & Reference Functions

- ADDRESS
- CHOOSE
- COLUMNS
- FILTER
- GETPIVOTDATA
- HYPERLINK
- INDIRECT
- MATCH
- ROW
- RTD
- SORTBY
- UNIQUE
- XLOOKUP
- AREAS
- COLUMN
- FIELDVALUE
- FORMULATEXT
- HLOOKUP
- INDEX
- LOOKUP
- OFFSET
- ROWS
- SORT
- TRANSPOSE
- VLOOKUP
- XMATCH

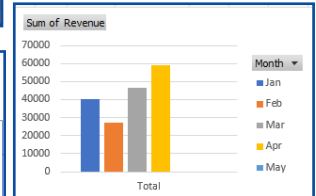
Micosoft Excel Lesson

2024 February						
MON	TUE	WED	THU	FRI	SAT	SUN
29/1	30/1	31/1	1/2	2/2	3/2	4/2
5/2	6/2	7/2	8/2	9/2	10/2	11/2
12/2	13/2	14/2	15/2	16/2	17/2	18/2
19/2	20/2	21/2	22/2	23/2	24/2	25/2
26/2	27/2	28/2	29/2	1/3	2/3	3/3
4/3	5/3	6/3	7/3	8/3	9/3	10/3

Month	Division	Apps	Revenue
Jan	Game	Fightrr	11,649
Jan	Game	Kryptis	7,718
Feb	Game	Perino	15,033
Mar	Game	Hackrr	1,800
Jan	Productivit	WenCaL	10,000
Mar	Productivit	WenCaL	14,432
Mar	Productivit	Blend	17,990
Apr	Productivit	Sleops	11,022
Jan	Utility	Twenty20	11,000
Feb	Utility	Accord	12,000
Mar	Utility	Misty Wash	12,100
Apr	Utility	Accord	17,760
Apr	Utility	Misty Wash	30,400
May	Utility	Twenty20	20,400

Row Labels	Sum of Revenue
Jan	40367
Feb	27033
Mar	46322
Apr	59182
May	0
(blank)	
Grand Total	172904

Month	Division	Apps	Revenue
Jan	Game	Fightrr	11,649
Feb	Game	Kryptis	7,718
Mar	Game	Perino	15,033
Apr	Game	Hackrr	1,800
May	Game	WenCaL	10,000
(blank)	Productivit	Blend	17,990
	Productivit	Sleops	11,022
	Utility	Twenty20	11,000
	Utility	Accord	12,000
	Utility	Misty Wash	12,100



L4 Inventory

INVENTORY LIST					INVENTO		
Code	Product	Cost	Qty	Value	Date	Type	Code
W101	Widget - Grey	21.5	8	172.00	23/4/2022	Receipt	W101
W102	Widget - White	30.00	0	0.00	23/4/2022	Receipt	W104
W103	Widget - Red	17.50	0	0.00	23/4/2022	Receipt	W104
W104	Widget - Black	12.85	10	128.50	23/4/2022	Sales	W104
W105	Widget - Gold	27.80	0	0.00			
W106	Widget - Yellow	14.36	0	0.00			
W107	Widget - Green	19.60	0	0.00			
W108	Widget - Olive	17.00	0	0.00			
W109	Widget - Pink	14.87	0	0.00			
W110	Widget - Silver	20.47	0	0.00			
W111	Widget - Brown	19.60	0	0.00			
W112	Widget - Violet	17.80	0	0.00			
W113	Widget - Cream	22.00	0	0.00			

Sum of REVENUE Column Labels							
Row Labels	Coca-Cola	Dasani Water	Diet Coke	Fanta	Powerade	Sprite	Grand Total
Costco	59712.5	63325	60387.5	46487.5	48262.5	53575	331750
Walgreens	44775	48862.5	46237.5	34387.5	36150	40237.5	250650
Walmart	84432.5	74287.5	62350	61937.5	65075	53685	391767.5
Grand Total	188920	186475	168975	132812.5	149487.5	147497.5	974167.5