

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.

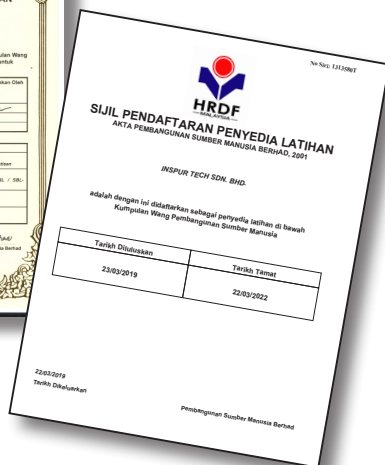


MICROSOFT EXCEL Essential Training (Spreadsheet)

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)



Microsoft Excel Essential

Microsoft Excel is a spreadsheet application. You learn to effectively analyze data and visualize insights with Excel. Transform data into decisions with Ai and Excel.

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) (Calendar & Quotation)

- Excel Editing Tools
- Wrap Text & Merge Centre
- Row and Column Adjustment
- Format Cells (Date & Currency)
- Drop-Down List
- Functions
- AutoSum, Sum, Average, Maximum, Minimum
- Page Layout (Print Gridlines, Headings)
- Borders (Draw Border, Erase Border, Line Color & Styles)
- Insert & Delete Columns & Rows
- Background
- Border and Shading
- Freeze & Unfreeze Panels
- Split & Unsplit
- Sort & Filter (Color, Number, Date..)
- Formats as Table
- Table
- Banded Row and Columns
- Total Row and Columns
- Insert Slices
- Conditional Formatting (Data Bars, Color Scales, Icon Set)
- Sheets
- Consolidate
- Charts
- Print
- Print Area, Margin, Orientation, Size, Background
- Page Break Preview
- Zoom

Day 1: (1:30am to 5:000pm) (payroll)

Functions:

- Print Tiles
- Grid
- Gridlines & Headings
- Width, Height, Scale
- Header, Footer & Bookmark
- Page Number, Number of Page, Current Date, Current Time,
- File Path, File Name, Sheet Name & Picture
- Format Cell (?.#@/)
- Text to Columns
- Copy Paste Special
- Format Cells (#, ?/@/)
- Protect Sheet
- Protect Workbook
- Share Workbook
- Cells Protection Lock and Hidden
- SUM
- AVERAGE
- COUNT
- MAX
- MIN
- Vlookup

Microsoft Excel Lesson

2021		January		Name		姓氏		名字		电子邮箱		帳號	
		姓名	Last	First Middle						Email			Account
		Tom Caspe	卡普	卡普	卡普	卡普	卡普	卡普	卡普	tomcaspe@gmail.com			tomcaspe
		Johnny Depp	德普	约翰尼	约翰尼	约翰尼	约翰尼	约翰尼	约翰尼	johnnydepp@gmail.com			johnnydepp
		Denzel Washington	华盛顿	丹泽尔	丹泽尔	丹泽尔	丹泽尔	丹泽尔	丹泽尔	denzellw@gmail.com			denzellw
		Katharine Hepburn	赫本	凯瑟琳	凯瑟琳	凯瑟琳	凯瑟琳	凯瑟琳	凯瑟琳	katheg0131@yahoo.com			katheg0131
		Robert De Niro	德尼罗	罗伯特	罗伯特	罗伯特	罗伯特	罗伯特	罗伯特	robertdeniro@gmail.com			robertdeniro
		Katharine Hepburn	赫本	凯瑟琳	凯瑟琳	凯瑟琳	凯瑟琳	凯瑟琳	凯瑟琳	katheg0131@yahoo.com			katheg0131
		Maya Stange	斯丹格	梅雅	梅雅	梅雅	梅雅	梅雅	梅雅	mayastange@gmail.com			mayastange
		Tom Hanks	汉克斯	汤姆	汤姆	汤姆	汤姆	汤姆	汤姆	tomhanks@yahoo.com			tomhanks
		Elizabeth Taylor	泰勒	伊丽莎白	伊丽莎白	伊丽莎白	伊丽莎白	伊丽莎白	伊丽莎白	et0131@gmail.com			et0131

L3 Payroll

EMPLOYEE'S NAME			
NO.	WORKER'S NAME	IC	EPS No
1	MARY CHAI	941032-05-6666	8709565
2	DESMOND WONG	940111-02-8888	3854211
3	MOHO ALI	680188-06-1111	3636289
4	ALAN THAM	960888-01-9999	3658583

PERKESO SOCOS					
Period monthly: range of the month		Pilot Changes (Breakdowns) Kiosk Scheme and its			
		Market	Programs	Expenditures	Total Customers
1	Programs in B2B	1	0.00	10.00	10.00
2	Market segment (Kiosk) B2B and B2C	2	0.00	20.00	20.00
3	Market segment (Kiosk) B2B and B2C	3	0.00	30.00	30.00
4	Market segment (Kiosk) B2B and B2C	4	0.00	40.00	40.00
5	Market segment (Kiosk) B2B and B2C	5	0.00	50.00	50.00
6	Market segment (Kiosk) B2B and B2C	6	0.00	60.00	60.00
7	Market segment (Kiosk) B2B and B2C	7	0.00	70.00	70.00
8	Market segment (Kiosk) B2B and B2C	8	0.00	80.00	80.00
9	Market segment (Kiosk) B2B and B2C	9	0.00	90.00	90.00
10	Market segment (Kiosk) B2B and B2C	10	0.00	100.00	100.00

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L4 Inventory

[illegible]