

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.

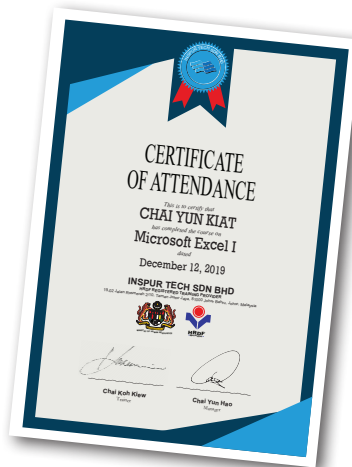
HRDF SBL Claimable Computer Courses:

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.

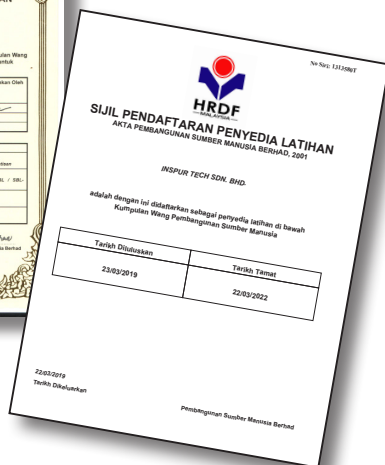


MICROSOFT POWERPOINT Essential Training (Presentation)

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 PowerPoint Essential Training

**** Complete PowerPoint training: Basic PowerPoint features, Slide design, Business presentation preparation, and more! ****

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 PowerPoint.

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

I HOME Menu

Clipboard - Cut, Copy, Paste, Format Painter
Slide - New Slide, Layout, Reset, Section
Fonts
Paragraph
Drawing - Shapes, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects
Editing - Find, Replace, Select

2. INSERT Menu

Slides
Tables
Images - Pictures, Screenshot, Photo Album
Illustration
Shapes, Icons, 3D Models, SmartArt, Chart
Add-ins - GetAdd-ins, My Add-ins
Links - Zoom, Link, Action
Comment
Text - Text box, Header & Footr, WordArt
Symbols - Equation, Symbold
Media - Video, Audio, Screen Recording

3 DESIGN Menu

Themes, Variants. Customize

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

4. TRANSITIONS Menu

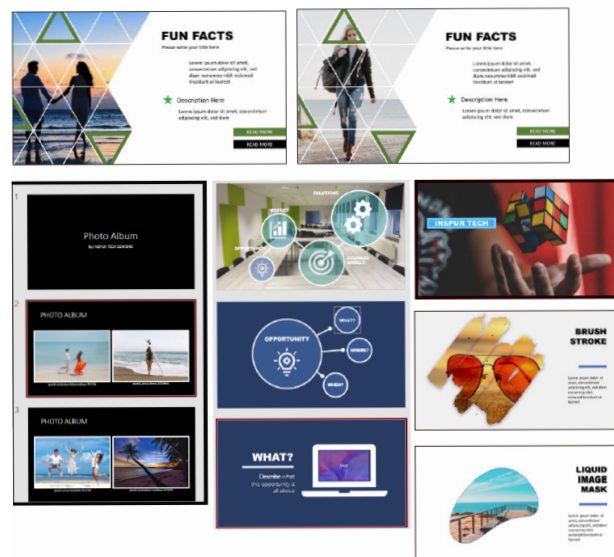
Subtle - Morph, Fade, Push, Wipe, split, Reveal, Cut, Random Bars, Shape, Uncocer, Cover, Flash
Exciting - Fall Over, Drape, Curtains, Wind, Prestige, Fracture, Crush, Peel Off, Page Curl, Airplane, Origami, Dessolve, Checkerboard, Binds, Clock, Repple, Honeycomb, Glitter, Vortex, Shred, Switch, flip, Gallery, Cube, Doors, Box, Comb, Zoom, Random
Dynamic content - Pan, Ferris Wheel, Conveyor, Rotate, Windows, Orbit, Fly Through
Timing -Sound, Duration, Advance Slide

5. ANIMATION Menu

Entrance - Appear, Fade, Fly-in, Float in, Split, Wipe, Shape, Random & Turn, Zoom, Swivel, Bounce
Emphasis - Pulse, color Pulse, Teeter, Spin, grow/Shrink, Desaturate,
Darken, Transparency, Object color, Complementary, Line color, fill Color, Brush color, Font Color, Bold
Flash, Bold Reveal, Wave
Advanced Animation - Add Animation, Animation Panel, Trigger, Animation Painter
Timing

6. SLIDE SHOW Menu

Start slide Show - From Beginning, From Current Slide, Custom
Slide Show
Set Up- Sett up Slilde Show, Hide Slide, Rehearse Timing, Record,
Play Narrations, Use Timings, show Media controls
Monitors - Monitor, Use presenter view



Micosoft PowerPoint Lesson

