

HRD COURSES

HRD_{CORP}
CLAIMABLE



ESSENTIAL LEVEL

ADOBE ILLUSTRATOR (Essential)	2D
ADOBE INDESIGN (Essential)	2D
ADOBE PHOTOSHOP (Essential)	1D
ADOBE ANIMATE (Essential)	1D
MICROSOFT EXCEL (Essential)	1D
AUTODESK AUTOCAD (Essential)	1D
AUTOCOUNT ACCOUNTING	1D
SQL PAYROLL	1D
GOOGLE GEMINI	1D
MONTAX	1D

INTERMEDIATE

ADOBE ILLUSTRATOR (Intermediate)	1D
ADOBE INDESIGN (Intermediate)	1D
MICROSOFT EXCEL (Intermediate)	2D
AUTODESK AUTOCAD (Intermediate)	1D

CONTACT US

For more information: www.inspurtech.com.my / <https://www.facebook.com/InspurTech>

☎ +6012-7218849 / 018-7693621

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.

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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
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Intermediate

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• Adobe InDesign Intermediate Training	7 Hr	



Certificate

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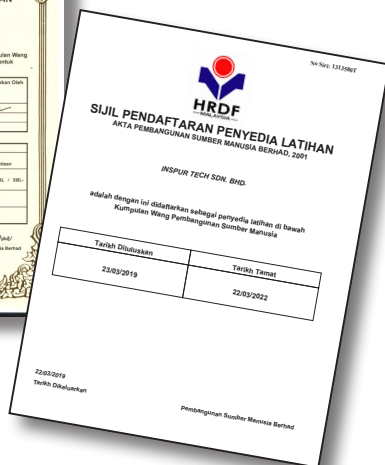
Adobe InDesign CC Essential

(Page Layout I)

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)



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



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Short Term Computer Training Courses

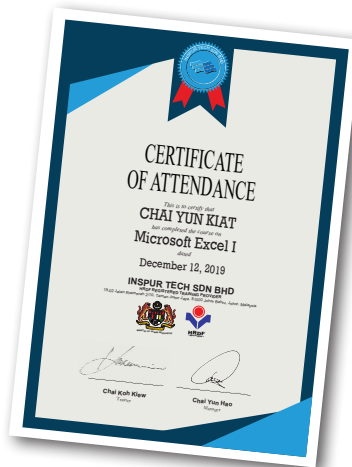
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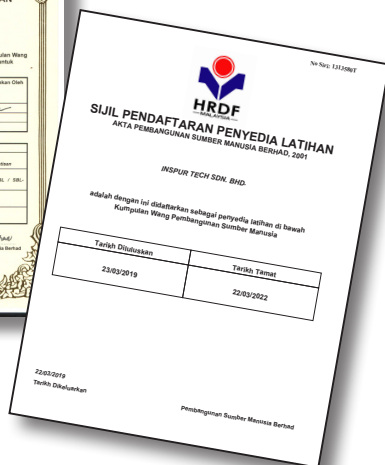


Adobe InDesign CC Intermediate Training (Page Layout I)

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Adobe InDesign CC Intermediate Training

In this Intermediate Adobe InDesign training course, you will build on your existing InDesign skills by using sophisticated controls for working with text and graphics and gain practical experience of creating re-usable and sharable assets. Master techniques for designing and formatting tables and how to automate complex document design.

Learn valuable tips on how to optimise your designs for print and digital distribution from industry experts. This course will give you the skills and techniques to create professional-grade layouts using Adobe InDesign.

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.

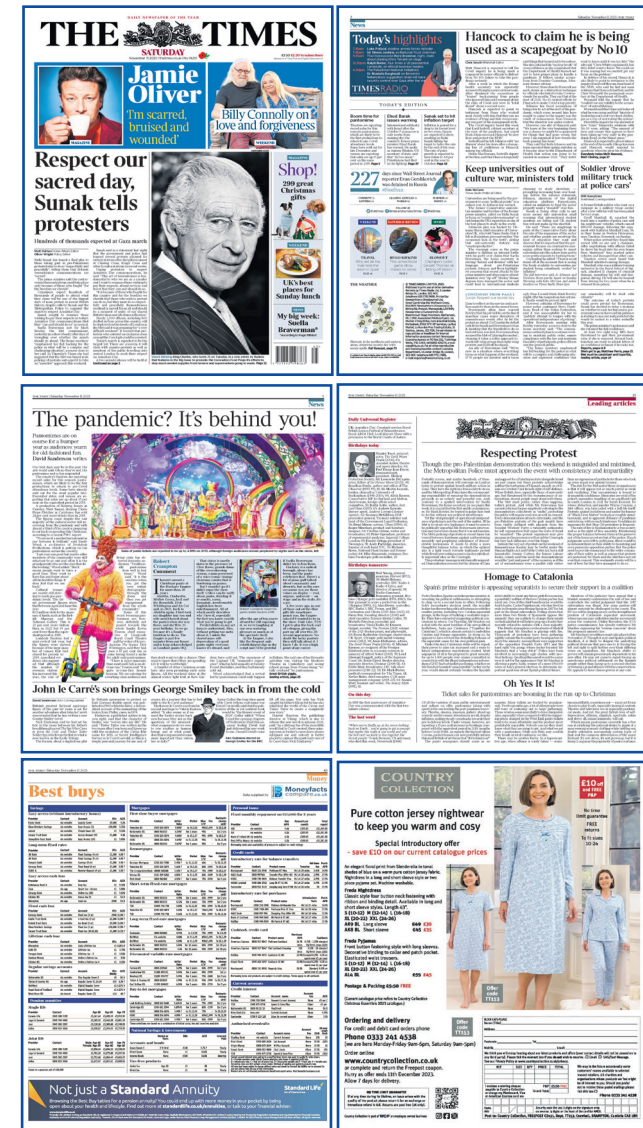
Day 1: (9:00am to 12:30pm)

- Document Setup
 - Facing Pages
 - Bleed
- Insert Pages
 - Allow Document to Shuffle
 - Allow Selected Spread to Shuffle
- Master Pages - New Parent
- Insert Special Character
 - Symbol, Markers, Hyphens and Dashes, Quotation Marks
- Place Multiple Photos
- Paste into
- Gap Tools
- Make Compound Path
- QR Code
- Text Flow - Semi vs Auto Flow
- Page Panel
- Paragraph Style
- Character Style
- Insert Break Character
 - Column Break, Frame Break, page Break, Odd Page Break, discretionary Line Break
- Drop Cap
- TextWrap
- Insert Footnote
- Insert Endnote
- Table of Content
- Index
- Content Collector
- Content Placer
- Text Variable - Running Header
- Section Number

DAY 1 (1:30pm - 5:00pm)

- Data Merge for Text
- Data Merge for Photos
- Global Character Style
- Global Paragraph Style
- Drop Cap
- Nested Style
- GREP Style
- Symbol
- Marker
- Hyphen and Dashes
- White Space
- Quotation Marks
- Break Character
- Variable
- Other
- Wildcard
- Locations
- Repeat
- Match

Training Lessons



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Short Term Computer Training Courses

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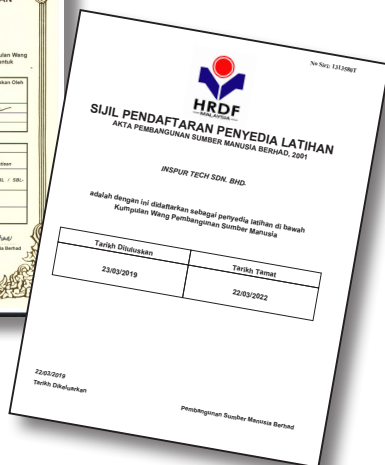


Adobe Illustrator CC Essential Training (vector graphic design)

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Adobe Illustrator CC Essential Training

Adobe Illustrator Course is designed to cover the skills you need to know to be able to confidently create digital graphic designs for your business or work. Adobe Illustrator is a vector graphics creating and editing program, often used professionally to create stunning logos, print ads, and illustrations.

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 Illustrator.

Day 1: (9:00am to 12:30pm) Lesson 1 & 2

Drawing started in Illustrator

Exploring Toolbars

- Selection, Direct Selection, Magic Wind, Lasso Tool
- Line, Arc, Spiral, Rectangle Grid, Polar Grid Tool
- Rectangle, Rounded Rectangle, Ellipse, Polygon, Star, Flare Tool
- Type, Area Type, Type on a Path, Vertical Type, Touch Type Tool
- Pen, Add / Delete Anchor Point Tool
- Paint Brush Tool & Blob Brush Tool
- Rotate, Reflect, Scale, Shear, Reshape Tool
- Zoom Tool

Day 1: (1:30m to 5:00pm) Lesson 3 & 4

- Hand, Rotate View, Print Tiling Tool
- Width, Warp, Twirl, Pucker, Bloat, Scallop, Crystallize, Wrinkle Tool
- Eyedropper, Measure Tool
- Gradient Tool
- Eyedropper, Measure Tool
- Blending Tool
- Dashboard Tool
- Slice, Slice Selection Tool
- Blending Tool
- Compound paths and shapes
- Pathfinder panel
- Clipping Mask Tool
- Image Trace Tool

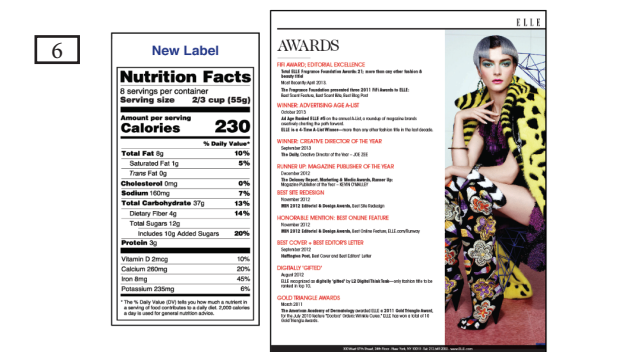
Day 2: (9:00am to 12:30pm) Lesson 5 & 6

- Working with Type
 - Character, Character Styles, Glyphs, OpenType, Paragraph, Paragraph Styles, Tabs
 - Flowing text around objects
 - Converting text into paths
- Outline vs Preview mode
- Rulers, guides and grids
- Intuitive Smart Guides
- Paths, point and handles
- Grouping objects
- Introducing layers
- Working in Group Isolation Mode
- Colour Swatches, Color
- Spot vs process colour
- Process and global process colours
- Creating layers
- Using the Join tool
- Link Tools - Embed vs Unembed

Day 2: (1:30m to 5:00pm) Lesson 7

- Raster Graphics
- Printing and Exporting Artwork
- Saving files for print using PDF
- Separation Preview
- Crop Marks
- History
- Transparency

Training Lessons



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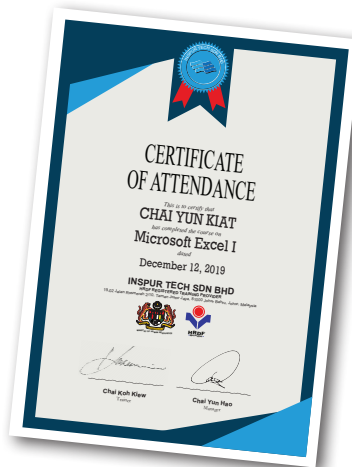
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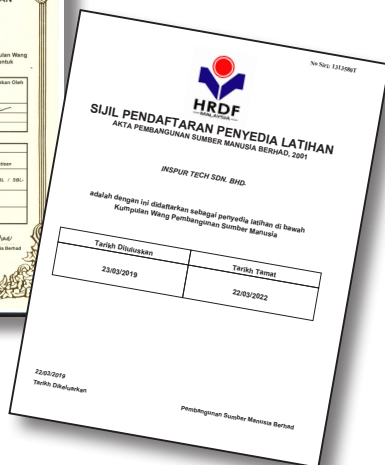


Adobe Illustrator Intermediate Training (vector graphic II) (No. xxxxxxxx)

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

- Spot vs process colour
- Process and global process colours

- Expand Appearance
- Expand
- Release Clipping Mask
- Appearance

Effects -

- 3D and Materials,
- Revolve
- Rotate
- 3D Classics
- Extrude & Bevel
- Inflate
- Materialas

Distort & Transform

- Free Distort
- Roughen
- Tweak
- Zig Zag
- Pucker & Bloat
- Transform
- Twist

Path

- Offset Path
- Outline Stroke
- Outline Objects

Stylize

- Drop Shadow
- Inner Glow
- Round Corners
- Feather
- Outer Glow
- Scribble

Warp

- Arc
- Arc Upper
- Bulge
- Shell Upper
- Wave
- Rise
- Inflate
- Twist
- Arc Lower
- Arc
- Shell Lower
- Flag
- Fish
- Fisheye
- Squeeze

DAY 1 (1:30pm - 5:00pm)

Photoshop Effects - Effect Gallery,

Artistic

- Colored Pencil
- Cutout

- Dry Brush
- Fresco
- Paint Daubs
- Plastic Wrap
- Rough Pastels
- Sponge
- Watercolor
- Film Grains
- Neon Glow
- Palette Knife
- Poster Edges
- Smudge Stick
- Underpainting

Blur

- Gaussian Blu
- Smart Blur
- Radial Blur

Brush Strokes

- Accented Edge
- Crosshatch
- Ink Outlines
- Sprayed Strokes
- Amg;ed Stokes
- Dark Strokes
- Spatter
- Sumi-e

Distort,

- Diffuse Glow
- Ocean Ripple
- Glass

Pixelate

- Color Halftone
- Mezzotint
- Crystalize
- Pointilize

Sketch

- Bas Relief
- Charcoal
- Conte Crayon
- Halftone Pattern
- Photocopy
- Reticulation
- Torn Edges
- Chalk & Charcoal
- Chrome
- Graphic Pen
- Note Paper
- Plaster
- Stamp
- Water Paper

Stylize

- Glowing Edges

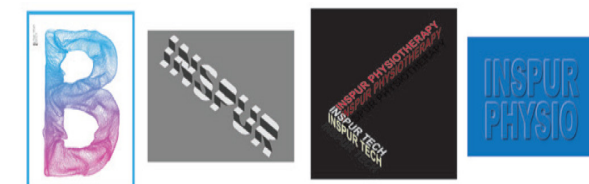
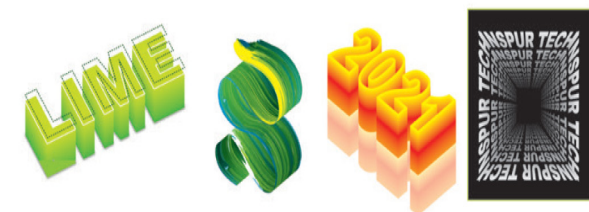
Texture

- Craquelure
- Moasic Tiles
- Stained Glass
- Grain
- Patchwork
- Texturizer

Video

- De-Interface
- Transform Tools
- Transparency
- NTSC Colors
- Path - Split into Grid

Training Lessons



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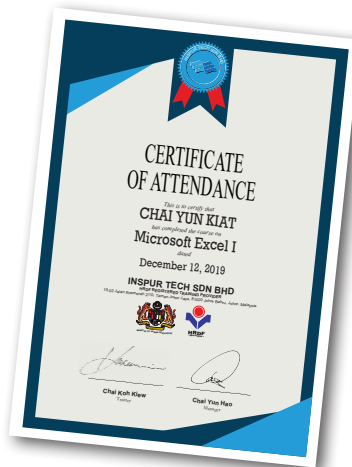
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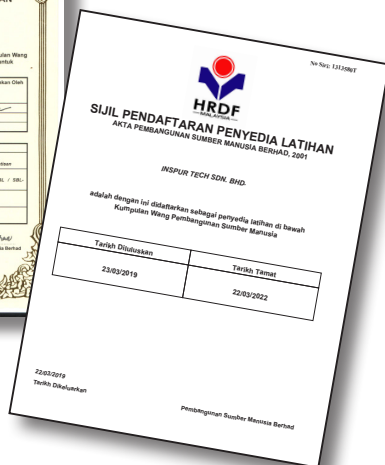
Adobe Acrobat Essential Training

(PDF Print Production)

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Adobe Acrobat Essential Training

The PDF file format is the most common, accessible and versatile form of electronic document used by all professionals across different industries. In this course, our experienced instructor will guide you through a holistic range of solutions in PDF editing, adding interactivity, navigations, multimedia, doing file conversion and compression etc. This course is suitable for anyone who wishes to gain professional skills in handling PDF to optimize their daily workflow.

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 Adobe Acrobat.

9:00am - 12:30pm (Lesson 1)

Overview of PDF and Creation

- Creating PDFs from images, web pages & other applications
- Merging multiple files into a PDF using the improved Combine Files dialog box
- Understanding the various PDF conversion settings
- Creating a PDF from Microsoft Office applications
- Making scanned PDFs searchable with OCR
- Reviewing & correcting OCR suspects

Add & Manipulate Content

- Adding and editing text with the content editing tools
- Editing PDF text & images
- Changing fonts and typeface size, adjusting alignment, adding superscripts and subscripts
- Reflowing text on a page
- Adding images on top of a PDF page
- Flipping, rotating, cropping, and resizing images
- Adding Watermarks
- Adding Headers & Footers
- Adding page numbers & backgrounds
- Inserting, deleting, cropping, rotating & extracting pages

PDF Export & Optimization

- Reverse conversion of PDF files to other file formats (i.e. Word, Excel, PowerPoint, etc)
- Compressing the file size of a PDF
- Optimizing PDF file size for the Web

Rich Media & Navigation

- Adding bookmarks & nested bookmarks
- Adding hyperlinks
- Adding navigation with links

Add PDF Comment

- Learning to use different commenting tools
- Using the text correction markup tools
- Working with the stamp tool
- Printing, summarizing & exporting comments Redaction

PDF Security

- Understanding PDF Security

PDF share & form

- Share, Stamps, Compare, Measure
- Prepare Form

1:30am - 5:30pm (Lesson 2)

Overview of Print Production

Output Preview

- Simulate Overprinting (Overprint vs knockout)
- Simulate Paper Color
- Set Page Background Color
- Simulate Black Ink
- Total Ink Coverage

Edit Object

- Edit Character & Paragraph
- Transform Object - Scale, Rotate, Skew, Edit Using

Convert Colors

- Color Space (CMYK, RGB, Device Independent, Device Dependant, Process Colors, Spot Colors, Registration Colors, Grayscale)

Flattener Preview

- Rasterize image • Convert Text to outline

Save as PDF/X

Set Page Boxes

- MediaBox • CropBox • BleedBox • TrimBox • ArtBox

Add Printer Marks

- Trim Marks • Bleed Marks • Registration Marks • Color Bars • Page Information

Fix Hairlines

Ink Manager

Trap Presets

Preflight

- Libraries
- Profiles
- Fixup

Fixup: Convert Colors (CMYK 4C)

Fixup: Set overprint and Knockout

Fixup: Enlarge Pages

Fixup: Create bleed 6mm

Fixup: Generate bleed from page content

Fixup: Add Marks

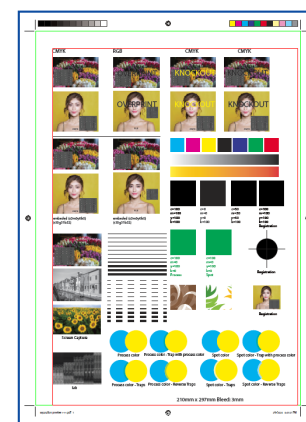
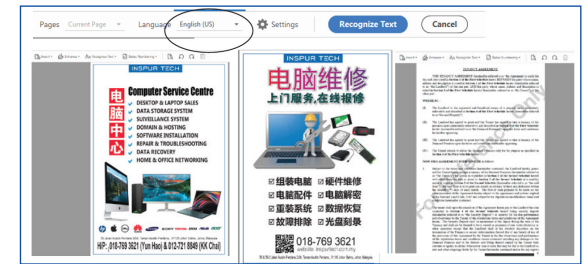
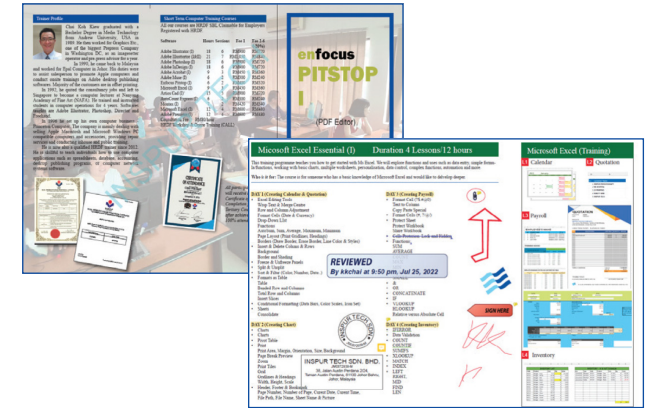
Fixup: Remove objects outside page area

Fixup: Scale page content only

- Check

- Droplet.EXE

Training Lessons



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.

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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
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• 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

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



Certificate

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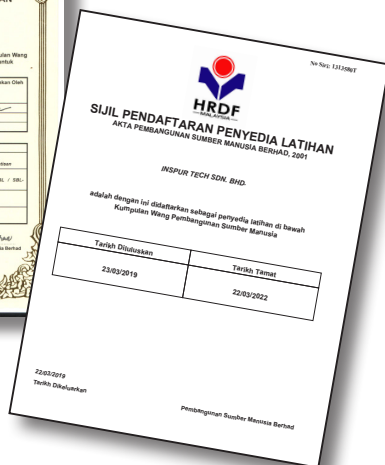


MICROSOFT EXCEL Essential Training (Spreadsheet)

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		電子郵件				
姓名	姓氏	姓名	姓氏	姓名	帳號	
Name	Last	First	Middle	Email	Account	
Tom Capra	卡普拉	Tom	卡普拉	tomc@yaho.com	tomc	
Johnny Depp	鄧普	Johnny	鄧普	johnnydepp@gmail.com	johnnydepp	
Denzel Washington	丹澤爾	Denzel	華盛頓	denzo01@gmail.com	wen001	
Katharine Hepburn	凱瑟琳	Katharine	赫本	angel512@yahoo.com	angel512	
Robert De Niro	羅拔	Robert	德尼羅	bob332@gmail.com	bob332	
Katharine Hepburn	凱瑟琳	Katharine	赫本	angel512@yahoo.com.tw	angel512	
Meryl Streep	梅莉	Meryl	史翠普	joyce001@gmail.com	joyce001	
Tom Hanks	湯姆	湯姆	漢斯	clung01@yahoo.com.tw	clung	
Elizabeth Taylor	伊莉莎白	Elizabeth	泰勒	et012@gmail.com	et0990	

L3 Payroll

	A	B	C	D
1	EMPLOYEE'S NAME			
2	NO.	WORKER'S NAME	IC	EPF No.
3	1	MARY CHAI	941012-05-0888	8789985
4	2	DESMOND WONG	940111-02-0888	3854211
5	3	MOHO ALI	960889-08-1111	3136289
6	4	ALAN THAM	960888-01-0999	365894

PERKESO SOCOS					
Annual meeting, day of the month		The Company (Boardroom) Name, Scheme and Size			
		Share	President's	President's	Total Contribution
1	Meeting on 01/01	1	0.00	10.00	10.00
2	Next meeting annual 01/01 for 1st year 01/01	11	0.00	20.00	20.00
3	Next meeting annual 01/01 for 2nd year 01/01	11	1.00	30.00	30.00
4	Next meeting annual 01/01 for 3rd year 01/01	21	1.00	40.00	40.00
5	Next meeting annual 01/01 for 4th year 01/01	31	1.00	50.00	50.00
6	Next meeting annual 01/01 for 5th year 01/01	41	2.00	60.00	60.00
7	Next meeting annual 01/01 for 6th year 01/01	51	2.00	70.00	70.00
8	Next meeting annual 01/01 for 7th year 01/01	61	3.00	80.00	80.00
9	Next meeting annual 01/01 for 8th year 01/01	71	3.00	90.00	90.00
10	Next meeting annual 01/01 for 9th year 01/01	81	4.00	100.00	100.00

ACTIVITY/DATE	TEAM	CONTRIBUTOR CONTRIBUTION	INSURANCE CONTRIBUTION	TOTAL TEAM
DATE		(\$/PERSON/HR)	(\$/PERSON/HR)	(\$/PERSON/HR)
1-10-10 TO 1-16-10	1001	\$0.00	\$0.00	\$0.00
1-16-10 TO 1-23-10	1001	\$0.00	\$0.00	\$0.00
1-23-10 TO 1-30-10	1001	\$0.00	\$0.00	\$0.00
1-30-10 TO 2-6-10	1001	\$0.00	\$0.00	\$0.00
2-6-10 TO 2-13-10	1001	\$0.00	\$0.00	\$0.00
2-13-10 TO 2-20-10	1001	\$0.00	\$0.00	\$0.00
2-20-10 TO 2-27-10	1001	\$0.00	\$0.00	\$0.00
2-27-10 TO 3-6-10	1001	\$0.00	\$0.00	\$0.00
3-6-10 TO 3-13-10	1001	\$0.00	\$0.00	\$0.00
3-13-10 TO 3-20-10	1001	\$0.00	\$0.00	\$0.00
3-20-10 TO 3-27-10	1001	\$0.00	\$0.00	\$0.00
3-27-10 TO 4-3-10	1001	\$0.00	\$0.00	\$0.00
4-3-10 TO 4-10-10	1001	\$0.00	\$0.00	\$0.00
4-10-10 TO 4-17-10	1001	\$0.00	\$0.00	\$0.00
4-17-10 TO 4-24-10	1001	\$0.00	\$0.00	\$0.00
4-24-10 TO 5-1-10	1001	\$0.00	\$0.00	\$0.00
5-1-10 TO 5-8-10	1001	\$0.00	\$0.00	\$0.00
5-8-10 TO 5-15-10	1001	\$0.00	\$0.00	\$0.00
5-15-10 TO 5-22-10	1001	\$0.00	\$0.00	\$0.00
5-22-10 TO 5-29-10	1001	\$0.00	\$0.00	\$0.00
5-29-10 TO 6-5-10	1001	\$0.00	\$0.00	\$0.00
6-5-10 TO 6-12-10	1001	\$0.00	\$0.00	\$0.00
6-12-10 TO 6-19-10	1001	\$0.00	\$0.00	\$0.00
6-19-10 TO 6-26-10	1001	\$0.00	\$0.00	\$0.00
6-26-10 TO 7-3-10	1001	\$0.00	\$0.00	\$0.00
7-3-10 TO 7-10-10	1001	\$0.00	\$0.00	\$0.00
7-10-10 TO 7-17-10	1001	\$0.00	\$0.00	\$0.00
7-17-10 TO 7-24-10	1001	\$0.00	\$0.00	\$0.00
7-24-10 TO 7-31-10	1001	\$0.00	\$0.00	\$0.00
7-31-10 TO 8-7-10	1001	\$0.00	\$0.00	\$0.00
8-7-10 TO 8-14-10	1001	\$0.00	\$0.00	\$0.00
8-14-10 TO 8-21-10	1001	\$0.00	\$0.00	\$0.00
8-21-10 TO 8-28-10	1001	\$0.00	\$0.00	\$0.00
8-28-10 TO 9-4-10	1001	\$0.00	\$0.00	\$0.00
9-4-10 TO 9-11-10	1001	\$0.00	\$0.00	\$0.00
9-11-10 TO 9-18-10	1001	\$0.00	\$0.00	\$0.00
9-18-10 TO 9-25-10	1001	\$0.00	\$0.00	\$0.00
9-25-10 TO 10-2-10	1001	\$0.00	\$0.00	\$0.00
10-2-10 TO 10-9-10	1001	\$0.00	\$0.00	\$0.00
10-9-10 TO 10-16-10	1001	\$0.00	\$0.00	\$0.00
10-16-10 TO 10-23-10	1001	\$0.00	\$0.00	\$0.00
10-23-10 TO 10-30-10	1001	\$0.00	\$0.00	\$0.00
10-30-10 TO 11-6-10	1001	\$0.00	\$0.00	\$0.00
11-6-10 TO 11-13-10	1001	\$0.00	\$0.00	\$0.00
11-13-10 TO 11-20-10	1001	\$0.00	\$0.00	\$0.00
11-20-10 TO 11-27-10	1001	\$0.00	\$0.00	\$0.00
11-27-10 TO 12-4-10	1001	\$0.00	\$0.00	\$0.00
12-4-10 TO 12-11-10	1001	\$0.00	\$0.00	\$0.00
12-11-10 TO 12-18-10	1001	\$0.00	\$0.00	\$0.00
12-18-10 TO 12-25-10	1001	\$0.00	\$0.00	\$0.00
12-25-10 TO 1-1-11	1001	\$0.00	\$0.00	\$0.00

[illegible]

L4 Inventory

[illegible]

Trainer Profile



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• 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	

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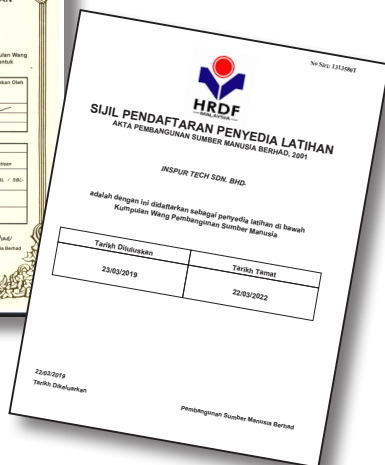


Microsoft Excel Intermediate Training (1 Day) (Spreadsheet)

INSPUR TECH SDN BHD

38 & 38-2 Jalan Austin Perdana 2/24,
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018-769 3621 (Yun Hao)
012-7218849 (KK)
012-72388499 (Jess)



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

- COUNT
- COUNTIF
- SUM
- SUBTOTAL
- AGGREGATE
- SUMIFS
- DATA VALIDATION
- NAME RANGE

Exploring Lookup & Reference Functions

- VLOOKUP
- HLOOKOUT
- INDEX
- MATCH •
- XLOOKUP

Exploring Date & Time Functions

- NOW
- TODAY
- TIME

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

Exploring Logical Functions

- IF
- IFS
- IFERROR

Exploring Text Functions

- CHAR
- UNCHARD
- UNICODE
- LEFT
- RIGHT
- MDI
- UPPER
- LOWER
- PROPER
- TEXTJOIN

Power Pivot

- pivot table
- relationship

Micosoft Excel Lesson

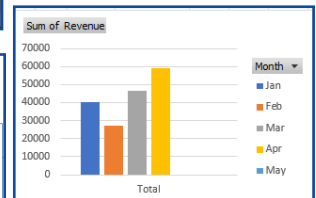
L4 Inventory

INVENTORY LIST					INVENTORY - In & OUT Schedule				
Code	Product	Cost	Qty	Value	Date	Type	Code	Product	Cost
W101	Widget - Grey	21.0	8	172.00	22/4/2022	Receipt	W101	Widget - Grey	21.00
W102	Widget - White	19.50	0	0.00	22/4/2022	Receipt	W104	Widget - Black	12.85
W103	Widget - Red	17.25	0	0.00	23/4/2022	Receipt	W104	Widget - Black	12.85
W104	Widget - Black	12.85	10	128.50	23/4/2022	Sales	W104	Widget - Black	12.85
W105	Widget - Gold	27.80	0	0.00					
W106	Widget - Yellow	34.30	0	0.00					
W107	Widget - Green	19.63	0	0.00					
W108	Widget - Olive	17.00	0	0.00					
W109	Widget - Pink	14.87	0	0.00					
W110	Widget - Silver	30.47	0	0.00					
W111	Widget - Brown	19.63	0	0.00					
W112	Widget - Violet	17.30	0	0.00					
W113	Widget - Cream	22.00	0	0.00					

Month	Division	Apps	Revenue
Jan	Game	Fightrr	11,649
Jan	Game	Kryptis	7,718
Feb	Game	Perino	15,038
Mar	Game	Hackrr	1,800
Jan	Productivit	WenCaL	10,000
Mar	Productivit	WenCaL	14,432
Mar	Productivit	Blend	17,990
Apr	Productivit	Sleeps	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	15,038
Apr	Game	Hackrr	1,800
May	Game	Twenty20	20,400
(blank)			



PivotTable Fields

Choose fields to add to report:

Search

☐ SourceName

☒ Retailer

☐ CONTACT

☐ Order Date

☐ Payment Date

☐ DAYS TO PAYMENT

☐ REGION

☐ STATE

☒ Beverage Brand

☐ Price per Unit

☐ Units Sold

☒ REVENUE

Drag fields between areas below:

Filters Columns

Beverage Br

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								

Trainer Profile



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• 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	

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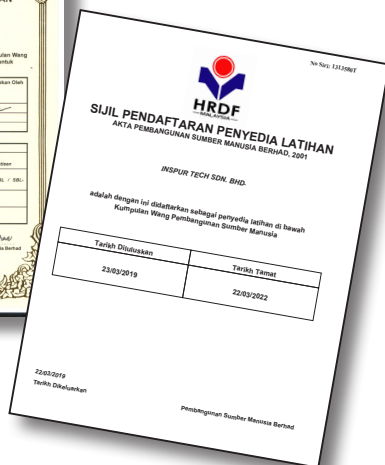


Microsoft Excel Intermediate Training (2 Days) (Spreadsheet)

INSPUR TECH SDN BHD

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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.

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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

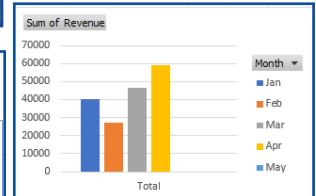
Micosoft Excel Lesson

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	
W101	Widget - Grey	21.5	8	172.00	
W102	Widget - White	30.00	0	0.00	
W103	Widget - Red	17.55	0	0.00	
W104	Widget - Black	12.85	10	128.50	
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	

Date	Type	Code
22/4/2022	Receipt	W101
23/4/2022	Receipt	W104
23/4/2022	Receipt	W104
23/4/2022	Sales	W104

PivotTable Fields

Choose fields to add to report:

Search

☐ Source.Name

☒ Retailer

☐ CONTACT

☐ Order Date

☐ Payment Date

☐ DAYS TO PAYMENT

☐ REGION

☐ STATE

☒ Beverage Brand

☐ Price per Unit

☐ Units Sold

☒ REVENUE

Drag fields between areas below:

Filters

Columns

Beverage Bra

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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	

Trainer Profile



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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

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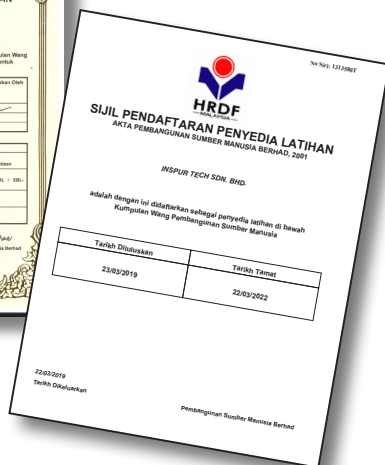


Microsoft Excel Advance Training (1 Day) (Spreadsheet)

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 Advanced Training (1 Day)

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)

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

Day 1: (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

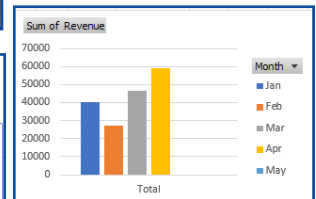
- ADDRESS
- CHOOSE
- COLUMNS
- FILTER
- GETPIVOTDATA
- HYPERLINK
- INDIRECT
- MATCH
- ROW
- RTD
- SORTBY
- UNIQUE
- XLOOKUP
- AREAS
- COLUMN
- FIELDVALUE
- FORMULATEXT
- HLOOKUP
- INDEX
- LOOKUP
- OFFSET
- ROWS
- SORT
- TRANSPOSE
- VLOOKUP
- XMATCH

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	Productivt	WenCaL	10,000
Mar	Productivt	WenCaL	14,432
Mar	Productivt	Blend	17,990
Apr	Productivt	Sleeps	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
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(blank)	Productivt	WenCaL	10,000
	Productivt	Blend	17,990
	Productivt	Accord	12,000
	Productivt	Misty Wash	12,100
	Productivt	Twenty20	20,400

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INVENTORY LIST					INVENTOR		
Code	Product	Cost	Qty	Value	Date	Type	Code
W101	Widget - Grey	21.5	8	172.00	22/4/2022	Receipt	W101
W102	Widget - White	39.50	0	0.00	23/4/2022	Receipt	W104
W103	Widget - Red	17.55	0	0.00	23/4/2022	Receipt	W104
W104	Widget - Black	12.85	10	128.50	23/4/2022	Sale	W104
W105	Widget - Gold	27.80	0	0.00			
W106	Widget - Yellow	14.36	0	0.00			
W107	Widget - Green	19.40	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	17.86	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
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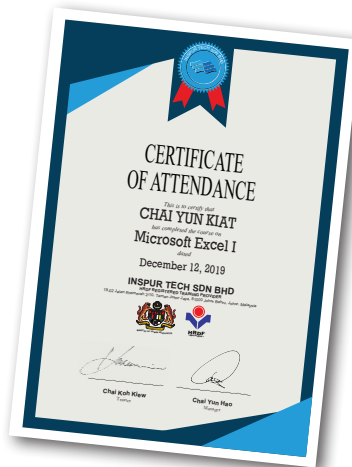
HRDF SBL Claimable Computer Courses:

Essential

• Adobe InDesign CC Essential Training	14 Hr	10001208330
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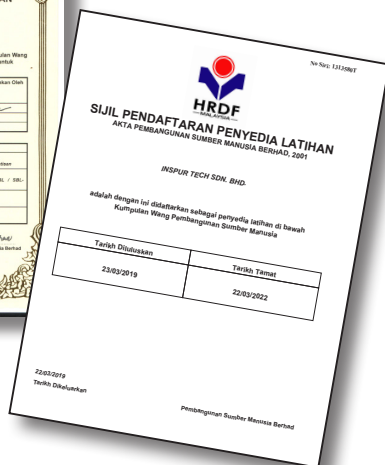


MICROSOFT POWERPOINT Essential Training (Presentation)

INSPUR TECH SDN BHD

38 & 38-2 Jalan Austin Perdana 2/24,
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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 Power Point.

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

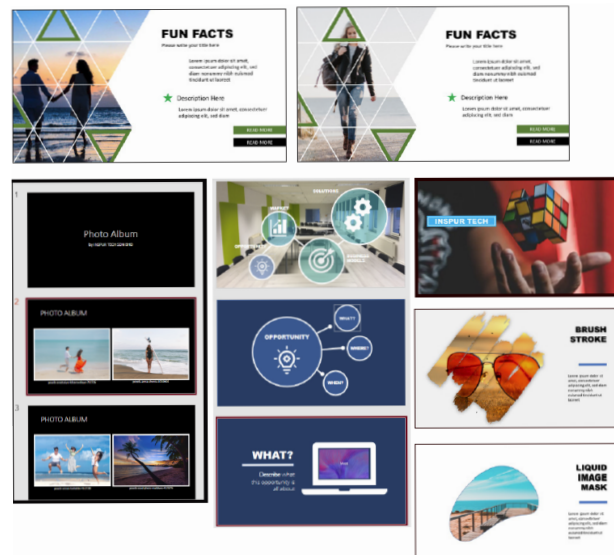
Subtle - Morph, Fade, Push, Wipe, split, Reveal, Cut, Random Bars, Shape, Uncocer, Cover, Flash
Exciting - Fall Over, Drape, Curtains, Wind, Prestige, Fracture, Crush, Peel Off, Page Curl, Airplane, Origami, Dessolve, Checkerboard, Binds, Clock, Repple, Honeycomb, Glitter, Vortex, Shred, Switch, flip, 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

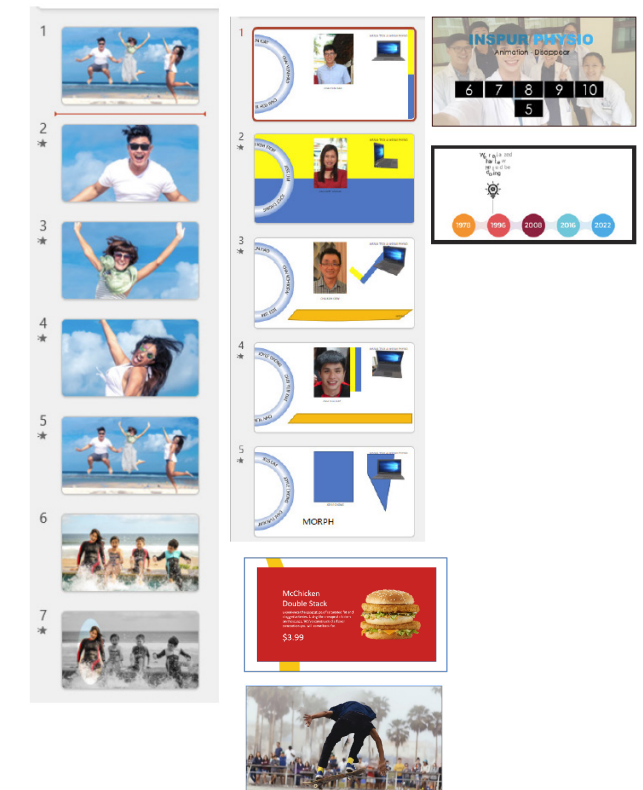
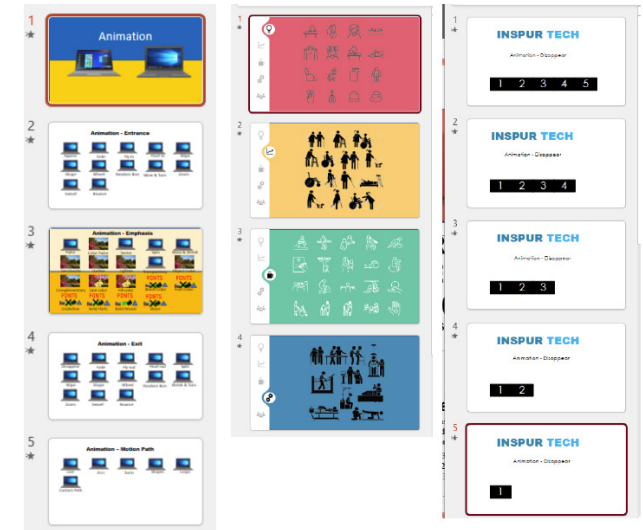
Entrance - Appear, Fade, Fly-in, Float in, Split, Wipe, Shape, Random & Turn, Zoom, Swivel, Bounce
Emphasis - Pulse, color Pulse, Teeter, Spin, grow/Shrink, Desaturate,
Darken, Transparency, Object color, Complementary, Line color, fill Color, Brush color, Font Color, Bold
Flash, Bold Reveal, Wave
Advanced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



Trainer Profile



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• 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

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• Microsoft Excel Intermediate Training	14 Hr	10001558144
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• Adobe InDesign Intermediate Training	7 Hr	



Certificate

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Autodesk AutoCAD Essential Training

(No. 10001297247)

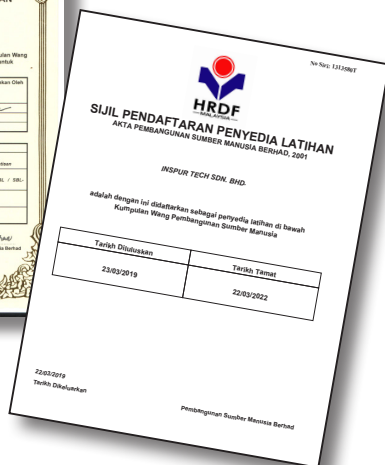
INSPUR TECH SDN BHD

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Autodesk AutoCAD Essential Training

Objective: The objective of AutoCAD 2019 is to enable you to create, modify, and work with a 2D drawing in the AutoCAD software. This course covers the essential core topics for working with the AutoCAD software. The course begins with learning the basic tools for creating and editing 2D drawings. It then continues to explore the tools used to annotate drawings by adding text, hatching, dimensions, and tables. More advanced tools, such as working with blocks and setting up layouts, are introduced to improve your efficiency with the software.

Who is it for: Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 2D modeling

DAY 1 (9:00am - 12:30pm)

1) Intorduction to AutoCAD user interface

- Application Button
- Ribbon Area
- Panes
- Tabs
- Tools & Commands

2) Understanding Units

3) Drawing Tools

- Line
- Polyline
- Circle
- Arc
- Rectangle/ Polygon
- Center
- Hatch

4) Modify Tools

- Move
- Copy
- Stretch
- Rotate
- Mirror
- Trim/ Extend
- Fillets/ Chamfer/ Blend Curves
- Rectangular Array/ Path Array/ Polar Array
- Erase
- Explode
- Offset

DAY 1 (1:30pm - 5:00pm)

5) Using Object Snaps

- Coordinates
- Model Space
- Grid
- Snap Mode
- Inter Constraints

- Dynamic Input
- Ortho Mode
- Polar Tracking
- Isometric Drafting
- Objects Snap Tracking
- 2D Object Snap
- LineWeight
- Transparency
- Selection Cycling
- 3D Object Snap
- Dynamic UCS
- Selection Filtering
- Gizmo
- Annotation Visibility
- AutoScale
- Annotation Scale
- Workspace Switching
- Annotation Monitor
- Units
- Quick Properties

6) Working with Layers and Blocks

- Layers Properties
- Blocks

7) Working with Dimensions

Annotation Tools

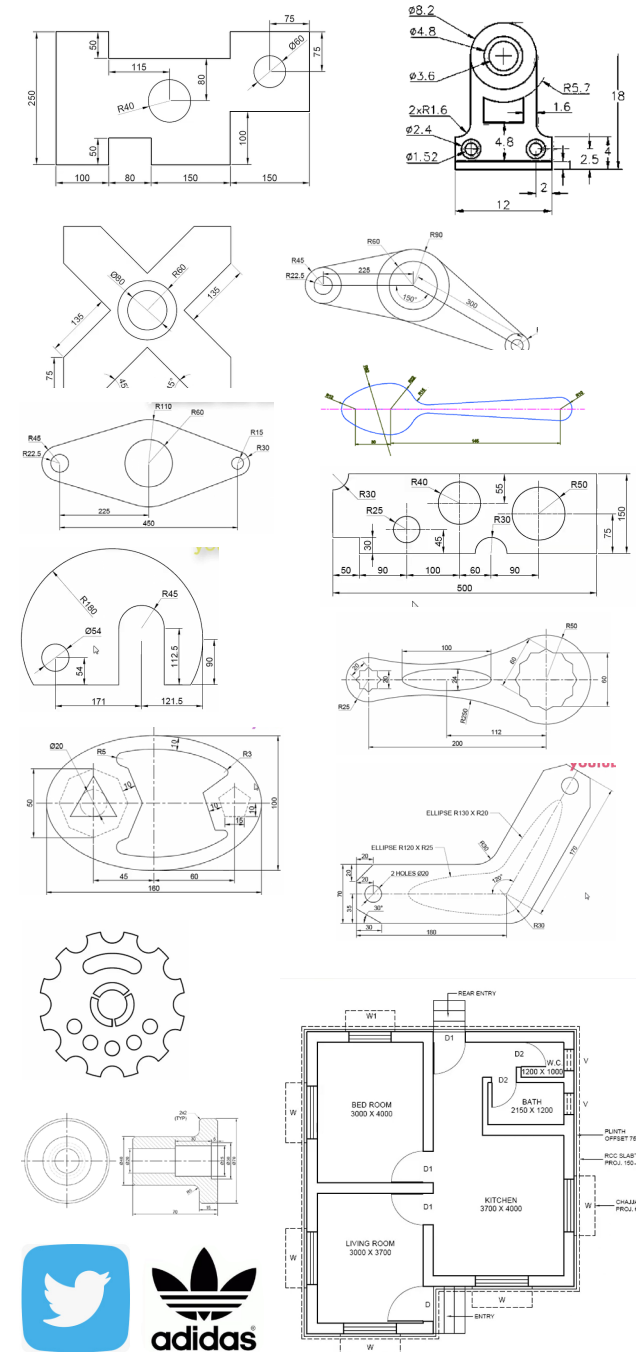
- Text
- Dimension
- Linear, Aligned, Angular, Arc Length, Radius, Diameter, Ordinate, Jogged
- Leader
- Insert Table

8) Printing

9) Array

- Rectangular, Array, Path Array, Polar Array

AutoCAD (Training Lesson)



Trainer Profile



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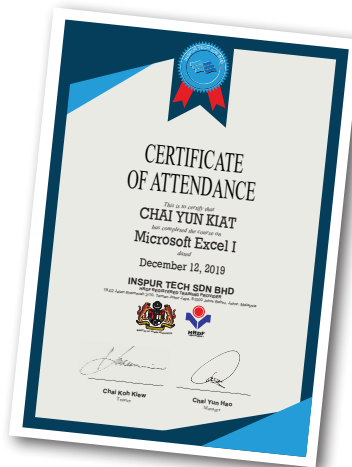
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• Microsoft Power Point Essential Training	7 Hr	
• Montax Essential Training	7 Hr	
• Esko Deshpak Essential Training	14 Hr	
• ArtiosCad Essential Training	14 Hr	
• Autocount Essential Training	7 Hr	

Intermediate

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• Microsoft Excel Intermediate Training	14 Hr	10001558144
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Certificate

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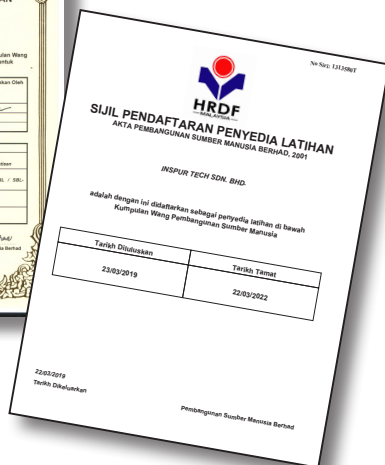


Autodesk AutoCAD Intermediate Training

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Autodesk AutoCAD Intermediate Training

Objective: Learning Autodesk Autocad has a broad portfolio of 3D CAD tools for drawing and 3D modeling to help people explore and share ideas, visualize concepts, and simulate how designs will perform before they are made.

Who is it for: Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 2D modeling

DAY 1 (9:00am - 12:30pm)

1 Introduction to 3D Modeling tool

- Box, Cylinder, Cones, Sphere, Pyramid, Wedge, Torus
- Extrude, Loft, Revolve, Sweep
- Poysolid
- Presspull

2. Draw Tool

- Polyline
- Spline
- Polygon
- 3D Polyline
- Line
- Rectangle
- Arc
- Center Radius, Center Diameter
- Center, Axis, End, Elliptical Arc
- Helix,
- Contruction Line
- Ray
- Multiple Point
- Point
- Donut
- Hatch
- Gradient
- Boundary
- Region
- Freehand
- Revision Cloud
- Wipeout

DAY 1 (1:30am - 5:00pm)

3. Solid Modeling Tool

- Solid Union,
- Solid Subtract
- Solid Intersect
- Interference Checking
- Slice
- Thicken
- Extract Edges, Imprint, Color Edges, Copy Edges

- Taper Faces, Extrude Faces, Move Faces, Copy Faces, Offset Faces, Delete Faces, Rotate Faces & Color Faces
- Separate, Clean, Shell, Check
- Convert to Solid
- Convert to Surface

3 Modify Tools

- 3D Mirror
- 3D Align
- Erase
- 3D Move
- 3D Rotate
- 3D Scale
- Move
- Rotate
- Scale
- Copy
- Stretch
- Offset
- Trim, Extend
- Fillet, Chamfer, Blend Curves
- Blend Curves
- Rectangular Array, Path Array, Polar Array
- Set to ByLayer

7. Section Plane

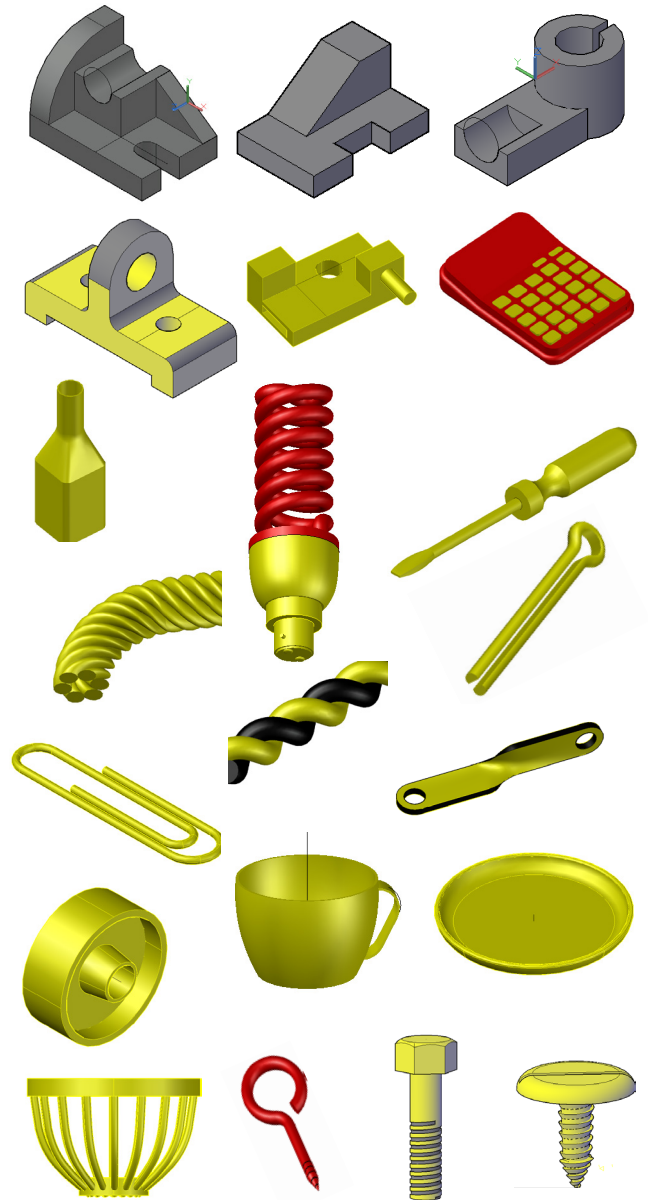
8. Coordinate Tool

- show USC icon at Original
- X
- View

9.. View Tool

- 2D wireframe, Conceptual, Hidden, Realistic, Shaded, Shaded with Edges, Shades of Gray, Sketchy, Wireframe, X-Ray
- Top, Bottom, Left, Right, Front, Back SW Isometric, SE

AutoCAD (Training Lesson)



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.

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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.

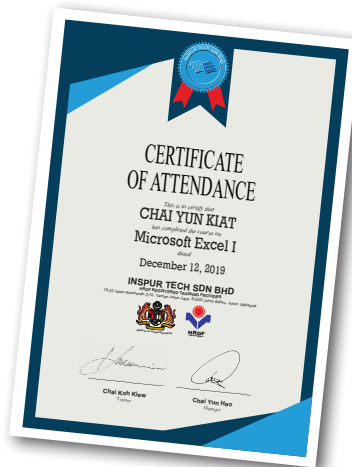
HRDF SBL Claimable Computer Courses:

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
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• ArtiosCad Essential Training	14 Hr	
• Autocount Essential Training	7 Hr	

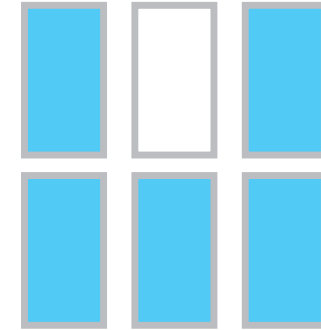
Intermediate

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• Adobe InDesign Intermediate Training	7 Hr	



Certificate

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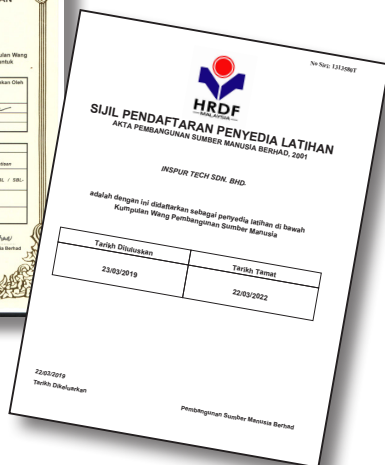


MONTAX

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Johor, Malaysia

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012-7218849 (KK)
012-72388499 (Jess)



Montax Imposer

Objective: We often need to print multiple pages of a smaller format on a device that allows a larger format printing. In such case we need to impose (place) these pages on the final imposition sheet. This process called imposition is a typical task for offset printers, which usually work with formats of A2, A1 and larger but is also common in digital print with A3 or A3+ formats. Montax Imposer is a tool designed specifically for imposition allowing you to impose pages and images to pdf on one or more final sheets.

(8 hour training) (9am - 1pm)(2pm- 6pm)

Main toolbar

Select , Zoom, Pan, Fit, Auto, Variable, Import, Export PDF

Imposition Toolbar

Delete Row, Delete Column, Duplicate Column, Duplicate Impo Row, Duplicate Impo Column, Rotate

File Toolbar

New Impo, Open Impo, Last Impo, Open Template, Save Template, Last Template

Palette Toolbar

Pages

Preview size, Page Select, Mark for imposition, Rotate pages according to first page, Rotate pages to portrait, Rotate pages to landscape, Set this page as a back side, Delect Selected pages, Duplicate selected page, Insert PDF or images, Open page in default applicateion, new group of pages, Rename group of pages, Delete this group of pages, Repeat selected page, Scale of selected page, Rota selected page, Reset changes of selected pages.

Sheet

Sheet size, Align imposition to sheet

Presets

One-sided Impositions
Two-sided Impositions

Marks

Trim Marks, Center Marks, Bleed Marks, Registration Marks, Inside the sheet, Color Bar, Gray Bar, Control Strip, Lines between pages, Sheet description, Mark for auto cutters, Custom PDF, Variable data & Custome Objects

Repeat

Page Repetition, Fill all positions, Repeat each page

Scale

Change page size, Fit, Fill, NON-PROP Fill

Back Side

Everywhere the same back side, First page as a back side, Last page as back side, Page No.

Paper

Paper Thickness Correction, Shift outer pages apart, Shift inner pages together

Groups

Group of Sheet, Split into signatures, Number of sheets in a signature, Number of groups

More Impos

Assignment

Automatic page assignment

Check

Var data

Margin and Spacing of the Imposition

Zero margins and spacing, Auto margins, Auto gaps, Auto bleed, Force bleed

Imposition Appearance

Row & Columns

One-sided sheet

Two-sided sheet

N-UP from start

Cut & Stack

Booklet

Calendar

Auto Position size

Auto Position Filling

Bind front and back side

Further sheets automatically

Crop large pages to position size

Cut & Stack Imposition

Booklet Imposition

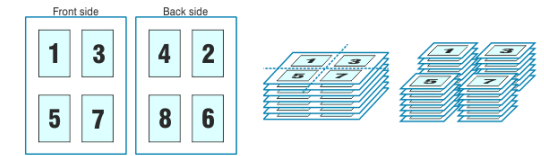
Imposition Type Table Calendar

Barcode

White Space L/R, Border width

Numbering

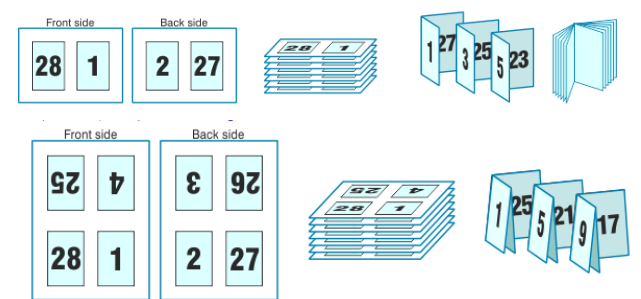
Standard (N-UP) Page Imposition



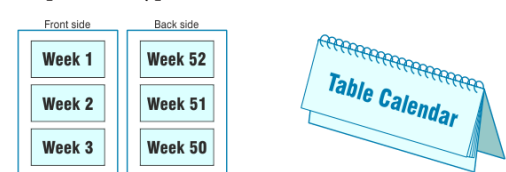
Cut & Stack Imposition



Booklet Imposition



Imposition Type Table Calendar



Variable Numbering and Barcode



Trainer Profile



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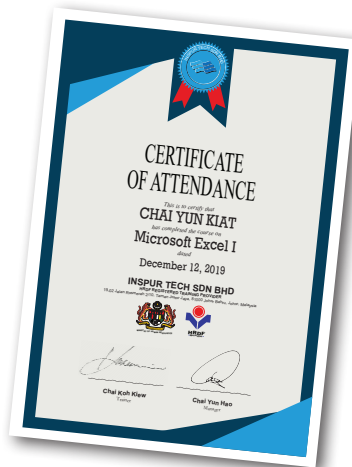
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enfoc PITSTOP

(PDF Editor)

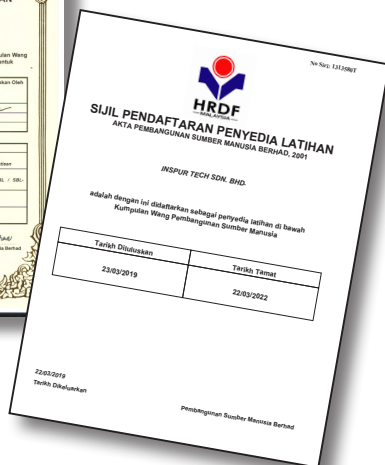
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Adobe Illustrator & Enfocus Pitstop Workshop

Illustrator is an unparalleled tool for digital artists, and Adobe takes it to new heights with Creative Cloud 2015. This course helps put Illustrator's power and flexibility at your disposal, offering a tip-to-tail overview of the program, from installation to exporting final artwork.

9:00am - 12:30pm (Lesson 1)

Navigating Your Documents

- Navigating a single & multiple document

- Working with Illustrator's panels

Working with Artboards

- Creating multi-artboard documents

Working with Layers

- Exploring the Layers panel

- Hiding, locking, and deleting layers

Drawing Basic Shapes

- Understanding vector paths

- Drawing basic lines and curves, spirals, rectangles,

- ellipses, polygons and stars

- Using the Pencil tool for freehand drawing

Transforming Objects

- Using the Direct Selection tool

- Grouping objects together

- Moving, Scaling, Rotating and distorting objects

- Reflecting objects

Working with Fills and Strokes

- Adding color fills and strokes to your objects

- Adding endpoints and dashed lines to your strokes

- Adding gradient strokes to your objects

Working with Color

- Understanding CMYK vs. RGB color

- Understanding process vs. global and spot swatches

Using the Appearance Panel

- Exploring the Appearance panel

- Applying multiple fills and strokes

- Working with live effects

- Saving appearances as graphic styles

1:30am - 5:30pm (Lesson 2)

Module 10. Creating Complex Shapes

- Creating compound paths and shapes

- Working with the Pathfinder panel

- Using the Illustrator Brush tools

- Using the Eraser tool

- Creating artwork with the Shape Builder tool

Module 11. Working with the Pen Tool

- Drawing curves with the Pen tool

Module 12. Working with Type

- Creating point and area type objects

- Flowing text around objects

- Converting text into paths

Module 13. Using Raster Graphics in Illustrator

- Placing linked images into Illustrator

- Working with the Links panel

- Embedding images into your Illustrator documents

- Using clipping masks

- Using the Image Trace panel

Module 14. Printing and Exporting Artwork

- Printing your artwork

- Packaging files for print production

- Saving files for the web and in legacy formats

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Module 14. Printing and Exporting Artwork

- Printing your artwork

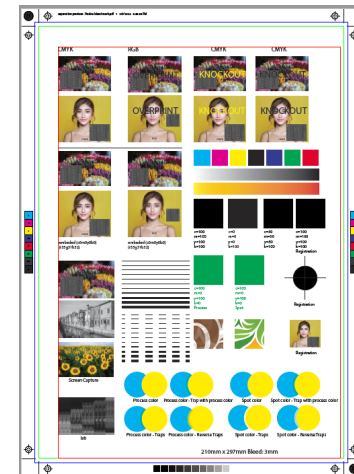
- Saving files for print using PDF

Module 14. Separation Preview

Module 15. Intro to Adobe Acrobat and Pitstop

- Creating Outline on Fonts

- RGB color vs CMYK color



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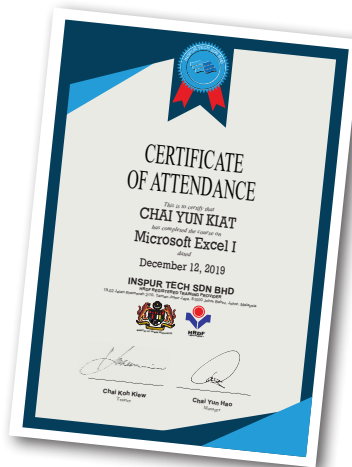
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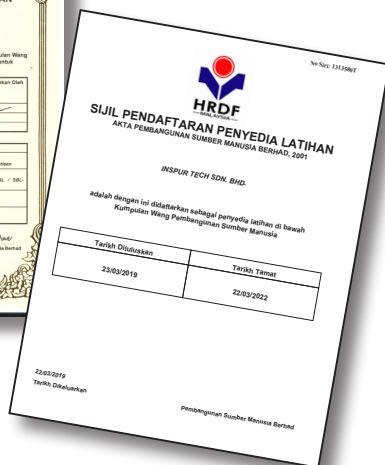
ARTIOS CAD 2D & 3D WORKSHOP(I)



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ARTIOS CAD 2D & 3D WORKSHOP(I)

The world's most popular structural design software for packaging, ArtiosCAD is designed to boost productivity for packaging professionals handling structural design, product development, virtual prototyping and manufacturing operations

(4 hour session)

1. View Tools — Refresh, Scale to Fit, Scale To Fit with Border, Zoom Rectangle, Center_Point Zoom, Zoom Out, Pan/ Zoom Tool, CloseUp, ArtiosCad Toolbars, Customized, ToolbarsSave Toobar Configuration, View Mode, View Options & Snap Options.

Edit Menu — Undo, Redo, Delete, Cut , Copy, Paste, Select, Select All, More Select, Edit tools, Properties ..., Property Defaults & Apply Defaults

2. Dimension Tools — Temporary Dimension, Distance, Angle, Angle to Horizontal,, Angle to Vertical, Radius, Radius to Circle, Diameter, Diameter to Circle, Auto Aligned Distance Dimension, Aligned Distance Dimension, Change Dimesion Alignment, Change Text Position, Change extension Line Length, Auto Dimension & Auto Dimnsion Windows

3. Edit Tools — Move, Move to Layer, Rotate Tools, Mirror Tools, Scale, Differential Scale, Copy, Repeated Copy, Copy Times Offset, Copy Times Rotate, Ungroup, Ungroup All, Group, Group Sequence & Offset Lines.

4. Geometry Tools — Line Angle /Offset, Line Angle/Length, Line Horizontal/ Vertical, Arc Start Angle, Arc End Point, Arc Center, Arc through point, Circle Radius, Circle Diameter, Ellipse, Rectangle Horizontal/ Verticle, Rectangle from Center, Rectangle From Line, Offset Line, Straight Curve, Curve Straight, Line Join, Arc Join, Tangent Art, line at angle from line & Bezier

5. Con Line Tools — Conline Offset/Angle, Conline Offset, Conline Join, Conline at Angle from Line, Conline Division Midpoint, Conline Radius, Conline Divide Angle, Conline Join with Concircle & Conline Tangent Concircle.

6. Extend Conline Tools — Line Angle or Offset, Arc Angle Offset, Horizontal Angle/Offset Dimesnion & Vertical Angle/ Offset Dimension.

(4 hour session)

7. Graphic Tools — Add Graphics, Register Bitmap, Clip Graphics, Replace Graphics, Move Graphics, Atuo Trace Bitmap, Color Stock, Fill, Stock, Fill Panel, Send to Front, Send to Back & Save Graphic As.

8. Adjust Tools — Blend, Chamfer, Blend Three Lines, Split Line, Trim/Extend Two Lines, Trim Extend One Line, Trim Interior Section, Trim Against Selection, Extend line, Stretch Point & Stretch by Polygon.

9. Adjust Outline Tools — Make Line Horizontal/Vertical, Align Horizontal/Verticle, Merge Lines Straight, Merge Lines into Arc, Merge Lines into Bezier, Merge Lines to Intersection, Straighten, Adjust Arc, Adjust Bezier, Reverse Direction, Sequence & Change Beziers to Arcs.

10. Advanced Standard Tools — Line Angle or Offset, Arc Angle Offset, Horizontal Angle/ Offset Dimension & Vertical Angle/Offset Dimension.

11. Annotation Tools Text, Align Text Left, Align Text Horizontal Center, Align Text Right, Align Tet Bottom, Align text Vertical Center, Aligh Text Top, Arrow, Detail, Adjust Detail, Outline Text, Line Text, Line type label, Artwork Panels & Dynamic Art.

12. Fold in 3D Tools — Fold Angle, Fold All, fold 1 to Meet, Fold 2 to Meet, Flap Priority, Bend Panel, Mate, Mate All & Undo Mate.

13. 3D View Tools — Zoom Rectangle, Center-Point Zoom, Zoom Out, Zoom in/out, Scale to Fit, Scale to Fit with Border, Pan/Zoom Tool, Rotate right, Rotate Down & Orthogonal View

14. 3D View Tool — View Angle, Previous View, Next View, Light Source, Ambient Light, Perspective, & Align with Background.

15. 3D Tools — Select Design, Select Labels, Select Tear-away Part, Move Point to Point, Move Designs, Move Design x, y and z, Group Designs, Rotate Designs, Drag on Plane, Array Copy & Delete Designs.

16. View Mode Tools — Solid, Solid with edges, Lighter color with edges, Hidden line removed, Wire frame, Perspective, Board Thickness, Graphics, Transparent, Creases Pink, Bounding Box, Floor Shadow & 3D Rendering and Image Quality.

