

電腦培訓服務 (供政府部門 / 醫管局使用) - 2023年1-3月編定課程

培訓機構： 天行系統有限公司

課程編號	課程名稱	上課日期	課程日數 (天)	地點
A. 基本技巧和操作系統				
O365-23011K	Microsoft 365 Overview	06 Jan 2023	1	旺角
O365-23031K	Microsoft 365 Overview	13 Mar 2023	1	旺角
R365-23021K	Work Remotely with Microsoft 365	17 Feb 2023	1	旺角
RGS-23021K	Work Remotely with G Suite	06 Feb 2023	1	旺角
GOOG-23011K	Office Collaboration with Google Drives & Google Form	09 Jan 2023	1	旺角
GOOG-23031K	Office Collaboration with Google Drives & Google Form	21 Mar 2023	1	旺角
BL05-23011K	Lotus Notes 9.0 for End-users	10 Jan 2023	1	旺角
BL05-23031K	Lotus Notes 9.0 for End-users	28 Mar 2023	1	旺角
NO19-23021K	Microsoft Outlook 2019	21 Feb 2023	1	旺角
WN10-23011K	Microsoft Windows 10	18 Jan 2023	1	旺角
WN10-23021K	Microsoft Windows 10	09 Feb 2023	1	旺角
WN10-23031K	Microsoft Windows 10	24 Mar 2023	1	旺角
B. 文書處理				
WD9A-23011K	Microsoft Word 2016 / 2019 for Advanced Users	20 Jan 2023	1	旺角
WD9A-23021K	Microsoft Word 2016 / 2019 for Advanced Users	15 Feb 2023	1	旺角
WD9A-23031K	Microsoft Word 2016 / 2019 for Advanced Users	17 Mar 2023	1	旺角
WD9I-23011K	Microsoft Word 2016 / 2019 for Beginners	04 Jan 2023	1	旺角
WD9I-23021K	Microsoft Word 2016 / 2019 for Beginners	10 Feb 2023	1	旺角
WD9I-23031K	Microsoft Word 2016 / 2019 for Beginners	08 Mar 2023	1	旺角
PTU9-23011K	Powerful Techniques in Using Microsoft Word 2019	31 Jan 2023	1	旺角
PTU9-23031K	Powerful Techniques in Using Microsoft Word 2019	30 Mar 2023	1	旺角
C. 試算表				
CPC9-23011K	Building Professional Charts with Microsoft Excel 2019	5 Jan 2023 (0930-1230)	0.5	旺角
CPC9-23031K	Building Professional Charts with Microsoft Excel 2019	23 Mar 2023 (1400-1700)	0.5	旺角
DAS9-23011K	Data Analysis with Microsoft Excel 2016 / 2019	11 Jan 2023	1	旺角
DAS9-23021K	Data Analysis with Microsoft Excel 2016 / 2019	08 Feb 2023	1	旺角
DAS9-23031K	Data Analysis with Microsoft Excel 2016 / 2019	21 Mar 2023	1	旺角
MPT9-23011K	Mastering Excel 2016 / 2019 Pivot Tables	31 Jan 2023	1	旺角
MPT9-23021K	Mastering Excel 2016 / 2019 Pivot Tables	20 Feb 2023	1	旺角
MPT9-23031K	Mastering Excel 2016 / 2019 Pivot Tables	22 Mar 2023	1	旺角
SX9A-23011K	Microsoft Excel 2016 / 2019 for Advanced Users	11 Jan 2023	1	旺角
SX9A-23021K	Microsoft Excel 2016 / 2019 for Advanced Users	24 Feb 2023	1	旺角
SX9A-23031K	Microsoft Excel 2016 / 2019 for Advanced Users	10 Mar 2023	1	旺角
SX9I-23011K	Microsoft Excel 2016 / 2019 for Beginners	19 Jan 2023	1	旺角
SX9I-23021K	Microsoft Excel 2016 / 2019 for Beginners	01 Feb 2023	1	旺角
SX9I-23031K	Microsoft Excel 2016 / 2019 for Beginners	02 Mar 2023	1	旺角
SEDR-23011K	Microsoft Excel Dashboards & Reports 2016 / 2019	12 & 13 Jan 2023	2	旺角
SEDR-23021K	Microsoft Excel Dashboards & Reports 2016 / 2019	23 & 24 Feb 2023	2	旺角
SEDR-23031K	Microsoft Excel Dashboards & Reports 2016 / 2019	14 & 15 Mar 2023	2	旺角
PET9-23011K	Practical Excel Tips for Office Professionals 2019	06 Jan 2023	1	旺角
PET9-23021K	Practical Excel Tips for Office Professionals 2019	16 Feb 2023	1	旺角
PET9-23031K	Practical Excel Tips for Office Professionals 2019	16 Mar 2023	1	旺角
SEFF-23011K	Using Excel Functions Effectively	16 Jan 2023	1	旺角
SEFF-23021K	Using Excel Functions Effectively	22 Feb 2023	1	旺角
SEFF-23031K	Using Excel Functions Effectively	23 Mar 2023	1	旺角
PP19-23011K	PowerPivot for Microsoft Excel 2016 / 2019	20 Jan 2023	1	旺角
PP19-23031K	PowerPivot for Microsoft Excel 2016 / 2019	20 Mar 2023	1	旺角
PXBI-23011K	Big Data Analysis with Excel & Power BI	3 & 4 Jan 2023	2	旺角
PXBI-23031K	Big Data Analysis with Excel & Power BI	27 & 28 Mar 2023	2	旺角
D. 資料庫管理				
DD9A-23011K	Microsoft Access 2016 / 2019 for Advanced Users	9 & 10 Jan 2023	2	旺角
DD9A-23031K	Microsoft Access 2016 / 2019 for Advanced Users	2 & 3 Mar 2023	2	旺角
DD9I-23021K	Microsoft Access 2016 / 2019 for Beginners	16 & 17 Feb 2023	2	旺角
E. 程式編製				
EEM6-23011K	Microsoft Excel Macro Programming with VBA	16 & 17 Jan 2023	2	旺角
EEM6-23021K	Microsoft Excel Macro Programming with VBA	13 & 14 Feb 2023	2	旺角
EEM6-23031K	Microsoft Excel Macro Programming with VBA	9 & 10 Mar 2023	2	旺角
F. 圖像處理/簡報				
E2DI-23011K	2D Drawing Using Autodesk AutoCAD	10, 11 & 12 Jan 2023	3	旺角
E2DI-23031K	2D Drawing Using Autodesk AutoCAD	15, 16 & 17 Mar 2023	3	旺角
E3DA-23021K	3D Drawing Using Autodesk AutoCAD	8 & 9 Feb 2023	2	旺角
EIL9-23011K	Adobe Illustrator CC	5 & 6 Jan 2023	2	旺角
EIL9-23021K	Adobe Illustrator CC	1 & 2 Feb 2023	2	旺角
EIL9-23031K	Adobe Illustrator CC	13 & 14 Mar 2023	2	旺角
IND9-23011K	Adobe InDesign CC	16 & 17 Jan 2023	2	旺角
IND9-23021K	Adobe InDesign CC	21 & 22 Feb 2023	2	旺角
IND9-23031K	Adobe InDesign CC	23 & 24 Mar 2023	2	旺角
GS09-23011K	Adobe Photoshop CC	18 & 19 Jan 2023	2	旺角
GS09-23021K	Adobe Photoshop CC	6 & 7 Feb 2023	2	旺角
GS09-23031K	Adobe Photoshop CC	20 & 21 Mar 2023	2	旺角
PRMC-23011K	Adobe Premiere Pro CC	12 & 13 Jan 2023	2	旺角
PRMC-23021K	Adobe Premiere Pro CC	13 & 14 Feb 2023	2	旺角
PRMC-23031K	Adobe Premiere Pro CC	9 & 10 Mar 2023	2	旺角
EE9M-23011K	Enhancing Microsoft PowerPoint 2019 Presentations with Multimedia Elements	17 Jan 2023	1	旺角

課程編號	課程名稱	上課日期	課程日數 (天)	地點
EE9M-23021K	Enhancing Microsoft PowerPoint 2019 Presentations with Multimedia Elements	03 Feb 2023	1	旺角
EE9M-23031K	Enhancing Microsoft PowerPoint 2019 Presentations with Multimedia Elements	29 Mar 2023	1	旺角
BIMM-23011K	Introduction to Building Information Modeling (BIM)	27 Jan 2023	1	旺角
BIMM-23031K	Introduction to Building Information Modeling (BIM)	01 Mar 2023	1	旺角
EABC-23011K	Mastering Acrobat DC Professional	03 Jan 2023	1	旺角
EABC-23021K	Mastering Acrobat DC Professional	15 Feb 2023	1	旺角
EABC-23031K	Mastering Acrobat DC Professional	07 Mar 2023	1	旺角
GT9A-23011K	Microsoft PowerPoint 2016 / 2019 for Advanced Users	09 Jan 2023	1	旺角
GT9A-23021K	Microsoft PowerPoint 2016 / 2019 for Advanced Users	08 Feb 2023	1	旺角
GT9A-23031K	Microsoft PowerPoint 2016 / 2019 for Advanced Users	13 Mar 2023	1	旺角
GR9I-23011K	Microsoft PowerPoint 2016 / 2019 for Beginners	27 Jan 2023	1	旺角
GR9I-23021K	Microsoft PowerPoint 2016 / 2019 for Beginners	27 Feb 2023	1	旺角
GR9I-23031K	Microsoft PowerPoint 2016 / 2019 for Beginners	17 Mar 2023	1	旺角
GDP9-23011K	Visual Design for PowerPoint Presentations 2019	11 Jan 2023	1	旺角
GDP9-23021K	Visual Design for PowerPoint Presentations 2019	15 Feb 2023	1	旺角
GDP9-23031K	Visual Design for PowerPoint Presentations 2019	06 Mar 2023	1	旺角
EM02-23021K	Workshop on Retouching Images and Creating Special Visual Effects using Photoshop	9 & 10 Feb 2023	2	旺角

G. 中文輸入法

IC01-23021K	中文輸入法-倉頡	28 Feb 2023	1	旺角
-------------	----------	-------------	---	----

H. 系統支援和管理

EN01-23011K	Workshop on Networking Fundamentals	3 & 4 Jan 2023	2	旺角
EN01-23031K	Workshop on Networking Fundamentals	6 & 7 Mar 2023	2	旺角

I. 網上應用系統

FACE-23011K	Social Media and Facebook Marketing	10 Jan 2023	1	旺角
FACE-23031K	Social Media and Facebook Marketing	07 Mar 2023	1	旺角
EPSS-23011K	WordPress and Content Management System Essentials	20 Jan 2023	1	旺角
EPSS-23031K	WordPress and Content Management System Essentials	21 Mar 2023	1	旺角
EGOO-23021K	Google AdWords Essentials	28 Feb 2023	1	旺角
AGA-23011K	Analyzing Site Performance with Google Analytics	18 Jan 2023	1	旺角
AGA-23031K	Analyzing Site Performance with Google Analytics	15 Feb 2023	1	旺角
SEO-23021K	Search Engine Optimization (SEO)	27 Feb 2023	1	旺角
HD10-23021K	Adobe Dreamweaver CC	23 & 24 Feb 2023	2	旺角

J. 其他電腦課題

EFRM-23031K	Creating E-Forms with Microsoft Word, Excel 2019 and Adobe Acrobat DC	08 Mar 2023	1	旺角
CWEP-23021K	Collaboration between Word, Excel and PowerPoint 2019	20 Feb 2023	1	旺角
MP08-23011K	Microsoft Project 2016 / 2019	19 Jan 2023	1	旺角
MP08-23031K	Microsoft Project 2016 / 2019	08 Mar 2023	1	旺角
ESP0-23021K	Solving Common PC Problems	03 Feb 2023	1	旺角
OFT9-23011K	Tips and Tricks in Word, Excel and PowerPoint 2019	05 Jan 2023	1	旺角
OFT9-23031K	Tips and Tricks in Word, Excel and PowerPoint 2019	31 Mar 2023	1	旺角

課程內容及上課日期如有何更改，以 www.welkin.com.hk/cst 內的資料為準。

培訓中心地址

天行系統有限公司

旺角: 旺角彌敦道585號富時中心3樓 (油麻地港鐵站A1出口)

查詢

Ms Stella Cheung (3605 3322 3605 3377)

Mr German Cheung (3605 3322 / 3605 3377)

上課時間

上午 = 9時30分 至 12時30分

下午 = 2時00分 至 5時00分