

電腦培訓服務 (供政府部門 / 醫管局使用) - 2024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				
BL05-24021K	Lotus Notes 9.0 for End-users	19 Feb 2024	1	旺角
BL05-24031K	Lotus Notes 9.0 for End-users	15 Mar 2024	1	旺角
NO19-24021K	Microsoft Outlook	26 Feb 2024	1	旺角
WN10-24011K	Microsoft Windows 10	29 Jan 2024	1	旺角
WN10-24031K	Microsoft Windows 10	20 Mar 2024	1	旺角
B. 文書處理				
WD9A-24011K	Microsoft Word for Advanced Users	16 Jan 2024	1	旺角
WD9A-24021K	Microsoft Word for Advanced Users	23 Feb 2024	1	旺角
WD9A-24031K	Microsoft Word for Advanced Users	15 Mar 2024	1	旺角
WD9I-24011K	Microsoft Word for Beginners	03 Jan 2024	1	旺角
WD9I-24021K	Microsoft Word for Beginners	07 Feb 2024	1	旺角
WD9I-24031K	Microsoft Word for Beginners	11 Mar 2024	1	旺角
PTU9-24011K	Powerful Techniques in Using Microsoft Word	29 Jan 2024	1	旺角
PTU9-24031K	Powerful Techniques in Using Microsoft Word	22 Mar 2024	1	旺角
C. 試算表				
CPC9-24011K	Building Professional Charts with Microsoft Excel	4 Jan 2024 (0930-1230)	0.5	旺角
CPC9-24031K	Building Professional Charts with Microsoft Excel	5 Mar 2023 (1400-1700)	0.5	旺角
DAS9-24011K	Data Analysis with Microsoft Excel	11 Jan 2024	1	旺角
DAS9-24021K	Data Analysis with Microsoft Excel	21 Feb 2024	1	旺角
DAS9-24031K	Data Analysis with Microsoft Excel	13 Mar 2024	1	旺角
MPT9-24011K	Mastering Excel Pivot Tables	23 Jan 2024	1	旺角
MPT9-24021K	Mastering Excel Pivot Tables	16 Feb 2024	1	旺角
MPT9-24031K	Mastering Excel Pivot Tables	05 Mar 2024	1	旺角
SX9A-24011K	Microsoft Excel for Advanced Users	26 Jan 2024	1	旺角
SX9A-24021K	Microsoft Excel for Advanced Users	26 Feb 2024	1	旺角
SX9A-24031K	Microsoft Excel for Advanced Users	14 Mar 2024	1	旺角
SX9I-24011K	Microsoft Excel for Beginners	03 Jan 2024	1	旺角
SX9I-24021K	Microsoft Excel for Beginners	02 Feb 2024	1	旺角
SX9I-24031K	Microsoft Excel for Beginners	25 Mar 2024	1	旺角
SEDR-24011K	Microsoft Excel Dashboards & Reports	15 & 16 Jan 2024	2	旺角
SEDR-24021K	Microsoft Excel Dashboards & Reports	19 & 20 Feb 2024	2	旺角
SEDR-24031K	Microsoft Excel Dashboards & Reports	14 & 15 Mar 2024	2	旺角
PET9-24011K	Practical Excel Tips for Office Professionals	05 Jan 2024	1	旺角
PET9-24021K	Practical Excel Tips for Office Professionals	16 Feb 2024	1	旺角
PET9-24031K	Practical Excel Tips for Office Professionals	27 Mar 2024	1	旺角
SEFF-24011K	Using Excel Functions Effectively	05 Jan 2024	1	旺角
SEFF-24021K	Using Excel Functions Effectively	05 Feb 2024	1	旺角
SEFF-24031K	Using Excel Functions Effectively	05 Mar 2024	1	旺角
PP19-24011K	PowerPivot for Microsoft Excel	16 Jan 2024	1	旺角
PP19-24031K	PowerPivot for Microsoft Excel	15 Mar 2024	1	旺角
PXBI-24011K	Big Data Analysis with Excel & Power BI	4 & 5 Jan 2024	2	旺角
PXBI-24031K	Big Data Analysis with Excel & Power BI	5 & 6 Mar 2024	2	旺角
D. 資料庫管理				
DD9A-24031K	Microsoft Access for Advanced Users	14 & 15 Mar 2024	2	旺角
DD9I-24021K	Microsoft Access for Beginners	13 & 14 Feb 2024	2	旺角
E. 程式編製				
EEM6-24011K	Microsoft Excel Macro Programming with VBA	8 & 9 Jan 2024	2	旺角
EEM6-24021K	Microsoft Excel Macro Programming with VBA	27 & 28 Feb 2024	2	旺角
EEM6-24031K	Microsoft Excel Macro Programming with VBA	18 & 19 Mar 2024	2	旺角
F. 圖像處理/簡報				
CKII-24011K	Certificate in AutoCAD Drafting	3, 4 & 5 Jan 2024	3	旺角
CKII-24031K	Certificate in AutoCAD Drafting	25, 26 & 27 Mar 2024	3	旺角
E3DD-24021K	Advanced Certificate in AutoCAD 3D Modeling	14 & 15 Feb 2024	2	旺角
CKAA-24011K	Certificate in Design Communication with SketchUp Pro & Vray	3, 4 & 5 Jan 2024	3	旺角
CKAA-24031K	Certificate in Design Communication with SketchUp Pro & Vray	11, 12 & 13 Mar 2024	3	旺角
EIL9-24011K	Adobe Illustrator CC	8 & 9 Jan 2024	2	旺角
EIL9-24021K	Adobe Illustrator CC	1 & 2 Feb 2024	2	旺角
EIL9-24031K	Adobe Illustrator CC	11 & 12 Mar 2024	2	旺角
IND9-24011K	Adobe InDesign CC	4 & 5 Jan 2024	2	旺角
IND9-24021K	Adobe InDesign CC	22 & 23 Feb 2024	2	旺角
IND9-24031K	Adobe InDesign CC	11 & 12 Mar 2024	2	旺角
GS09-24011K	Adobe Photoshop CC	29 & 30 Jan 2024	2	旺角
GS09-24021K	Adobe Photoshop CC	22 & 23 Feb 2024	2	旺角
GS09-24031K	Adobe Photoshop CC	13 & 14 Mar 2024	2	旺角
PRMC-24011K	Adobe Premiere Pro CC	11 & 12 Jan 2024	2	旺角
PRMC-24021K	Adobe Premiere Pro CC	26 & 27 Feb 2024	2	旺角
PRMC-24031K	Adobe Premiere Pro CC	19 & 20 Mar 2024	2	旺角
CAN-24011K	Certificate In Instance Online Design With Canva	17 Jan 2024	1	旺角
CAN-24031K	Certificate In Instance Online Design With Canva	20 Mar 2024	1	旺角
EE9M-24021K	Enhancing Microsoft PowerPoint Presentations with Multimedia Elements	01 Feb 2024	1	旺角
EE9M-24031K	Enhancing Microsoft PowerPoint Presentations with Multimedia Elements	12 Mar 2024	1	旺角
CAAC-24011K	Certificate in Document Management with Adobe Acrobat	03 Jan 2024	1	旺角

課程編號	課程名稱	上課日期	課程日數 (天)	地點
CAAC-24021K	Certificate in Document Management with Adobe Acrobat	27 Feb 2024	1	旺角
CAAC-24031K	Certificate in Document Management with Adobe Acrobat	27 Mar 2024	1	旺角
GT9A-24011K	Microsoft PowerPoint for Advanced Users	10 Jan 2024	1	旺角
GT9A-24021K	Microsoft PowerPoint for Advanced Users	08 Feb 2024	1	旺角
GT9A-24031K	Microsoft PowerPoint for Advanced Users	06 Mar 2024	1	旺角
GR9I-24011K	Microsoft PowerPoint for Beginners	29 Jan 2024	1	旺角
GR9I-24021K	Microsoft PowerPoint for Beginners	27 Feb 2024	1	旺角
GR9I-24031K	Microsoft PowerPoint for Beginners	26 Mar 2024	1	旺角
GDP9-24021K	Visual Design for PowerPoint Presentations	16 Feb 2024	1	旺角
GDP9-24031K	Visual Design for PowerPoint Presentations	18 Mar 2024	1	旺角
EM02-24021K	Workshop on Retouching Images and Creating Special Visual Effects using Photoshop	22 & 23 Feb 2024	2	旺角

G. 中文輸入法

IC01-24021K	中文輸入法-倉頡	15 Feb 2024	1	旺角
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H. 系統支援和管理

EN01-24031K	Workshop on Networking Fundamentals	18 & 19 Mar 2024	2	旺角
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I. 網上應用系統

DMFA-24021K	Certificate in Facebook Marketing	28 Feb 2024	1	旺角
DMFA-24031K	Certificate in Facebook Marketing	27 Mar 2024	1	旺角
DMWP-24011K	Certificate in WordPress and Content Management System	03 Jan 2024	1	旺角
DMWP-24031K	Certificate in WordPress and Content Management System	20 Mar 2024	1	旺角
DMSE-24021K	Certificate in Search Engine Optimization	07 Feb 2024	1	旺角
DMGO-24011K	Certificate in Google Ads & Analytics	12 Jan 2024	1	旺角
DMGO-24031K	Certificate in Google Ads & Analytics	18 Mar 2024	1	旺角
HD10-24021K	Adobe Dreamweaver CC	27 & 28 Feb 2024	2	旺角

J. 其他電腦課題

EFRM-24031K	Creating E-Forms with Microsoft Word, Excel and Adobe Acrobat	14 Mar 2024	1	旺角
CWEP-24021K	Collaboration between Microsoft Word, Excel and PowerPoint	14 Feb 2024	1	旺角
MP08-24011K	Microsoft Project	11 Jan 2024	1	旺角
MP08-24031K	Microsoft Project	05 Mar 2024	1	旺角
OFT9-24011K	Tips and Tricks in Microsoft Word, Excel and PowerPoint	23 Jan 2024	1	旺角
OFT9-24031K	Tips and Tricks in Microsoft Word, Excel and PowerPoint	22 Mar 2024	1	旺角
GPT-24011K	Work Smart with Generative AI & GPT	12 Jan 2024	1	旺角
GPT-24021K	Work Smart with Generative AI & GPT	19 Feb 2024	1	旺角
GPT-24031K	Work Smart with Generative AI & GPT	19 Mar 2024	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)

Mr Bryan Wong (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