


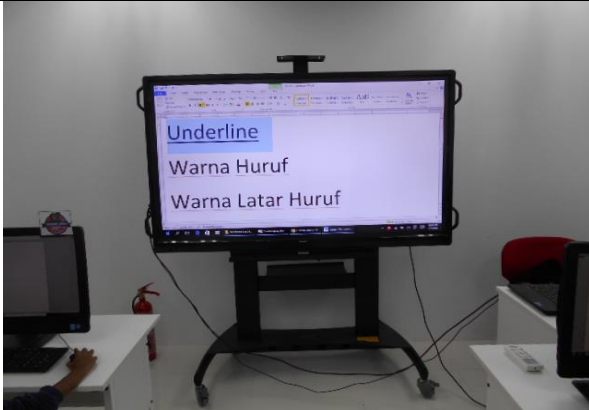

Guide for Activity Report Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------|------|-------|---|----------------|----------------|---|-------------|----------------|---|---------------|----------------|---|------------|----------------|---|-------------|----------------|---|---------------------|----------------|---|---------------|----------------|---|----------------|----------------|---|--------------|----------------|----|-------------|----------------|--|
| Name of event Nama acara / program | Kelas Asas Komputer (Microsoft Word V1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date & Time Tarikh & Masa | TARIKH : 5 Februari 2017 MASA : 10.00 pagi – 12.00 tengah hari | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Lokasi | TEMPAT : PI1M Kg Labuhan Dagang DAERAH : Kuala Langat BANDAR : Banting NEGERI : Selangor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose Tujuan | Memberi pendedahan dan pengajaran tentang asas Microsoft Word kepada pelajar-pelajar sekolah rendah. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of recipients Butiran Penerima | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BIL</th> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO IC</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td>MUHAMMAD IRFAN</td><td style="text-align: center;">050921-10-0459</td></tr> <tr><td style="text-align: center;">2</td><td>ANIQ ASYRAF</td><td style="text-align: center;">070913-10-2225</td></tr> <tr><td style="text-align: center;">3</td><td>AMIRUL HAIKAL</td><td style="text-align: center;">070815-10-0621</td></tr> <tr><td style="text-align: center;">4</td><td>ABDUL MUIZ</td><td style="text-align: center;">060621-10-0595</td></tr> <tr><td style="text-align: center;">5</td><td>AMIR FAUZAN</td><td style="text-align: center;">070804-10-0781</td></tr> <tr><td style="text-align: center;">6</td><td>ZULHUSNI BIN AZIZUL</td><td style="text-align: center;">030903-10-1273</td></tr> <tr><td style="text-align: center;">7</td><td>SYAZHA NAZIRA</td><td style="text-align: center;">070308-10-0846</td></tr> <tr><td style="text-align: center;">8</td><td>NATASHA ALEEYA</td><td style="text-align: center;">080328-10-1730</td></tr> <tr><td style="text-align: center;">9</td><td>NATASHA AKMA</td><td style="text-align: center;">061226-10-0872</td></tr> <tr><td style="text-align: center;">10</td><td>AFIQ SAFWAN</td><td style="text-align: center;">060921-10-0773</td></tr> </tbody> </table> | BIL | NAMA | NO IC | 1 | MUHAMMAD IRFAN | 050921-10-0459 | 2 | ANIQ ASYRAF | 070913-10-2225 | 3 | AMIRUL HAIKAL | 070815-10-0621 | 4 | ABDUL MUIZ | 060621-10-0595 | 5 | AMIR FAUZAN | 070804-10-0781 | 6 | ZULHUSNI BIN AZIZUL | 030903-10-1273 | 7 | SYAZHA NAZIRA | 070308-10-0846 | 8 | NATASHA ALEEYA | 080328-10-1730 | 9 | NATASHA AKMA | 061226-10-0872 | 10 | AFIQ SAFWAN | 060921-10-0773 | |
| BIL | NAMA | NO IC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | MUHAMMAD IRFAN | 050921-10-0459 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | ANIQ ASYRAF | 070913-10-2225 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | AMIRUL HAIKAL | 070815-10-0621 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | ABDUL MUIZ | 060621-10-0595 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | AMIR FAUZAN | 070804-10-0781 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | ZULHUSNI BIN AZIZUL | 030903-10-1273 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | SYAZHA NAZIRA | 070308-10-0846 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9 | NATASHA AKMA | 061226-10-0872 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | AFIQ SAFWAN | 060921-10-0773 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of contribution Butir-butir berkaitan dengan aktiviti | TIADA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Benefits of the contribution Kebaikan / kelebihan aktiviti | Melalui Kelas Asas Komputer (Microsoft Word V1), peserta dapat mempelajari cara menaip, mengedit jenis, saiz dan warna tulisan, serta beberapa lagi elemen-elemen asas yang terdapat dalam Microsoft Word. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of VIP Nama VIP | TIADA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of guest VIP Nama tetamu daripada VIP | TIADA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|--|--|
| Main execution Pelaksanaan aktiviti utama | <p>Seramai 10 orang peserta mengikuti Kelas Asas Komputer (Microsoft Word V1) yang diadakan pada pagi 5 Februari 2017.</p> <p>Sesi pembelajaran dimulakan dengan tayangan video bertemakan Klik Dengan Bijak, khusus bagi memberi kesedaran tentang penggunaan internet secara berhemah.</p> <p>Para peserta kemudiannya diperkenalkan dengan aplikasi Microsoft Word yang membolehkan mereka menaip tugas sekolah menggunakan komputer. Sebagai permulaan, peserta diajar tentang istilah-istilah asas seperti 'highlight', 'bold', 'italic', 'underline' dan sebagainya yang penting dalam Microsoft Word.</p> <p>Selain itu juga, peserta diajar tentang cara memasukkan clip art, memilih page color dan border color dan sebagainya.</p> <p>Peserta kemudiannya diberikan latihan asas menaip, yakni dengan menaip biodata diri masing-masing. Kelas berakhir pada jam 12.00 tengah hari.</p> | |
| Supporting activities Aktiviti Sokongan | Tayangan video Klik Dengan Bijak | |
| Other participants Peserta Lain | TIADA | |
| Photo caption Keterangan gambar |  <p>Peserta menonton video Klik Dengan Bijak</p> | <p><i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i></p> |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|---|---|
| |  <p data-bbox="602 674 1219 737">Peserta diberi penerangan tentang istilah-istilah biasa dalam Microsoft Word</p>  <p data-bbox="602 1148 1219 1241">Para peserta sedang membuat latihan menaip biodata masing-masing menggunakan Microsoft Word</p> | |
| Photo caption names Keterangan gambar berserta nama | TIADA | |
| Translation Terjemahan | TIADA | |
| Supporting documents Dokumen Sokongan | TIADA | <i>Enclose as attachment Sebagai lampiran</i> |

PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE EVENT

SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM BERLANGSUNG