

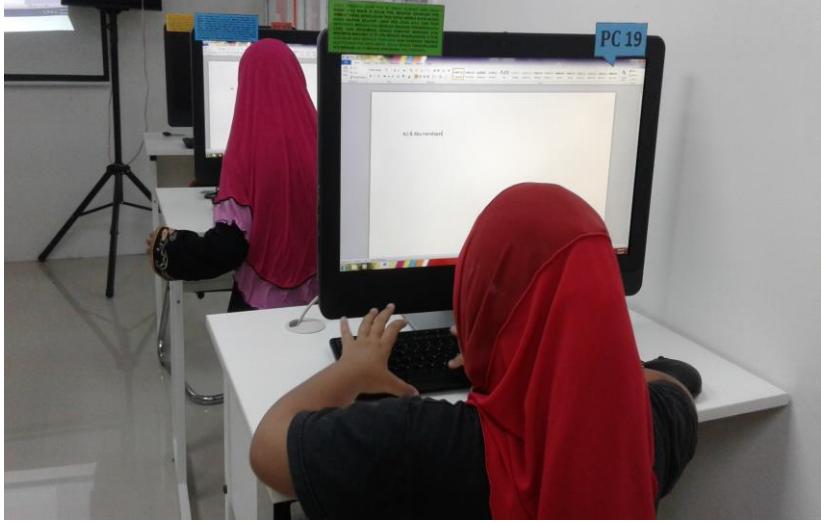
Activity Report

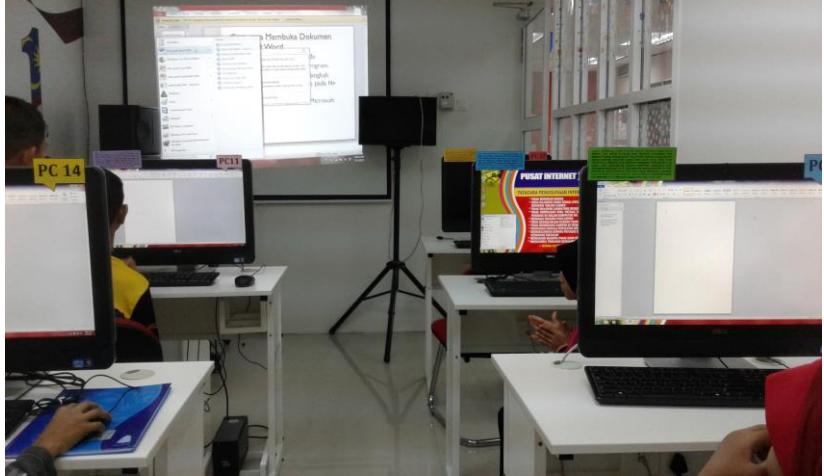
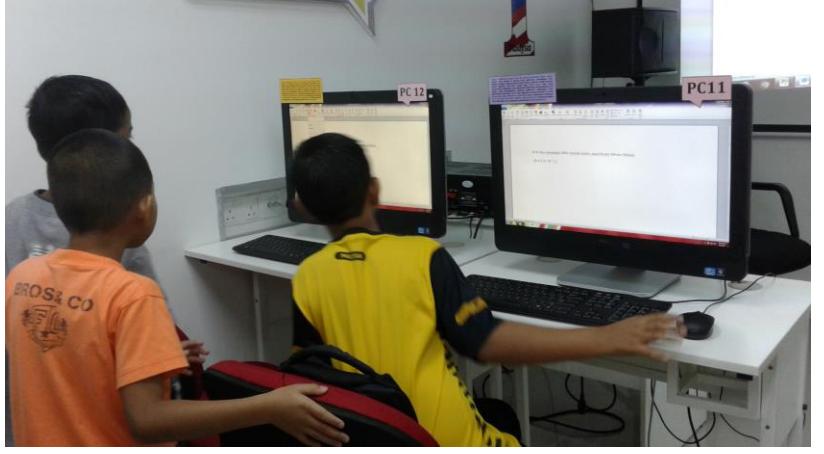
Laporan Aktiviti

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 MICROSOFT WORD	
Date & Time Tarikh & Masa	Tarikh : 11 Feb 2017 Masa : 0230PM – 0530PM	
Location Lokasi	PI1M Felda Nenering 1	
Purpose Tujuan	Aktiviti ini dijalankan bertujuan untuk mengajar dan memahirkan komuniti menaip menggunakan komputer secara pantas dan juga menguji minda mereka dengan membuat pertandingan yang diberi masa untuk menaip.	
Details of recipients Butiran Penerima	Seramai 10 orang peserta	
Details of contribution Butir-butir berkaitan dengan aktiviti	Peserta didedahkan cara menggunakan Microsoft Word dan cara untuk membuat surat, resume dan sebagainya.	
Benefits of the contribution Kebaikan / kelebihan aktiviti	Dapat meningkatkan kemahiran dalam bidang membuat surat, juga mengenal segala perisian yang terdapat pada komputer.	
Name of VIP Nama VIP	Tiada	
Name of guest VIP Nama tetamu daripada VIP	Tiada	
Main execution Pelaksanaan aktiviti utama	Taklimat KDB dan Kuiz	
Supporting activities Aktiviti Sokongan	Tiada	
Other participants Peserta Lain	Tiada	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 A photograph showing two students in a classroom environment. One student, wearing an orange and black striped shirt, is seen from behind, working at a computer. Another student, wearing a pink headscarf, is also working at a computer. The room contains several computer monitors, some labeled "PC 14" and "PC 19". A large projection screen in the background displays the text "KOMPONEN KOMPUTER" (Computer Components) along with illustrations of various computer parts like a monitor, keyboard, and printer.	
	 A photograph showing a student wearing a red headscarf working at a computer. The student is seen from behind, focused on the screen. The computer monitor is labeled "PC 19". The background shows other computer stations and a tripod stand.	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 A photograph showing two students in a classroom. One student, wearing a white t-shirt, is seen from behind, working on a computer. Another student, wearing a red hijab, is also working on a computer. The computer monitors are labeled "PC 18" and "PC 19".	
	 A photograph showing three students working on computers in a classroom. The student on the left is wearing a yellow shirt and is at computer "PC 14". The student in the middle is at computer "PC 11". The student on the right is at computer "PC 12". The screens show various software interfaces, including Microsoft Word and a web browser.	
	 A photograph showing three students working on computers in a classroom. The student on the left is wearing an orange t-shirt and is at computer "PC 11". The student in the middle is wearing a yellow t-shirt and is at computer "PC 12". The student on the right is at computer "PC 11". The screens show various software interfaces, including Microsoft Word and a web browser.	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	GAMBAR SEMASA AKTIVITI DIJALANKAN	
Translation Terjemahan	Tiada	
Supporting documents Dokumen Sokongan	Tiada	Enclose as attachment Sebagai lampiran

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