

## 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																																																																
<b>Name of event Nama acara / program</b>	<ol style="list-style-type: none"> <li>1. MICROSOFT OFFICE WORD</li> <li>2. E-PEMBELAJARAN</li> </ol>																																																																	
<b>Date &amp; Time Tarikh &amp; Masa</b>	KELAS & AKTIVITI SEPANJANG FEBRUARI 2016																																																																	
<b>Location Lokasi</b>	PI1M PEKAN RUMBIA, MELAKA																																																																	
<b>Purpose Tujuan</b>	<ol style="list-style-type: none"> <li>1. SAMBUNGAN KELAS TERDAHULU (MEMASUKKAN "BULLET", "CLIPART", "WORD ART", "CLIPART", "PICTURE" DAN "TABLE")</li> <li>2. LATIHAN MENAIP ARTIKEL</li> <li>3. LATIHAN MEMBUAT JADUAL KELAS</li> <li>4. E-PEMBELAJARAN – KEYBOARDING CHALLENGE</li> </ol>																																																																	
<b>Details of recipients Butiran Penerima</b>	<p><b>E-PEMBELAJARAN</b></p> <table border="1"> <thead> <tr> <th style="text-align: center;">Bil.</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No. Kad Pengenalan</th> <th style="text-align: center;">Umur</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>NUR AIN NABILA BINTI MUHAMAD AZWAN</td> <td style="text-align: center;">BG43862</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">2</td> <td>NURUL AMIELIANATASYA BTE DAUD</td> <td style="text-align: center;">BJ76490</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">3</td> <td>NUR ALEEYA SAFIYAH BT HUSSEIN</td> <td style="text-align: center;">041004040378</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">4</td> <td>NUR NABILAH BINTI ZULKIFLI</td> <td style="text-align: center;">050911040288</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">5</td> <td>NURUL ELESSA NATASYA BINTI DAUD</td> <td style="text-align: center;">051221100452</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">6</td> <td>ISMA HAZIQ BIN RUSLAN</td> <td style="text-align: center;">060113040231</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">7</td> <td>MOHD AIMAN NAIM BIN SAIFULLIZAM</td> <td style="text-align: center;">051225040303</td> <td style="text-align: center;">11</td> </tr> </tbody> </table> <p><b>MICROSOFT WORD</b></p> <table border="1"> <thead> <tr> <th style="text-align: center;">Bil.</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No. Kad Pengenalan</th> <th style="text-align: center;">Umur</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>ISMA HAZIQ BIN RUSLAN</td> <td style="text-align: center;">060113040231</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">2</td> <td>NURUL AMIELIANATASYA BTE DAUD</td> <td style="text-align: center;">BJ76490</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">3</td> <td>NUR ALEEYA SAFIYAH BT HUSSEIN</td> <td style="text-align: center;">041004040378</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">4</td> <td>AHMAD ZAKWAN BIN BAHARIM</td> <td style="text-align: center;">050710040169</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">5</td> <td>ABDUL AZIM BIN ABDUL MUTALIB</td> <td style="text-align: center;">030511040125</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">6</td> <td>NUR NABILAH BINTI ZULKIFLI</td> <td style="text-align: center;">050911040288</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Z Aidan Amar Bin Roziman</td> <td style="text-align: center;">031022040153</td> <td style="text-align: center;">13</td> </tr> </tbody> </table>	Bil.	Nama Peserta	No. Kad Pengenalan	Umur	1	NUR AIN NABILA BINTI MUHAMAD AZWAN	BG43862	12	2	NURUL AMIELIANATASYA BTE DAUD	BJ76490	12	3	NUR ALEEYA SAFIYAH BT HUSSEIN	041004040378	12	4	NUR NABILAH BINTI ZULKIFLI	050911040288	11	5	NURUL ELESSA NATASYA BINTI DAUD	051221100452	11	6	ISMA HAZIQ BIN RUSLAN	060113040231	10	7	MOHD AIMAN NAIM BIN SAIFULLIZAM	051225040303	11	Bil.	Nama Peserta	No. Kad Pengenalan	Umur	1	ISMA HAZIQ BIN RUSLAN	060113040231	10	2	NURUL AMIELIANATASYA BTE DAUD	BJ76490	12	3	NUR ALEEYA SAFIYAH BT HUSSEIN	041004040378	12	4	AHMAD ZAKWAN BIN BAHARIM	050710040169	11	5	ABDUL AZIM BIN ABDUL MUTALIB	030511040125	13	6	NUR NABILAH BINTI ZULKIFLI	050911040288	11	7	Z Aidan Amar Bin Roziman	031022040153	13	
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	7	ZAIDAN AMAR BIN ROZIMAN	031022040153	13	
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<b>Details of contribution</b> <b>Butir-butir berkaitan dengan aktiviti</b>	<b>KELAS</b> <ul style="list-style-type: none"> <li>• PELAJAR SEK. RENDAH/MENENGAH</li> </ul>				
<b>Benefits of the contribution</b> <b>Kebaikan / kelebihan aktiviti</b>	<ul style="list-style-type: none"> <li>• MEMUDAHKAN PELAJAR MEMBUAT FOLIO/KERJA KHUSUS YANG DIBERIKAN OLEH GURU</li> <li>• MENINGKATKAN KEMAHIRAN MENGGUNAKAN MICROSOFT WORD</li> <li>• MELATIH KECEKAPAN MENAIP DENGAN PERMAINAN PENDIDIKAN SECARA ATAS TALIAN (KEYBOARDING CHALLENGE)</li> <li>•</li> </ul>				
<b>Name of VIP</b> <b>Nama VIP</b>	<ul style="list-style-type: none"> <li>• TIADA</li> </ul>				
<b>Name of guest VIP</b> <b>Nama tetamu daripada VIP</b>	<ul style="list-style-type: none"> <li>• TIADA</li> </ul>				
<b>Main execution</b> <b>Pelaksanaan aktiviti utama</b>	<ul style="list-style-type: none"> <li>• SETIAP SUB-TOPIK YANG DI AJAR DISUSULI DENGAN PRAKTIKAL DAN LATIHAN UNTUK MELIHAT TAHAP PEMAHAMAN DAN PENGUASAAN PELAJAR</li> <li>• DI ADAKAN MINI CABARAN UNTUK KEPANTASAN MENAIP</li> </ul>				
<b>Supporting</b>	-TIADA-				

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activities Aktiviti Sokongan		
Other participants Peserta Lain	-TIADA-	
Photo caption Keterangan gambar	<p><b>KELAS SEPANJANG FEBRUARI 2016</b></p>  <p>The collage consists of six photographs arranged in a 2x3 grid. The top-left photo shows a student in a light blue shirt working at a computer. The top-right photo shows two students, one in a striped shirt, working at computers. The middle-left photo shows a wider view of the classroom with several students at computers and a teacher standing at the front near a projector screen. The middle-right photo is a close-up of a student in a black hijab typing on a keyboard. The bottom-left photo is a close-up of a computer monitor displaying a colorful grid-based software interface. The bottom-right photo shows two computer monitors on a desk, both displaying the same colorful grid-based software interface.</p>	
Photo caption names Keterangan		

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gambar berserta nama		
Translation Terjemahan	English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran	
Supporting documents Dokumen Sokongan	Include speeches, souvenir programme, agenda etc Termasuk ucapan, cenderamata, aturcara dan lain-lain.	

**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**