

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	KURSUS PENGURUSAN INSTITUSI BERASASKAN ICT - Microsoft Word & Microsoft Excel																																																																																	
Date & Time Tarikh & Masa	<i>Tarikh : 24 October 2016 – 27 October 2016</i> <i>Masa : 08.00AM – 5.00PM</i>																																																																																	
Location Lokasi	<i>Pusat Internet 1Malaysia Kg Jepak</i>																																																																																	
Purpose Tujuan	<ol style="list-style-type: none"> 1. Untuk meningkatkan kemahiran menggunakan perkhidmatan internet. 2. Memberi pendedahan ICT bersesuaian dengan perkembangan teknologi maklumat. 3. Menggeratkan silaturrahim diantara petugas Pi1m dan JKKK kampung Daerah Bintulu. 																																																																																	
Details of recipients Butiran Penerima	<p><i>Senarai Peserta yang mengikuti kursus PIBICT :-</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 10%;">1</td> <td>JULIANA BINTI MAT</td> <td></td> <td>800807-13-5550</td> </tr> <tr> <td>2</td> <td>ZORIANA BINTI HJ DAHALAN</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>NOORISAH BINTI RAPAEIE</td> <td>014-684 6896</td> <td>891017-13-6856</td> </tr> <tr> <td>4</td> <td>NURASYKA BINTI OTHMAN</td> <td></td> <td>890815-13-6150</td> </tr> <tr> <td>5</td> <td>ZAITON BINTI ALI</td> <td>0113- 371 3639</td> <td>671201-13-5276</td> </tr> <tr> <td>6</td> <td>ZAHORA BINTI MAHAROP</td> <td></td> <td>761204-13-5000</td> </tr> <tr> <td>7</td> <td>ROSNAM BIN SEMAN</td> <td>013-820 3302</td> <td>650110-13-5745</td> </tr> <tr> <td>8</td> <td>NORANA BINTI IBRAHIM</td> <td>017-807 0677</td> <td>800723-13-5212</td> </tr> <tr> <td>9</td> <td>ROSNI BINTI SAHARI</td> <td>019-835 7335</td> <td>700714-13-5706</td> </tr> <tr> <td>10</td> <td>SUMA ANAK JANTING</td> <td>019-848 1400</td> <td>670701-13-5788</td> </tr> <tr> <td>11</td> <td>YATI ANAK PANTING</td> <td>013-566 2281</td> <td>700528-13-5454</td> </tr> <tr> <td>12</td> <td>SELANJAT ANAK USAH</td> <td>019-857 7592</td> <td>710624-13-5015</td> </tr> <tr> <td>13</td> <td>JULIE ANAK ASAN</td> <td>0113-524 3620</td> <td>880103-52-5626</td> </tr> <tr> <td>14</td> <td>PHILIP USOP DASA</td> <td>013-848 5060</td> <td>590410-13-5257</td> </tr> <tr> <td>15</td> <td>ZURIA BINTI LAOS</td> <td>019-312 3435</td> <td>850112-13-5956</td> </tr> <tr> <td>16</td> <td>NORATIKAH BINTI ISMAIL</td> <td>014-996 4995</td> <td>970816-13-6582</td> </tr> <tr> <td>17</td> <td>ZAINAB BINTI ABDUL AZIZ KHAN</td> <td>013-803 5098</td> <td>611129-13-5516</td> </tr> <tr> <td>18</td> <td>HALIMAH BINTI DAWI</td> <td></td> <td>701206-13-5464</td> </tr> <tr> <td>19</td> <td>MOHD NIZWAN</td> <td>0111-987 6648</td> <td></td> </tr> <tr> <td>20</td> <td>JABLI BIN MANAN</td> <td></td> <td>019-911 5023</td> </tr> </tbody> </table>	1	JULIANA BINTI MAT		800807-13-5550	2	ZORIANA BINTI HJ DAHALAN			3	NOORISAH BINTI RAPAEIE	014-684 6896	891017-13-6856	4	NURASYKA BINTI OTHMAN		890815-13-6150	5	ZAITON BINTI ALI	0113- 371 3639	671201-13-5276	6	ZAHORA BINTI MAHAROP		761204-13-5000	7	ROSNAM BIN SEMAN	013-820 3302	650110-13-5745	8	NORANA BINTI IBRAHIM	017-807 0677	800723-13-5212	9	ROSNI BINTI SAHARI	019-835 7335	700714-13-5706	10	SUMA ANAK JANTING	019-848 1400	670701-13-5788	11	YATI ANAK PANTING	013-566 2281	700528-13-5454	12	SELANJAT ANAK USAH	019-857 7592	710624-13-5015	13	JULIE ANAK ASAN	0113-524 3620	880103-52-5626	14	PHILIP USOP DASA	013-848 5060	590410-13-5257	15	ZURIA BINTI LAOS	019-312 3435	850112-13-5956	16	NORATIKAH BINTI ISMAIL	014-996 4995	970816-13-6582	17	ZAINAB BINTI ABDUL AZIZ KHAN	013-803 5098	611129-13-5516	18	HALIMAH BINTI DAWI		701206-13-5464	19	MOHD NIZWAN	0111-987 6648		20	JABLI BIN MANAN		019-911 5023	Seramai 20 orang JKKK kampung Daerah Bintulu.
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Details of contribution Butir-butir berkaitan dengan aktiviti	<p>Dimulakan dengan taklimat ringkas mengenai program yang akan dijalankan selama 4 Hari di Pusat Internet 1Malaysia Kg Jepak.</p> <ol style="list-style-type: none"> 1. Pengenalan Microsoft Word 2. Pengenalan Microsoft Excel 3. Pengenalan kepada komputer dan literasi komputer asas. 	
Benefits of the contribution Kebaikan / kelebihan aktiviti	<p>Meningkatkan penggunaan dan penguasaan komputer di kalangan Ahli JKKA terutama didalam melaksanakan tugas sehari-hari.</p>	
Name of VIP Nama VIP	<p>-Tiada-</p>	
Name of guest VIP Nama tetamu daripada VIP	<p>-Tiada-</p>	
Main execution Pelaksanaan aktiviti utama	<ol style="list-style-type: none"> 1. Bengkel memperkenalkan komputer dan sistem operasi. 2. Bengkel memperkenalkan internet dan email 3. Memperkenalkan pemprosesan kata (words 2010) 4. Memperkenalkan hampanan elektronik (excel 2010) 5. Dashboard modul: my komuniti 	
Supporting activities Aktiviti Sokongan	<p>Taklimat Klik Dengan Bijak</p>	
Other participants Peserta Lain	<ol style="list-style-type: none"> 1. En Abdul Rahman Haron (INFRA) 	
Photo caption Keterangan gambar		<p>Para peserta diberikan taklimat ringkas sebelum program bermula.</p>

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	 A group of people, mostly men, are seated at desks in a room with red walls. They are using desktop computers. One man in the foreground is looking directly at the camera. The room has various flags and banners hanging from the ceiling.	Antara peserta yang terlibat adalah di kalangan Ketua-ketua kaum, JKKK dan pengerusi KRT
	 A view of a computer room showing several people working at their desks. The room is decorated with colorful streamers and flags. The participants are focused on their work on the computers.	slot program bermula. Pengurus PI1M Kg Jepak adalah tenaga pengajar selama 4 hari
	 A view of a computer room where participants are using desktop computers. The room is well-lit and appears to be a dedicated training or workshop space.	Para peserta dilatih menaip menggunakan aplikasi Notepad terlebih dahulu.
	 A wide shot of a computer room filled with people working on their computers. The room is decorated with many Malaysian flags hanging from the ceiling. The atmosphere appears to be a busy workshop or training session.	Peserta membuat latihan menggunakan Microsoft Word.

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	 A photograph showing several students in a classroom setting, each working on a computer at their desk. The room has red walls and various educational posters.	
	 A photograph showing students working on computers in a classroom. The room has red walls and educational posters, including one about the Rukun Negara.	<i>Peserta diajar menggunakan Microsoft Excel.</i>
	 A photograph of a group of students and adults posing for a group photo in front of a computer monitor. They are all smiling and looking towards the camera.	Semua peserta mengambil gambar

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		Acara penyampian sijil bersama peserta
		

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