

## 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. INTEL EASY STEPSMODULE 1 - 5: INTRODUCTION TO COMPUTER OPERATIONS &amp; BASIC SOFTWARE APPLICATIONS</li> <li>2. INTEL EASY STEPSMODEL 6 - 10: HOW TO APPLY BASIC SKILLS IN EMPLOYMENT AND ENTREPRENEURSHIP</li> <li>3. INTEL EASY STEPSMODULE 1 - 5: INTRODUCTION TO COMPUTER OPERATIONS &amp; BASIC SOFTWARE APPLICATIONS</li> <li>4. INTEL EASY STEPSMODEL 6 - 10: HOW TO APPLY BASIC SKILLS IN EMPLOYMENT AND ENTREPRENEURSHIP</li> <li>5. MICROSOFT OFFICE WORD-TAB INSERT</li> </ol>	
<b>Date &amp; Time Tarikh &amp; Masa</b>	<ol style="list-style-type: none"> <li>1. 1/12/2016</li> <li>2. 3/12/2016</li> <li>3. 4/12/2016</li> <li>4. 5/12/2016</li> <li>5. 8/12/2016</li> </ol>	
<b>Location Lokasi</b>	<ol style="list-style-type: none"> <li>1. PI1M SUNGAI BATU</li> <li>2. PI1M SUNGAI BATU</li> <li>3. PI1M SUNGAI BATU</li> <li>4. PI1M SUNGAI BATU</li> <li>5. PI1M SUNGAI BATU</li> </ol>	
<b>Purpose Tujuan</b>	<ol style="list-style-type: none"> <li>1. INTEL EASY STEPSMODULE 1 - 5: INTRODUCTION TO COMPUTER OPERATIONS &amp; BASIC SOFTWARE APPLICATIONS Peserta mengenali computer secara asas dan mengenali software serta hardware yang ada dalam computer.</li> <li>2. INTEL EASY STEPSMODEL 6 - 10: HOW TO APPLY BASIC SKILLS IN EMPLOYMENT AND ENTREPRENEURSHIP Peserta menggunakan computer dalam mengdokumentasikan maklumat.</li> <li>3. INTEL EASY STEPSMODULE 1 - 5: INTRODUCTION TO COMPUTER</li> </ol>	



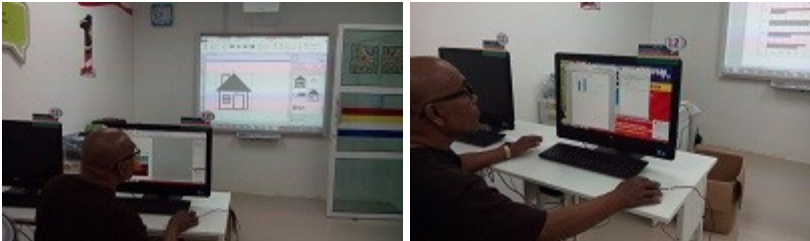
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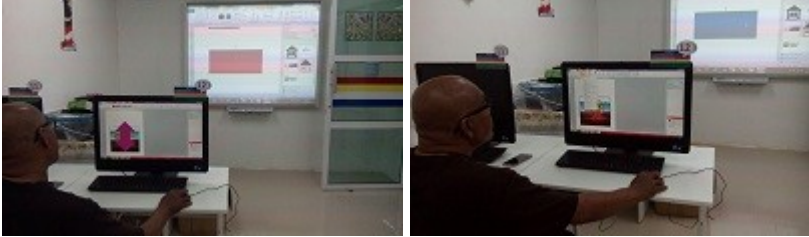
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<b>Name of VIP Nama VIP</b>	-	
<b>Name of guest VIP Nama tetamu daripada VIP</b>	-	
<b>Main execution Pelaksanaan aktiviti utama</b>	-	
<b>Supporting activities Aktiviti Sokongan</b>	-	
<b>Other participants Peserta Lain</b>	-	
<b>Photo caption Keterangan gambar</b>		<i>Make sure to match photos with caption Pastikan</i>

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	<p>1. INTEL EASY STEPSMODULE 1 - 5: INTRODUCTION TO COMPUTER OPERATIONS &amp; BASIC SOFTWARE APPLICATIONS</p> <p>2. INTEL EASY STEPSMODEL 6 - 10: HOW TO APPLY BASIC SKILLS IN EMPLOYMENT AND ENTREPRENEURSHIP</p>  <p>3. INTEL EASY STEPSMODULE 1 - 5: INTRODUCTION TO COMPUTER OPERATIONS &amp; BASIC SOFTWARE APPLICATIONS</p> <p>4. INTEL EASY STEPSMODEL 6 - 10: HOW TO APPLY BASIC SKILLS IN EMPLOYMENT AND ENTREPRENEURSHIP</p>  <p>5. MICROSOFT OFFICE WORD-TAB INSERT</p> 	<p><i>gambar sepadan dengan keterangan</i></p>

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		
<b>Photo caption names</b> <b>Keterangan gambar berserta nama</b>	-	
<b>Translation Terjemahan</b>	-	
<b>Supporting documents Dokumen Sokongan</b>	-	<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**