


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 Microsoft word (asas computer)	
Date & Time Tarikh & Masa	24/05/2017 3.00.pm –5.00pm	
Location Lokasi	PI1M Kg Bukit Rang	
Purpose Tujuan	<i>Meningkatkan kesedaran dalam program Klik Dengan Bijak dan pengenalan asas Microsoft word dan kreatif</i>	
Details of recipients Butiran Penerima	<i>tiada</i>	
Details of contribution Butir-butir berkaitan dengan aktiviti	<i>tiada</i>	
Benefits of the contribution Kebaikan / kelebihan aktiviti	<i>Memberi kesedaran tentang kegunaan internet dan penggunaan yang betul.</i>	
Name of VIP Nama VIP	<i>tiada</i>	
Name of guest VIP Nama tetamu daripada VIP	<i>tiada</i>	
Main execution Pelaksanaan aktiviti utama	<i>Microsoft word</i>	
Supporting activities Aktiviti Sokongan		
Other participants Peserta Lain		

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<p>Photo caption Keterangan gambar</p>	 <p>The photograph shows a computer laboratory or classroom. In the foreground, a man in a light blue shirt is seated at a desk with a computer monitor. To his left, a woman wearing a pink hijab is also seated at a desk. In the background, another person is visible at a desk. The room has white walls, and there are some decorations, including a red banner and a poster on the wall.</p>	