

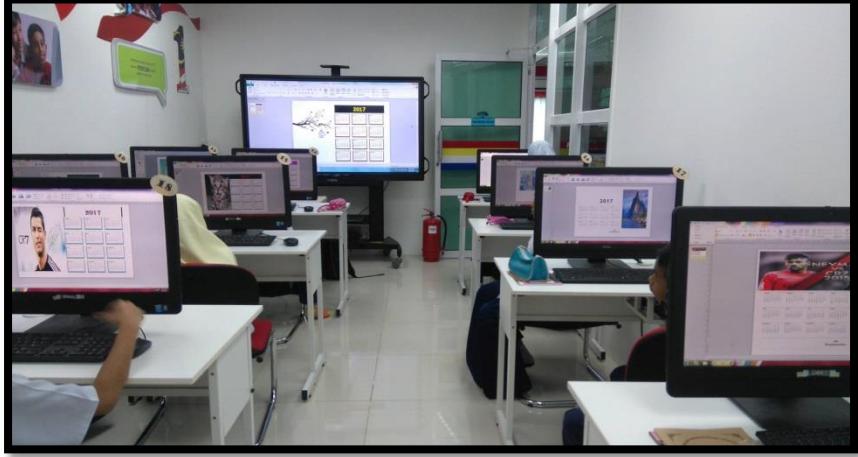
Guide for Activity Report

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
Nama acara / program	Kelas Microsoft Publisher Dan Microsoft Power Point Bersama Pelajar Tahun 5 SK Lenggong	
Tarikh & Masa	Tarikh: 13/7/2017 Masa: 9.00 Pagi – 1.00 Petang	
Lokasi	PI1M Lenggong	
Tujuan	Mengajar asas Microsoft Publisher dan Microsoft Power Point kepada pelajar sekolah rendah.	
Butiran Penerima	Guru Pengiring: Cikgu Fendi Bin Ali Zaman Pelajar: 1. Hana Humaira Binti Khairul Azhar 2. Ika Zahirah Binti Ahmad Jali 3. Muhammad Haikal Bin Zulkifli 4. Nur Ilyia Ismahani Binti Isfandi 5. Wan Hani Nabila Binti Wan Mohd Khairol Azizi 6. Ayu Mazliyana Binti Mazli 7. Faris Aiman Bin Fazli Wajidi 8. Muhamad Mustaqim Bin Abdul Harani 9. Muhammad Azim Mu'izz Bin Zulkifli 10. Nor Shamira Binti Shaiful Adhar	
Butir-butir berkaitan dengan aktiviti	Kelas ini melibatkan 10 orang pelajar Tahun 5 SK Lenggong. Kelas ini bermula pada pukul 9.00 pagi sehingga 1.00 Petang.	
Kebaikan / kelebihan aktiviti	Peserta dapat belajar cara membuat kalendar menggunakan Microsoft Publisher dan juga dapat belajar cara untuk membuat pembentangan menggunakan Microsoft Power Point.	
Name of VIP Nama VIP		
Name of guest VIP Nama tetamu daripada VIP		
Main execution		

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
Pelaksanaan aktiviti utama		
Supporting activities Aktiviti Sokongan		
Other participants Peserta Lain		
Photo caption Keterangan gambar	  	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 A photograph showing two students in a classroom setting, each working on a computer. The student in the foreground is wearing a white shirt and is looking at the screen of his computer. The screen displays a presentation slide with text and images. Another student is visible in the background, also working on a computer. The room has white walls and a tiled floor.	
	 A photograph showing three students in a classroom setting, each working on a computer. The student in the foreground is wearing a white shirt and is looking at the screen of his computer. The screen displays a presentation slide with text and images. Another student is visible in the background, also working on a computer. The room has white walls and a tiled floor.	
Translation Terjemahan		
Supporting documents Dokumen Sokongan		