


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	<ol style="list-style-type: none"> 1. MICROSOFT OFFICE WORD 1 2. MICROSOFT OFFICE WORD 1 																																					
Date & Time Tarikh & Masa	<ol style="list-style-type: none"> 1. 20 MEI 2016 2. 27 MEI 2016 																																					
Location Lokasi	<ol style="list-style-type: none"> 1. PI1M SUNGAI BATU 2. PI1M SUNGI BATU 																																					
Purpose Tujuan	<ol style="list-style-type: none"> 1. Memberi pendedahan kepada peserta tentang penggunaan Microsoft Office Word. 2. Memberi pendedahan kepada peserta tentang penggunaan Microsoft Office Word. 3. 																																					
Details of recipients Butiran Penerima	<ol style="list-style-type: none"> 1. MICROSOFT OFFICE WORD 1 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BIL</th> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO/KP</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>AHMAD ADIL HAKIM BIN NASAWADI</td> <td style="text-align: center;">040515080713</td> </tr> <tr> <td style="text-align: center;">2</td> <td>MOHD DANISH IKRAM BIN MUHD FAIZAL</td> <td style="text-align: center;">040512021315</td> </tr> <tr> <td style="text-align: center;">3</td> <td>MUHD IMTIYAZ HAFIQ BIN SHAHAIRI</td> <td style="text-align: center;">040327070577</td> </tr> <tr> <td style="text-align: center;">4</td> <td>MUHAMMAD SYAUQI AMIN BIN BADROL HISAM</td> <td style="text-align: center;">980823026583</td> </tr> <tr> <td style="text-align: center;">5</td> <td>MUHD HAFIZ BIN MUHD YUSUF</td> <td style="text-align: center;">021111020761</td> </tr> <tr> <td style="text-align: center;">6</td> <td>MUHD AIMAN BIN HASBOLLAH</td> <td style="text-align: center;">020719081357</td> </tr> <tr> <td style="text-align: center;">7</td> <td>MOHAMAD HAIKAL BIN ROSMADEE</td> <td style="text-align: center;">020405020359</td> </tr> <tr> <td style="text-align: center;">8</td> <td>DANISH AMRI BIN MAZNI</td> <td style="text-align: center;">011025080697</td> </tr> <tr> <td style="text-align: center;">9</td> <td>MUHD DANIEL ZAFRI BIN RIZALMAN</td> <td style="text-align: center;">011207020011</td> </tr> <tr> <td style="text-align: center;">10</td> <td>MOHD NAJMI AIMAN BIN SAHARUDIN</td> <td style="text-align: center;">000527021119</td> </tr> <tr> <td style="text-align: center;">11</td> <td>MOHD NAJMI AIMAN BIN SAHARUDIN</td> <td style="text-align: center;">000528090991</td> </tr> </tbody> </table>	BIL	NAMA	NO/KP	1	AHMAD ADIL HAKIM BIN NASAWADI	040515080713	2	MOHD DANISH IKRAM BIN MUHD FAIZAL	040512021315	3	MUHD IMTIYAZ HAFIQ BIN SHAHAIRI	040327070577	4	MUHAMMAD SYAUQI AMIN BIN BADROL HISAM	980823026583	5	MUHD HAFIZ BIN MUHD YUSUF	021111020761	6	MUHD AIMAN BIN HASBOLLAH	020719081357	7	MOHAMAD HAIKAL BIN ROSMADEE	020405020359	8	DANISH AMRI BIN MAZNI	011025080697	9	MUHD DANIEL ZAFRI BIN RIZALMAN	011207020011	10	MOHD NAJMI AIMAN BIN SAHARUDIN	000527021119	11	MOHD NAJMI AIMAN BIN SAHARUDIN	000528090991	
BIL	NAMA	NO/KP																																				
1	AHMAD ADIL HAKIM BIN NASAWADI	040515080713																																				
2	MOHD DANISH IKRAM BIN MUHD FAIZAL	040512021315																																				
3	MUHD IMTIYAZ HAFIQ BIN SHAHAIRI	040327070577																																				
4	MUHAMMAD SYAUQI AMIN BIN BADROL HISAM	980823026583																																				
5	MUHD HAFIZ BIN MUHD YUSUF	021111020761																																				
6	MUHD AIMAN BIN HASBOLLAH	020719081357																																				
7	MOHAMAD HAIKAL BIN ROSMADEE	020405020359																																				
8	DANISH AMRI BIN MAZNI	011025080697																																				
9	MUHD DANIEL ZAFRI BIN RIZALMAN	011207020011																																				
10	MOHD NAJMI AIMAN BIN SAHARUDIN	000527021119																																				
11	MOHD NAJMI AIMAN BIN SAHARUDIN	000528090991																																				

ITEM JENIS	INFORMATION MAKLUMAT		NOTES NOTA																																														
	12	MUHD FIKRI BIN KAMARUDIN	020424081149																																														
	13	MUHD TAWFIK DANIEL BIN JAUIDI	040715140813																																														
	1. MICROSOFT OFFICE WORD 1																																																
	<table border="1"> <thead> <tr> <th data-bbox="302 745 383 783">BIL</th> <th data-bbox="383 745 1000 783">NAMA</th> <th data-bbox="1000 745 1393 783">NO/KP</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 783 383 821">1</td> <td data-bbox="383 783 1000 821">AHMAD MUHAMMAD BIN HAMZAH</td> <td data-bbox="1000 783 1393 821">040625020551</td> </tr> <tr> <td data-bbox="302 821 383 898">2</td> <td data-bbox="383 821 1000 898">MUHD BADROL FARHAD BIN BAHADOM</td> <td data-bbox="1000 821 1393 898">020729020953</td> </tr> <tr> <td data-bbox="302 898 383 936">3</td> <td data-bbox="383 898 1000 936">MASSYARANI BIN MOHD SAPVAN</td> <td data-bbox="1000 898 1393 936">020204081067</td> </tr> <tr> <td data-bbox="302 936 383 974">4</td> <td data-bbox="383 936 1000 974">MUHD SYAKIR BIN ABDUL RAHMAN</td> <td data-bbox="1000 936 1393 974">020621080989</td> </tr> <tr> <td data-bbox="302 974 383 1012">5</td> <td data-bbox="383 974 1000 1012">MUHD YUSUF IDHAM BIN HALIM</td> <td data-bbox="1000 974 1393 1012">021103080449</td> </tr> <tr> <td data-bbox="302 1012 383 1050">6</td> <td data-bbox="383 1012 1000 1050">SAFIUDDIN BIN DZULQARNAIN</td> <td data-bbox="1000 1012 1393 1050">020514060579</td> </tr> <tr> <td data-bbox="302 1050 383 1087">7</td> <td data-bbox="383 1050 1000 1087">MUHAMMAD WAFI BIN ABDUL HALIM</td> <td data-bbox="1000 1050 1393 1087">020917020125</td> </tr> <tr> <td data-bbox="302 1087 383 1125">8</td> <td data-bbox="383 1087 1000 1125">MUHD KAMARUL ARIFFIN BIN ISHAK</td> <td data-bbox="1000 1087 1393 1125">010914080529</td> </tr> <tr> <td data-bbox="302 1125 383 1163">9</td> <td data-bbox="383 1125 1000 1163">MUHD NOR AIMAN BIN CHE MORAD</td> <td data-bbox="1000 1125 1393 1163">000820020275</td> </tr> <tr> <td data-bbox="302 1163 383 1201">10</td> <td data-bbox="383 1163 1000 1201">MUHD BADRUL AMIN BIN AZMI</td> <td data-bbox="1000 1163 1393 1201">000226020275</td> </tr> <tr> <td data-bbox="302 1201 383 1278">11</td> <td data-bbox="383 1201 1000 1278">MOHD ZAFRAN HAKIM BIN ROHAMIZAN</td> <td data-bbox="1000 1201 1393 1278">001116020011</td> </tr> <tr> <td data-bbox="302 1278 383 1316">12</td> <td data-bbox="383 1278 1000 1316">MUHD HARITH ZULKARNAIN</td> <td data-bbox="1000 1278 1393 1316">000909020645</td> </tr> <tr> <td data-bbox="302 1316 383 1354">13</td> <td data-bbox="383 1316 1000 1354">MUHAMMAD ZAHIN BIN MUHD NASIR</td> <td data-bbox="1000 1316 1393 1354">990509126489</td> </tr> <tr> <td data-bbox="302 1354 383 1392"></td> <td data-bbox="383 1354 1000 1392"></td> <td data-bbox="1000 1354 1393 1392"></td> </tr> </tbody> </table>			BIL	NAMA	NO/KP	1	AHMAD MUHAMMAD BIN HAMZAH	040625020551	2	MUHD BADROL FARHAD BIN BAHADOM	020729020953	3	MASSYARANI BIN MOHD SAPVAN	020204081067	4	MUHD SYAKIR BIN ABDUL RAHMAN	020621080989	5	MUHD YUSUF IDHAM BIN HALIM	021103080449	6	SAFIUDDIN BIN DZULQARNAIN	020514060579	7	MUHAMMAD WAFI BIN ABDUL HALIM	020917020125	8	MUHD KAMARUL ARIFFIN BIN ISHAK	010914080529	9	MUHD NOR AIMAN BIN CHE MORAD	000820020275	10	MUHD BADRUL AMIN BIN AZMI	000226020275	11	MOHD ZAFRAN HAKIM BIN ROHAMIZAN	001116020011	12	MUHD HARITH ZULKARNAIN	000909020645	13	MUHAMMAD ZAHIN BIN MUHD NASIR	990509126489				
BIL	NAMA	NO/KP																																															
1	AHMAD MUHAMMAD BIN HAMZAH	040625020551																																															
2	MUHD BADROL FARHAD BIN BAHADOM	020729020953																																															
3	MASSYARANI BIN MOHD SAPVAN	020204081067																																															
4	MUHD SYAKIR BIN ABDUL RAHMAN	020621080989																																															
5	MUHD YUSUF IDHAM BIN HALIM	021103080449																																															
6	SAFIUDDIN BIN DZULQARNAIN	020514060579																																															
7	MUHAMMAD WAFI BIN ABDUL HALIM	020917020125																																															
8	MUHD KAMARUL ARIFFIN BIN ISHAK	010914080529																																															
9	MUHD NOR AIMAN BIN CHE MORAD	000820020275																																															
10	MUHD BADRUL AMIN BIN AZMI	000226020275																																															
11	MOHD ZAFRAN HAKIM BIN ROHAMIZAN	001116020011																																															
12	MUHD HARITH ZULKARNAIN	000909020645																																															
13	MUHAMMAD ZAHIN BIN MUHD NASIR	990509126489																																															

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
Details of contribution Butir-butir berkaitan dengan aktiviti	1. Kelas Microsoft office word melibat kan peserta daripada Pondok Tahfiz Raudhatul Ulum Rantau Panjang.Mereka membuat latihan berdasarkan sub topik yang disediakan dalam modul.	
Benefits of the contribution Kebaikan / kelebihan aktiviti	1. Peserta dapat mengetahui fungsi hardware dan software computer sebelum menggunakannya 2. Peserta dapat menggunakan Microsoft office word dengan betul dan praktikal	
Name of VIP Nama VIP	-	
Name of guest VIP Nama tetamu daripada VIP	-	
Main execution Pelaksanaan aktiviti utama	-	
Supporting activities Aktiviti Sokongan	-	
Other participants Peserta Lain	-	
Photo caption Keterangan gambar	<p style="text-align: center;">MICROSOFT OFFICE WORD 1</p>  <p style="text-align: center;">MICROSOFT OFFICE WORD 1</p>	-

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		
Photo caption names Keterangan gambar beserta nama	-	
Translation Terjemahan	-	
Supporting documents Dokumen Sokongan	-	-

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