






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	CELIK IT KELANTAN (ASAS PEMROSESAN KATA)																												
Date & Time Tarikh & Masa	05- 06 APRIL 2017																												
Location Lokasi	PI1M JELI, KELANTAN																												
Purpose Tujuan	MEMPERKENALKAN APLIKASI ADOBE PHOTOSHOPE DAN CARA PENGGUNAAN																												
Details of recipients Butiran Penerima	<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 IC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>AHMAD SANUSI B. MD ZAIN</td> <td style="text-align: center;">690409-03-5569</td> </tr> <tr> <td style="text-align: center;">2</td> <td>NURDIYANA BINTI ISHAK</td> <td style="text-align: center;">970115-03-6212</td> </tr> <tr> <td style="text-align: center;">3</td> <td>NUR AIN NAILAH BINTI CHE HAMID</td> <td style="text-align: center;">951120-03-5536</td> </tr> <tr> <td style="text-align: center;">4</td> <td>MASITAH BINTI TAIRIN</td> <td style="text-align: center;">880122-10-5598</td> </tr> <tr> <td style="text-align: center;">5</td> <td>MUHAMMAD FIKRI BIN RAMZI</td> <td style="text-align: center;">940805-03-6263</td> </tr> <tr> <td style="text-align: center;">6</td> <td>MUHAMMAD ZUL AZHAN BIN ALIAS</td> <td style="text-align: center;">920213-03-5699</td> </tr> <tr> <td style="text-align: center;">7</td> <td>MUHAMMAD AMIR NA'IMULLAH</td> <td style="text-align: center;">930624-03-5801</td> </tr> <tr> <td style="text-align: center;">8</td> <td>MOHD NOOR BIN MUHAMMAD ZIN</td> <td style="text-align: center;">740410-03-5851</td> </tr> </tbody> </table>	BIL	NAMA	NO IC	1	AHMAD SANUSI B. MD ZAIN	690409-03-5569	2	NURDIYANA BINTI ISHAK	970115-03-6212	3	NUR AIN NAILAH BINTI CHE HAMID	951120-03-5536	4	MASITAH BINTI TAIRIN	880122-10-5598	5	MUHAMMAD FIKRI BIN RAMZI	940805-03-6263	6	MUHAMMAD ZUL AZHAN BIN ALIAS	920213-03-5699	7	MUHAMMAD AMIR NA'IMULLAH	930624-03-5801	8	MOHD NOOR BIN MUHAMMAD ZIN	740410-03-5851	
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Details of contribution Butir-butir berkaitan dengan aktiviti	<p><i>Amount in RM, cash, in kind (ie. netbook, training), distribution method et</i></p> <p><i>Latihan atau aktiviti merangkumi latihan edit gambar, mencipta flyer, banner, letterhead, poster, gambar passport</i></p>																												

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Benefits of the contribution Kebaikan / kelebihan aktiviti	<i>How it will help, increase penetration rate, literacy</i> <i>Latihan yang diadakan membantu menambahkan ilmu pengetahuan, meningkatkan tahap penggunaan adobe untuk tujuan kreativiti</i>	
Name of VIP Nama VIP	<i>Title, designation, organisation</i> TIADA	
Name of guest VIP Nama tetamu daripada VIP	<i>Title, designation, relationship with SKMM or beneficiary</i> TIADA	
Main execution Pelaksanaan aktiviti utama	<i>Describe how the main activity was carried out</i> <i>Latihan mencipta dokumen seperti pelbagai fungsi edit gambar, background, cipta banner dan flyer, letter head, logo</i>	
Supporting activities Aktiviti Sokongan	<i>Example - Kenduri, face painting, health checks etc</i> TIADA	
Other participants Peserta Lain	<i>Service providers, government agencies, village heads, NGO, police etc</i> KELANTAN ICT GATEWAY, SUK NEGERI KELANTAN	
Photo caption Keterangan gambar	<i>Describe activity in every photo provided</i>  Asas mencantikkan gambar	<i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i>

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	 <p data-bbox="565 632 980 663">Menambah Effect pada gambar</p>	
	 <p data-bbox="565 1020 1068 1052">Menggabungkan imej dan background</p>	
	 <p data-bbox="565 1440 1198 1472">Mencantikkan hasil akhir hasil Adobe Photoshop</p>	
	 <p data-bbox="565 1829 1013 1860">Penyampaian Sijil kepada peserta</p>	

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Photo caption names Keterangan gambar berserta nama	<i>Names of significant people in the photo (from left to right)</i> TIADA	
Translation Terjemahan	<i>English or BM version of special names/titles</i> <i>Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran</i>	
Supporting documents Dokumen Sokongan	<i>Include speeches, souvenir programme, agenda etc</i> <i>Termasuk ucapan, cenderamata, aturcara dan lain-lain.</i>	<i>Enclose as attachment</i> <i>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