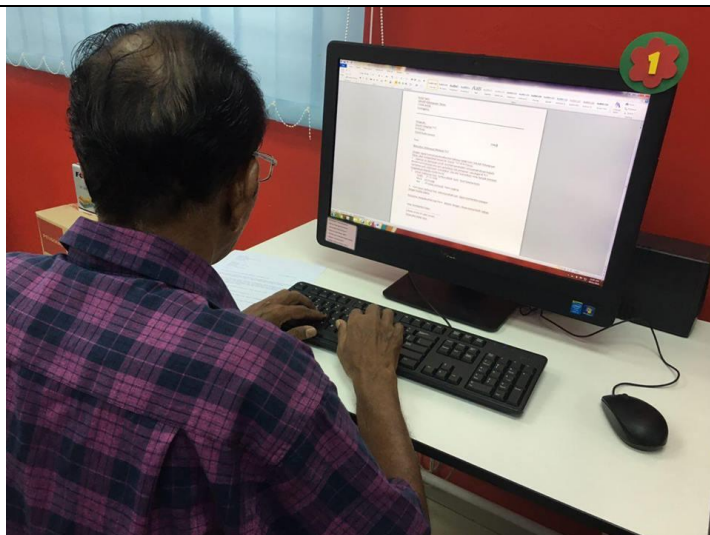
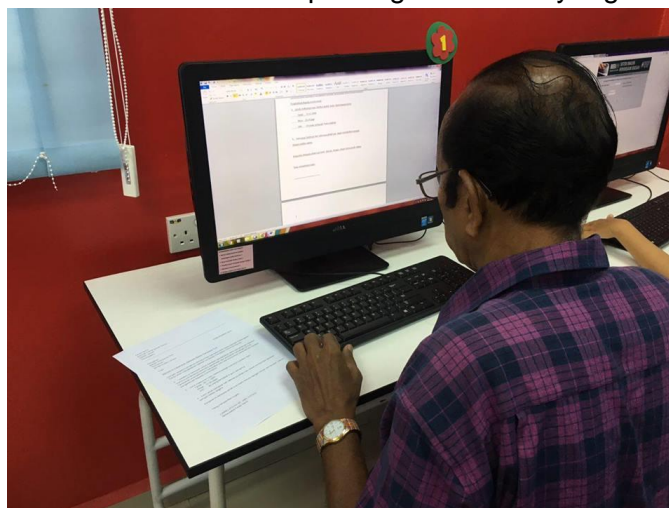


# Activity Information Report

| ITEM<br>JENIS  | INFORMATION<br>MAKLUMAT   | NOTES<br>NOTA |      |    |                   |  |
|--|---|---------------|------|----|-------------------|--|
| Name of event<br>Nama acara /<br>program                               | LATIHAN KEUSAHAWANAN<br>(Microsoft Word –Latihan Surat Rasmi)   |               |      |    |                   |  |
| Date & Time<br>Tarikh & Masa   | 19 NOVEMBER 2016<br>10:00AM – 12:00PM   |               |      |    |                   |  |
| Location<br>Lokasi   | PI1M PPR SRI BIDOR  |               |      |    |                   |  |
| Purpose<br>Tujuan  | Meningkatkan pengetahuan penggunaan Microsoft Word.   |               |      |    |                   |  |
| Details of recipients<br>Butiran Penerima                              | <table border="1" data-bbox="396 701 976 785"> <thead> <tr> <th data-bbox="396 701 461 743">BIL</th> <th data-bbox="461 701 976 743">NAMA</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 743 461 785">1.</td> <td data-bbox="461 743 976 785">RAMAN A/L SUBBIAH</td> </tr> </tbody> </table> | BIL           | NAMA | 1. | RAMAN A/L SUBBIAH |  |
| BIL  | NAMA  |               |      |    |                   |  |
| 1.   | RAMAN A/L SUBBIAH   |               |      |    |                   |  |
| Details of<br>contribution<br>Butir-butir berkaitan<br>dengan aktiviti | Peserta dikehendaki meembuat latihan membuat surat rasmi.   |               |      |    |                   |  |
| Benefits of the<br>contribution<br>Kebaikan / kelebihan<br>aktiviti    | Pengetahuan membuat surat rasmi menggunakan Microsoft Word.   |               |      |    |                   |  |
| Name of VIP<br>Nama VIP  | -   |               |      |    |                   |  |
| Name of guest VIP<br>Nama tetamu<br>daripada VIP                       | -   |               |      |    |                   |  |
| Main execution<br>Pelaksanaan aktiviti<br>utama                        | -   |               |      |    |                   |  |
| Supporting activities<br>Aktiviti Sokongan                             | -   |               |      |    |                   |  |
| Photo caption<br>Keterangan gambar                                     | Gambar Ketika Kelas Dijalankan.<br>Peserta menaip surat rasmi.  |               |      |    |                   |  |



Gambar 2:Peserta menaip mengikut contoh yang diberi.



|  |   |   |
|--|---|---|
| <b>Photo caption names</b><br><b>Keterangan gambar berserta nama</b> | - |   |
| <b>Translation Terjemahan</b>  | - |   |
| <b>Supporting documents Dokumen Sokongan</b>                         | - | <i>Enclose as attachment</i><br><i>Sebagai lampiran</i> |