



**ACTIVITY REPORT
LAPORAN AKTIVITI**

NAME OF EVENT / NAMA ACARA	:	MICROSOFT OFFICE		
DATE / TARIKH	:	10 & 11 JUN 2017	TIME / MASA	: 10.00 PAGI – 5.00 PETANG
LOCATION / LOKASI	:	PI1M BATU KURAU	DISTRICT / DAERAH	: LARUT MATANG
TOWN / BANDAR	:	BATU KURAU	STATE / NEGERI	: PERAK
PURPOSE / TUJUAN	:	PENGAJARAN MICROSOFT OFFICE		

**DETAILS OF COMMUNITY BROADBAND CENTER
MAKLUMAT PUSAT INTERNET 1MALAYSIA**

INFO PI1M

No	Item / Perkara	Total / Jumlah
1	MANAGER NAME / NAMA PENGURUS	MOHAMAD RIDZUAN BIN MOHD YUSOF
2	ASSISTANT MANAGER NAME / NAMA PENOLONG PENGURUS	SITI AFNI BINTI TAZIDIN
3	CURRENT PI1M MEMBERSHIP / AHLI SEMASA PI1M	453
4	NETBOOK MEMBERSHIP / AHLI NETBOOK	147
5	TOTAL VISITORS / JUMLAH PENGUNJUNG	112
6	NEW PI1M MEMBERSHIP / KEAHLIAN BARU PI1M	20
7	CURRENT DOWNLOADER APPS DASHBOARD KOMUNTI/ AHLI DASHBOARD KOMUNITI SEMASA	55
8	NEW DOWNLOADER APPS DASHBOARD KOMUNITI / PEMUAT TURUN APLIKASI DASHBOAR KOMUNITI BARU	3

DETAILS OF VIP / BUTIRAN VIP

No	Name / Nama	Position / Jawatan	Organisation / Organisasi	Remark / Catatan
1				

DETAILS ATTENDANCE OF MCMC / BUTIRAN KEHADIRAN SKMM

No	Name / Nama	Position / Jawatan	Region / Wilayah	Remark / Catatan
1				

DETAILS ATTENDANCE OF TM / BUTIRAN KEHADIRAN TM				
No	Name / Nama	Position / Jawatan	Department / Jabatan	Remark / Catatan
1				

DETAILS ATTENDANCE OF MSD / BUTIRAN KEHADIRAN MSD				
No	Name / Nama	Position / Jawatan	Department / Jabatan	Remark / Catatan
1	MOHAMAD RIDZUAN BIN MOHD YUSOF	PENGURUS PI1M BATU KURAU	CLUSTER PERAK UTARA 1	

DETAILS OF CONTRIBUTION / BUTIRAN BERKAITAN AKTIVITI			
NO	ITEM / PERKARA	AMOUNT / JUMLAH (RM)	DISTRIBUTION METHOD / CARA PENGAGIHAN
1			

DETAILS OF MAIN ACTIVITY(S) / BUTIRAN AKTIVITI UTAMA			
No	Activity(s) / Aktiviti	Description / Penerangan	Target / Sasaran
1	ASAS KOMPUTER	PENERANGAN RINGKAS MENGENAI SOFTWARE DAN HARDWARE	Pelajar Sekolah Menengah
2	MICROSOFT OFFICE	PEMBELAJARAN MICROSOFT OFFICE WORD, EXCEL DAN POWER POINT	Pelajar Sekolah Menengah

DETAILS OF SUPPORTING ACTIVITY(S) / BUTIRAN AKTIVITI SAMPINGAN			
No	Activity(s) / Aktiviti	Description / Penerangan	Target / Sasaran
1	10.00 Pagi- 11.00 Pagi	ASAS KOMPUTER	
2	11.00 Pagi – 5.00 Petang	MICROSOFT OFFICE	


INVOLVEMENT OF AGENCY(S) / PENGLIBATAN AGENSI

No	Agency(s) / Agensi	Service(s) / Perkhidmatan	Target / Sasaran
1			

LIST OF PARTICIPANT (COMPETITION/ PROGRAMME / EVENT)**SENARAI PESERTA (PERTANDINGAN / PROGRAM / ACARA)**

PROGRAMME / ACARA 1 : KUIZ DASHBOARD		CATEGORY / KATEGORI :	
No	Name / Nama	Phone No / No Tel	IC No / No.KadPengenalan
1	SYAZWAN BIN DAMURI	-	020308080431
2	KHAIRUL HAKIM BIN TARIDI	-	020513081263
3	MOHAMAD NABIL HANNAN B SHAMSURI	-	020804080447
4	MUHD SALIM BIN ABDUL MUHAD	-	991115085199
5	MUHAMAD ULUL AZMI BIN MOHD FADZIL	-	020306080487
6	MUHD NASHAH FARHAN BIN MUHD SAFRI	-	020327080531

EFFECTIVENESS OF PROGRAMME**KEBERKESANAN ACARA****DETAIL OF ACTIVITY PHOTO(S) / BUTIRAN GAMBAR AKTIVITI**

No	Photo(s) / Gambar	Description / Penerangan	Involvement Person / Orang Terlibat
1			
2			
3			

Supporting Documents / Dokumen Sokongan**ATTACHMENT NEEDED / DOKUMEN BERKAITAN**

1. PROGRAM ITENARY / ATURCARA PROGRAM
2. ATTENDANCE FORM OF VISITIR / BORANG KEDATANGAN PENGUNJUNG
3. LIST OF NEW PI1M MEMBERSHIP / SENARAI KEAHLIAN BARU
4. LIST OF NEW DOWNLOADER DASHBOARD KOMUNTI APPS / SENARAI PEMUAT TURUN APLIKASI DASHBOARD KOMUNITI

PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE WITHIN ONE WEEK OF THE EVENT

SILA KEMUKAKAN LAPORAN BERTULIS DN GAMBAR-GAMBAR BERLANDASKAN PANDUAN YANG DIBERIKAN DAN HANTAR LAPORAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM BERLANGSUNG