

**KURIKULUM KURSUS MICROSOFT ACCESS –
PENGUNAAN *TOOLS* DALAM MANIPULASI DATA
BAGI KUMPULAN SOKONGAN I GRED 27 HINGGA 40**

1. SINOPSIS KURSUS

Kursus ini bertujuan untuk memberikan pengetahuan, kemahiran dan kecekapan kepada peserta menggunakan perisian MS ACCESS.

2. OBJEKTIF KURSUS

- i. Memberi pendedahan dan kefahaman serta kemahiran kepada peserta untuk menguruskan pengkalan data dengan lebih baik dan berkesan;
- ii. Melaksanakan proses hubungkait antara *entity* untuk menghasilkan keputusan dengan cepat; dan
- iii. Menghasilkan laporan dengan lebih efektif dan efisien.

3. TEMPOH/MASA

- i. Tempoh : 3 hari / 12 jam
- ii. Masa : 8.30 pagi – 4.30 petang

4. KUMPULAN SASARAN

Anggota Gred 27 - 40

5. METODOLOGI PENGAJARAN DAN PEMBELAJARAN

- i. Kuliah
- ii. Latih amal
- iii. Kuiz

6. SUKATAN KURSUS

i. **Access Basics and Database Terms Planning**

a. **Access Basics**

- *Familiarity with access screen*
- *Ribbon and toolbar explanations*
- *Prebuilt database template access and creation*

b. **Database Terms Planning**

- *An explanation of databases in general, database objects within access and terminology*
- *Plan your Database (Tables, Queries, Forms, Reports, Macros, Pages and Modules)*
- *Plan a database structure. (tables) (normalization Techniques)*
- *Create a new database file*

ii. **Working with Tables and Entering and Editing Data**

a. **Working with Tables**

- *Design a Table, Conventions for entering Naming objects and fields (Design View)*
- *Create a table in datasheet view and edit field names*
- *Select data types and enter field descriptions*
- *Set a Primary Key*
- *Remove a Primary Key*
- *Define Field Properties (Default values, Input masks, Validation rules and format options)*
- *Insert, Delete, Move and Rename Fields (design view and datasheet view)*
- *Create a Table with a Wizard*
- *Using the ribbon to set field properties*

b. **Entering and Editing Data**

- *Accessing objects through the navigation pane*
- *Switch between object Tabs*
- *Switch Views in Access (design, layout and data entry)*
- *Entering and Editing Data (Records & Fields)*
- *Navigating the datasheet*
- *Working in Data Entry Mode*
- *Sorting Data, Finding & Replacing Data*
- *Hiding and Un hiding Fields*
- *Create multiple tables to normalize data*

c. **Relationships**

- *Relationships explained?*
- *Different types of relationships (one to many etc)*
- *Conditions needed for setting up a relationship*
- *Ensuring Referential Integrity*
- *Printing Relationships in a Report*
- *Insert Sub Datasheets into a table*
- *Change or remove Sub Datasheets from a table*
- *Expand and Contract Sub Datasheets*
- *Enter data in related tables*

iii. **Queries & Filters**

a. **Queries and Filters**

- *Create a filter by selection*
- *Create a filter by form*
- *Use AND/ OR options*
- *Save a filter as a select query*
- *Run a Select Query*
- *Build a query from the create ribbon*
- *Creating a query using a wizard*
- *Build a query using the Query Design Window*
- *Adding fields to a query, choose which fields to show*
- *Removing fields from a query*
- *Sort data in a select query*
- *Enter Text, numeric, date, and logic criteria*
- *Enter sub string searches using wild Card Characters*
- *Use the BETWEEN, AND, OR, NOT, NULL criteria in your query*
- *Calculate a field*
- *Concatenate text*
- *Save and name a query*
- *Rename, edit or delete a query*

b. **Multi Table Queries**

- *Build a query across more than one table*
- *Joining Tables for a query (more relationships)*
- *Setting Join Properties - Inner and Outer Joins*
- *Find Unmatched records Query Wizard*
- *Find Duplicate records Query Wizard*

iv. Creating Forms

- *Create a Form using the Auto Form tool Tabular/Datasheet/Pivot Form wizard*
- *Create a Form using the Form Wizard*
- *Create a form in design view*
- *Create a form in layout view*
- *Understand the views and switch between them*
- *Setting data source for a form*
- *Setting the data source using SQL source code*
- *The Field List*
- *Resizing Forms*
- *Control types*
- *Adding controls*
- *Resize and Move Controls*
- *Changing control properties*
- *Selecting Controls*
- *Formatting Controls*
- *Use the Format Painter and AutoFormat*
- *Set basic form properties*
- *Data Entry in Forms*
- *Navigation in data entry view*
- *Add, edit, delete a record in form view*

v. Reports

- *Standard Reports using Wizard*
- *Insert, Move, Size and delete controls*
- *Editing record source*
- *Page setup*
- *Print your report*

7. BAHAN-BAHAN RUJUKAN

- i. Matthew McDonald. The Missing Manual – Access 2007
- ii. Microsoft Access 2007 Data Analysis
- iii. Special Edition Using Microsoft Office Access 2007

RANCANGAN PENGAJARAN (LESSON PLAN)

1. **Nama Kursus** : MICROSOFT ACCESS – PENGGUNAAN TOOLS DALAM MANIPULASI DATA
2. **Tajuk Pengajaran** : *Access Basics and Database Terms Planning*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran** :
 - i. Peserta boleh memahami konsep asas pangkalan data
 - ii. Peserta boleh merancang reka bentuk pangkalan data
5. **Peserta Sasaran** : Anggota Gred 27 – 40
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan dan mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vi. Penilaian dan tugas : Latih amal, kuiz dan tugas
 - vii. Rujukan :
 - a. Matthew McDonald. The Missing Manual – Access 2007
 - b. Microsoft Access 2007 Data Analysis
 - c. Special Edition Using Microsoft Office Access 2007

7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Access basics</p> <p>a. Familiarity with access screen</p> <p>b. Ribbon and toolbar explanations</p> <p>c. Prebuilt database template access and creation</p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid
ii.	<p>Database Terms Planning</p> <p>a. An explanation of databases in general, database objects within access and terminology</p> <p>b. Plan your Database (Tables, Queries, Forms, Reports, Macros, Pages and Modules)</p> <p>c. Plan a database structure. (tables) (normalization Techniques)</p> <p>d. Create a new database file</p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latihan dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (LESSON PLAN)

1. **Nama Kursus** : MICROSOFT ACCESS – PENGGUNAAN TOOLS DALAM MANIPULASI DATA
2. **Tajuk Pengajaran** : *Working with Tables and Entering and Editing Data*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran:**
 - i. Peserta boleh membina jadual dalam pangkalan data
 - ii. Peserta boleh melakukan penyuntingan dan pengemaskinian data
5. **Peserta Sasaran** : Anggota Gred 27 – 40
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang
 - iii. MS Access
 - iv. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - v. Keperluan Bahan : Nota, pen dan kertas
 - vi. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vii. Penilaian dan tugas : Latih amal, kuiz dan tugas
 - viii. Rujukan :
 - a. Access 2007 : The Missing Manual
 - b. Microsoft Access 2007 Data Analysis
 - c. Special Edition Using Microsoft Office Access 2007

7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Working with Tables</p> <p>a. <i>Design a Table, Conventions for entering Naming objects and fields (Design View)</i></p> <p>b. <i>Create a table in datasheet view and edit field names</i></p> <p>c. <i>Select data types and enter field descriptions</i></p> <p>d. <i>Set a Primary Key</i></p> <p>e. <i>Remove a Primary Key</i></p> <p>f. <i>Define Field Properties (Default values, Input masks, Validation rules and format options)</i></p> <p>g. <i>Insert, Delete, Move and Rename Fields (design view and datasheet view)</i></p> <p>h. <i>Create a Table with a Wizard</i></p> <p>i. <i>Using the ribbon to set field properties</i></p>	Syarahan	Mendengar/ Bincang/ Latihan	2 jam	Nota / Slaid
ii.	<p>Entering and Editing Data</p> <p>a. <i>Accessing objects through the navigation pane</i></p> <p>b. <i>Switch between object Tabs</i></p> <p>c. <i>Switch Views in Access (design, layout and data entry)</i></p> <p>d. <i>Entering and Editing Data</i></p>				

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
	<i>(Records & Fields)</i> e. <i>Navigating the datasheet</i> f. <i>Working in Data Entry Mode</i> g. <i>Sorting Data, Finding & Replacing Data</i> h. <i>Hiding and Unhiding Fields</i> i. <i>Create multiple tables to normalize data</i>	Syarahan	Mendengar/ Bincang/ Latihan	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latihamalan dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (LESSON PLAN)

1. **Nama Kursus** : MICROSOFT ACCESS – PENGGUNAAN TOOLS DALAM MANIPULASI DATA
2. **Tajuk Pengajaran** : Relationship
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran :**
 - i. Peserta boleh mengenalpasti jenis-jenis perhubungan dalam pangkalan data; dan
 - ii. Peserta boleh membina hubungkait antara jadual.
5. **Peserta Sasaran** : Anggota Gred 27 – 40
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vi. Penilaian dan tugasan : Latih amal, kuiz dan tugasan
 - vii. Rujukan :
 - a. Access 2007 : The Missing Manual
 - b. Microsoft Access 2007 Data Analysis
 - c. Special Edition Using Microsoft Office Access 2007

7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Relationships</p> <p>a. <i>Relationships explained?</i></p> <p>b. <i>Different types of relationships (one to many etc)</i></p> <p>c. <i>Conditions needed for setting up a relationship</i></p> <p>d. <i>Ensuring Referential Integrity</i></p> <p>e. <i>Printing Relationships in a Report</i></p> <p>f. <i>Insert Sub Datasheets into a table</i></p> <p>g. <i>Change or remove Sub Datasheets from a table</i></p> <p>h. <i>Expand and Contract Sub Datasheets</i></p> <p>i. <i>Enter data in related tables</i></p>	Syarah	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latihan dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (LESSON PLAN)

1. **Nama Kursus** : MICROSOFT ACCESS – PENGGUNAAN TOOLS DALAM MANIPULASI DATA
2. **Tajuk Pengajaran** : *Queries & Filters*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran:**
 - i. Peserta boleh membina *query* pangkalan data dengan mudah; dan
 - ii. Peserta boleh mahir menggunakan query dalam lebih daripada satu (1) jadual
5. **Peserta Sasaran** : Anggota Gred 27 – 40
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
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7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Queries and Filters</p> <p>a. <i>Create a filter by selection</i></p> <p>b. <i>Create a filter by form</i></p> <p>c. <i>Use AND/ OR options</i></p> <p>d. <i>Save a filter as a select query</i></p> <p>e. <i>Run a Select Query</i></p> <p>f. <i>Build a query from the create ribbon</i></p> <p>g. <i>Creating a query using a wizard</i></p> <p>h. <i>Build a query using the Query Design Window</i></p> <p>i. <i>Adding fields to a query, choose which fields to show</i></p> <p>j. <i>Removing fields from a query</i></p> <p>k. <i>Sort data in a select query</i></p> <p>l. <i>Enter Text, numeric, date, and logic criteria</i></p> <p>m. <i>Enter sub string searches using wild Card Characters</i></p> <p>n. <i>Use the BETWEEN, AND, OR, NOT, NULL criteria in your query</i></p> <p>o. <i>Calculate a field</i></p>	Syarahan	Mendengar/ Bincang/ Latihan/	1 jam	Nota / Slaid

	<p>p. <i>Concatenate text</i></p> <p>q. <i>Save and name a query</i></p> <p>r. <i>Rename, edit or delete a query</i></p>				
ii.	<p>Multi Table Queries</p> <p>a. <i>Build a query across more than one table</i></p> <p>b. <i>Joining Tables for a query (more relationships)</i></p> <p>c. <i>Setting Join Properties - Inner and Outer Joins</i></p> <p>d. <i>Find Unmatched records Query Wizard</i></p> <p>e. <i>Find Duplicate records Query Wizard</i></p>	Syarahhan	Mendengar/ Bincang/ Latihan/	1 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latihamal dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (LESSON PLAN)

1. **Nama Kursus** : MICROSOFT ACCESS – PENGGUNAAN TOOLS DALAM MANIPULASI DATA
2. **Tajuk Pengajaran** : *Creating Forms*
3. **Tempoh** : 2 jam
4. **Penghasilan Pembelajaran** :

Peserta boleh mempelajari dan membina *form layout*
5. **Peserta Sasaran** : Anggota Gred 27 – 38
6. **Pra Syarat**
 - i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
 - vi. Penilaian dan tugas : Latih amal, kuiz dan tugas
 - vii. Rujukan :
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 - b. Microsoft Access 2007 Data Analysis
 - c. Special Edition Using Microsoft Office Access 2007

7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p>Creating Forms</p> <p>a. <i>Create a Form using the Auto Form tool</i></p> <p><i>Tabular/Datasheet/Pivot Form wizard</i></p> <p>b. <i>Create a Form using the Form Wizard</i></p> <p>c. <i>Create a form in design view</i></p> <p>d. <i>Create a form in layout view</i></p> <p>e. <i>Understand the views and switch between them</i></p> <p>f. <i>Setting data source for a form</i></p> <p>g. <i>Setting the data source using SQL source code</i></p> <p>h. <i>The Field List</i></p> <p>i. <i>Resizing Forms</i></p> <p>j. <i>Control types</i></p> <p>k. <i>Adding controls</i></p> <p>l. <i>Resize and Move Controls</i></p> <p>m. <i>Changing control properties</i></p> <p>n. <i>Selecting Controls</i></p> <p>o. <i>Formatting Controls</i></p> <p>p. <i>Use the Format Painter and AutoFormat</i></p> <p>q. <i>Set basic form properties</i></p> <p>r. <i>Data Entry in Forms</i></p> <p>s. <i>Navigation in data entry view</i></p>	Syarahan	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
	t. <i>Add, edit, delete a record in form view</i>				

8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latihamam dan satu (1) soalan kuiz.

RANCANGAN PENGAJARAN (LESSON PLAN)

1. **Nama Kursus** : MICROSOFT ACCESS – PENGGUNAAN
TOOLS DALAM MANIPULASI DATA

2. **Tajuk Pengajaran** : *Reports*

3. **Tempoh** : 2 jam

4. **Penghasilan Pembelajaran:**

Menghasilkan laporan dengan lebih efektif dan efisien.

5. **Peserta Sasaran** : Anggota Gred 27 – 38

6. **Pra Syarat**

- i. Peserta : Mempunyai pengetahuan asas menggunakan komputer
 - ii. Pengajar : Berpengetahuan/ mahir dalam bidang MS Access
 - iii. Susun atur bilik : Bilik Kuliah/Makmal Komputer/Dewan
 - iv. Keperluan Bahan : Nota, pen dan kertas
 - v. Keperluan Peralatan : LCD, komputer dan kalkulator
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7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	Reports a. <i>Standard Reports using Wizard</i> b. <i>Insert, Move, Size and delete controls</i> c. <i>Editing record source</i> d. <i>Page setup</i> e. <i>Print your report</i>	Syarah	Mendengar/ Bincang/ Latihan/	2 jam	Nota / Slaid

8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latihan dan satu (1) soalan kuiz.

