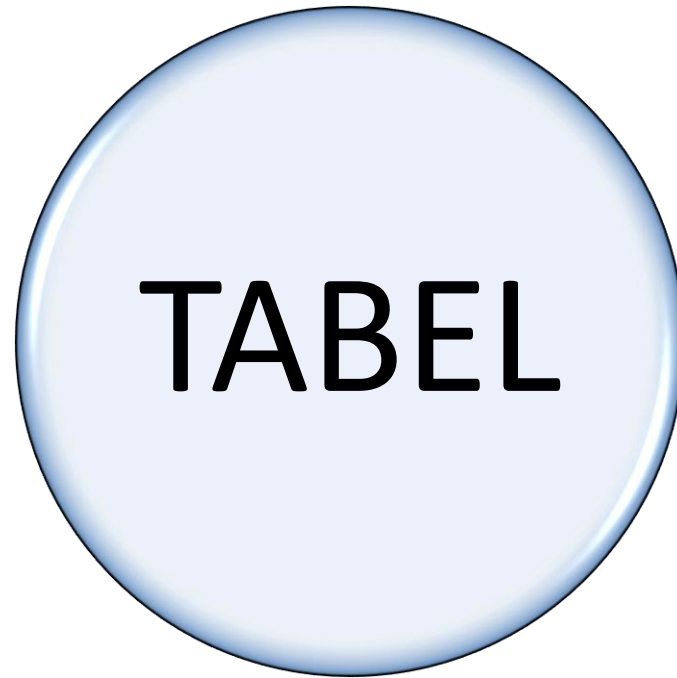




<b>MATERI</b>	<b>PRAKTIKUM</b>
<b>Bab 1 Mengenal Microsoft Access 2007</b>	<b>1</b>
<b>Bab 2 Memulai Bekerja dengan Access 2007</b>	<b>1</b>
<b>Bab 3 Membuat dan Memodifikasi Tabel</b>	<b>2</b>
<b>Bab 4 Mengubah atau Mengatur Tampilan Baris, Kolom dan Data pada Tabel</b>	<b>2</b>
<b>Bab 5 Mengurutkan, Menyaring, Mencari dan Mengganti Data</b>	<b>3</b>
<b>Bab 6 Membuat dan Mengatur Hubungan Antar Tabel</b>	<b>3</b>
<b>Bab 7 Membuat dan Menggunakan Query</b>	<b>4</b>
<b>Bab 8 Bekerja Lebih Lanjut dengan Query</b>	<b>4</b>
<b>Bab 9 Menggunakan Query Action</b>	<b>4</b>
<b>Bab 10 Membuat, Menggunakan dan Memodifikasi Form</b>	<b>5</b>
<b>Bab 11 Membuat Field Entri Data Khusus dan Command Button pada Form</b>	<b>6</b>
<b>Bab 12 Merancang dan Membuat Report</b>	<b>9</b>
<b>Bab 13 Menempatkan Obyek Gambar, Tanggal dan Nomor Halaman pada Form atau Report</b>	<b>10</b>
<b>Bab 14 Membuat Report Berisi Grafik dan Label Surat</b>	<b>11</b>
<b>Bab 15 Menggunakan Menu Navigasi Berupa Switchboard dan Form</b>	<b>12</b>
<b>Bab 16 Mengekspor Data, Mengambil Data dari Luar dan Menggunakan Password</b>	<b>13</b>
<b>Bab 17 Menggunakan Macro</b>	<b>14</b>



# Tabel Baru



- Create
- Table
- Save As :  
TSewaVCD/DVD

	No Penyewaan	AutoNumber
	Kode Penyewa	Number
	Tanggal Pinjam	Date/Time
	Kode VCD/DVD	Text
	Lama Pinjam	Text
	KTP/Kartu Pelajar	Yes/No
	Kartu Member	Yes/No
	Tanggal Pengembalian	Date/Time 

# MASUKKAN DATA BERIKUT

No	Kode	Tanggal	Kode	Lama Pi	KTP/Kartu	Kartu Me	Tanggal
1	1	02-Jul-09	CA453	1 minggu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-Jun-09
2	2	01-Jul-09	RO807	1 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-Jul-09
3	3	04-Jul-09	AC435	1 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-Jul-09
4	1	02-Jul-09	HO129	1 minggu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-Jul-09
5	5	03-Jul-09	RO807	2 minggu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16-Jul-09
6	7	06-Jul-09	AC686	1 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-Jul-09
7	6	03-Jul-09	CO198	2 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	09-Jul-09
8	7	06-Jul-09	CO198	1 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-Jul-09
9	8	08-Jul-09	HO453	1 minggu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14-Jul-09
10	9	09-Jul-09	AC987	2 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15-Jul-09
11	9	09-Jul-09	AC686	2 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15-Jul-09
12	10	06-Jul-09	DO267	1 minggu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12-Jul-09
13	6	14-Jul-09	HO453	2 minggu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20-Jul-09

# Menyisipkan/Menambah Field

The screenshot shows the Microsoft Access Design view of a table named 'Table1'. The ribbon is set to 'Design', and the 'Insert Rows' button is highlighted. A security warning is visible above the table structure. The table structure shows the following fields:

Field Name	Data Type
Kode VCD/DVD	Text
Jenis Film	Text
Judul Film	Text
Tarif Sewa	Currency
Cover VCD/DVD	OLE Object
Catatan	Memo
Informasi Film	Hyperlink

# MASUKKAN DATA BERIKUT

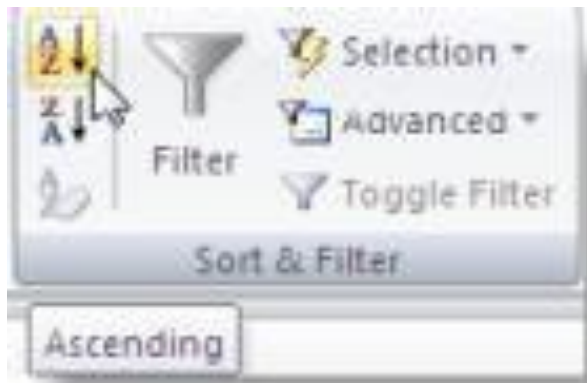
Kode	Jenis Film	Judul Film	Tarif Sev		Informasi Film
AC435	Action	The Girl with the Dragon Tattoo	Rp10.000		<a href="http://www.cinema21.com">www.cinema21.com</a>
AC686	Action	Bad Lieutenant	Rp10.000		<a href="http://www.blitzmegaplex.com">www.blitzmegaplex.com</a>
AC987	Action	Legion	Rp10.000		<a href="http://www.blitzmegaplex.com">www.blitzmegaplex.com</a>
CA453	Kartun	Ben 10 Alien Swarm	Rp7.000		<a href="http://www.cartoonnetwork.com">www.cartoonnetwork.com</a>
CA786	Kartun	ARTHUR AND THE REVENGE OF MALTAZARD	Rp7.000		<a href="http://www.21cineplex.com">www.21cineplex.com</a>
CO198	Komedi	17 Again	Rp7.000		<a href="http://www.themovieinsider.com">www.themovieinsider.com</a>
DO267	Dokumenter	The Revolution Will Not Be Televised	Rp7.000		<a href="http://www.documentary-film.net">www.documentary-film.net</a>
HO129	Horor	House (Hausu)	Rp10.000		<a href="http://www.cinema21.com">www.cinema21.com</a>
HO453	Horor	Haunted Universities	Rp10.000		<a href="http://www.blitzmegaplex.com">www.blitzmegaplex.com</a>
RO807	Romantis	Dear John	Rp10.000		<a href="http://www.blitzmegaplex.com">www.blitzmegaplex.com</a>

# Mencetak Tabel

The screenshot shows the Microsoft Access interface in Print Preview mode. The ribbon includes options for printing (Print, Size, Portrait, Landscape, Margins, Show Margins, Print Data Only, Columns, Page Setup), zooming (Zoom, One Page, Two Pages, More Pages), and data export (Refresh, Excel, SharePoint List, PDF or XPS, More). A security warning is visible: "Security Warning: Certain content in the database has been disabled." The left pane shows a list of tables: "TDVQ/VCD" and "TPenjualan". The main area displays a preview of the "TPenjualan" table with the following data:

kode	barang	harga	jumlah	total
4000	Apel	20000		
4000	Apel	20000		
4001	Apel	20000		
5000	Jeruk	10000		
5000	Jeruk	10000		
5001	Jeruk	10000		
6000	Pisang	10000		
6001	Pisang	10000		
6002	Pisang	10000		
6003	Pisang	10000		
6004	Pisang	10000		
6005	Pisang	10000		

# Mengurutkan Data



The image shows an Excel spreadsheet with a table of data. The table has four columns: 'Kode', 'Kategori Film', 'Tarif Sewa', and 'Cover'. The 'Kategori Film' column is selected, and a context menu is open over it, showing options like 'Sort A to Z', 'Sort Z to A', 'Copy', 'Paste', etc. The 'Sort A to Z' option is highlighted.

Kode	Kategori Film	Tarif Sewa	Cover
AC435	Action	10.000,00	
AC686	Action		
AC987	Action		
CA453	Kartun		
CA786	Kartun		
CO198	Komedi		
DO267	Documente		
HO129	Horor		
HO453	Horor		
RO807	Romantic		

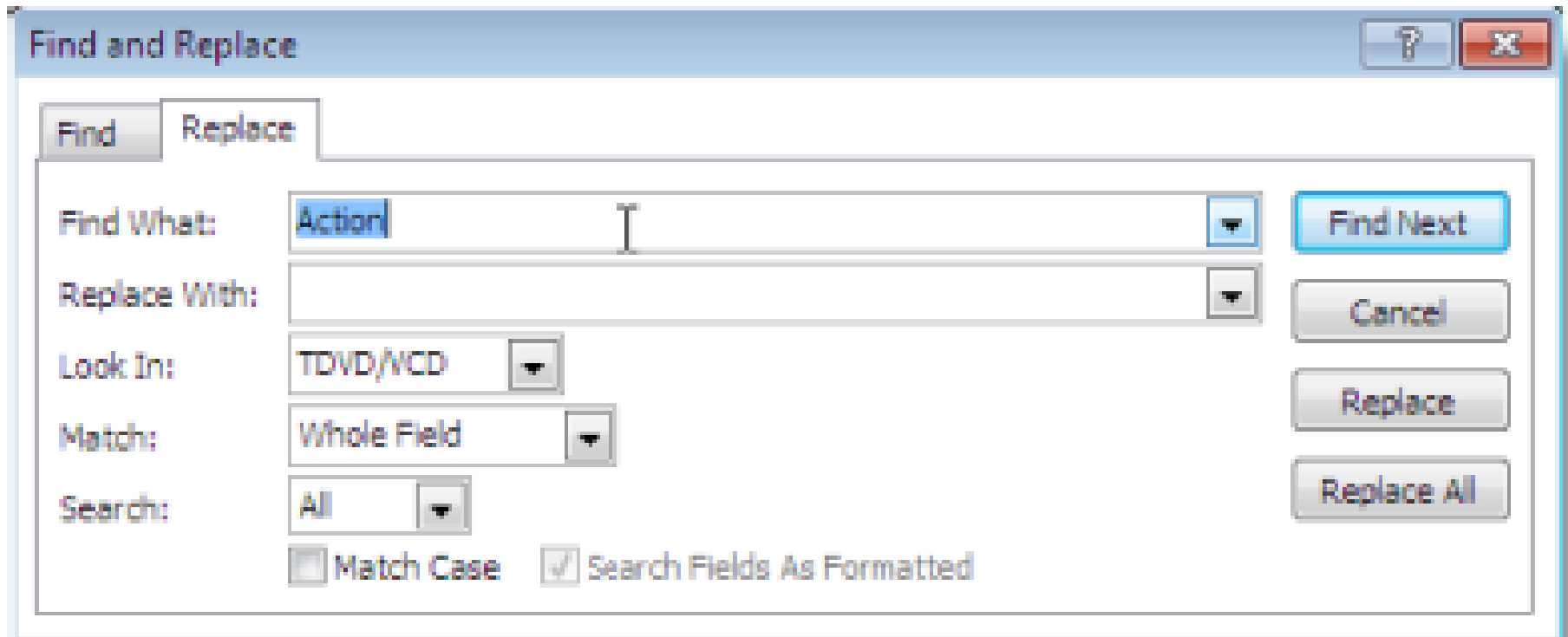


# Menyaring Data

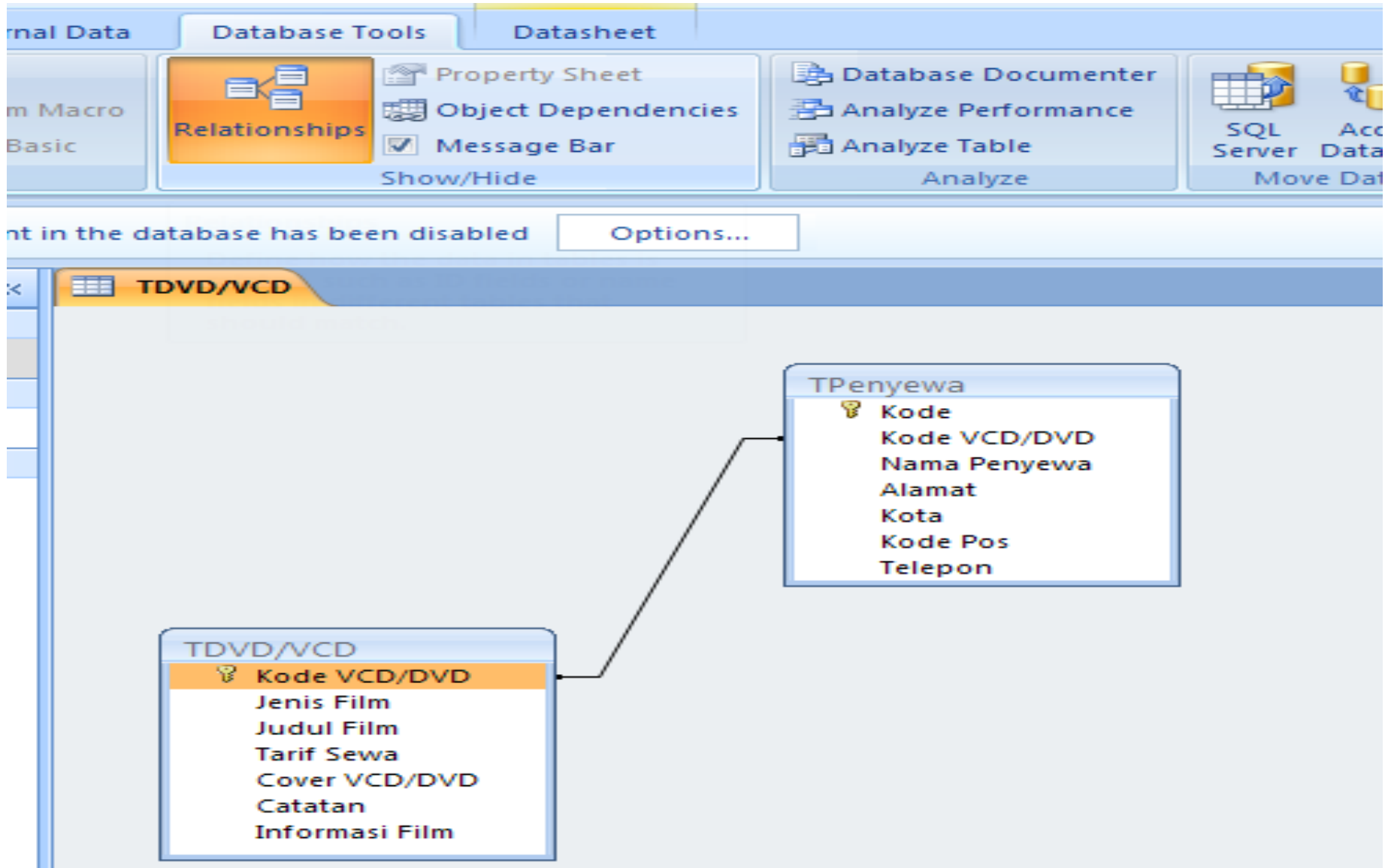
The screenshot shows the Microsoft Access interface. At the top, there are tabs for 'Table Data', 'Database Tools', and 'Datasheet'. Below these are several ribbon groups: 'Font', 'Rich Text', 'Records' (with buttons for Refresh All, New, Save, Delete, Totals, Spelling, More), and 'Sort' (with buttons for Selection, Filter, and Repl). The 'Selection' dropdown menu is open, showing options: 'Equals "Bandung"', 'Does Not Equal "Bandung"', 'Contains "Bandung"', and 'Does Not Contain "Bandung"'. Below the ribbon is a status bar with the text 't in the database has been disabled' and an 'Options...' button. The main area displays a table with columns: 'Kode', 'Kode VCD/D', 'Nama Penyewa', 'Alamat', 'Kota', 'Kode Pos', and 'Telepon'. The 'Kota' column is highlighted in orange, and the filter dropdown is positioned over it. The data in the table is as follows:

Kode	Kode VCD/D	Nama Penyewa	Alamat	Kota	Kode Pos	Telepon
1	AC435	Reni Ramdani	Jl. Turangga 71	Bandung	769890	08 818765675
2	AC435	Eka Sumarno	Jl. Kali Empang 34	Bandung	562347	08 589543589
3	CA453	Rudi Baihaki	Jl. Bangbayang Timur 234	Bandung	346894	08 785694898
4	DO267	Ernest Wiguna Sakti	Jl. Sekeloa 46	Bandung	589765	08 578465743
5	RO807	Retno Astuti	Jl. Cikapayung Utara 876	Bandung	348563	08 998968347
7	CO198	Hendra Ramadhan	Jl. Sekar 78C	Bandung	834563	08 934750000
8	CO198	Aris Setiawan	Jl. Jakarta 67	Bandung	345646	08 764397834
9	CA786	Deka Lestari	Utara Stadion 45b	Bandung	455554	08 856346556
10	HO129	Gio Damar Putra	Jl. Dipati Ukur 109	Bandung	786347	08 563486534
12	RO807	Fitrianti	Jl. Aceh 786	Bandung	567836	08 37826835

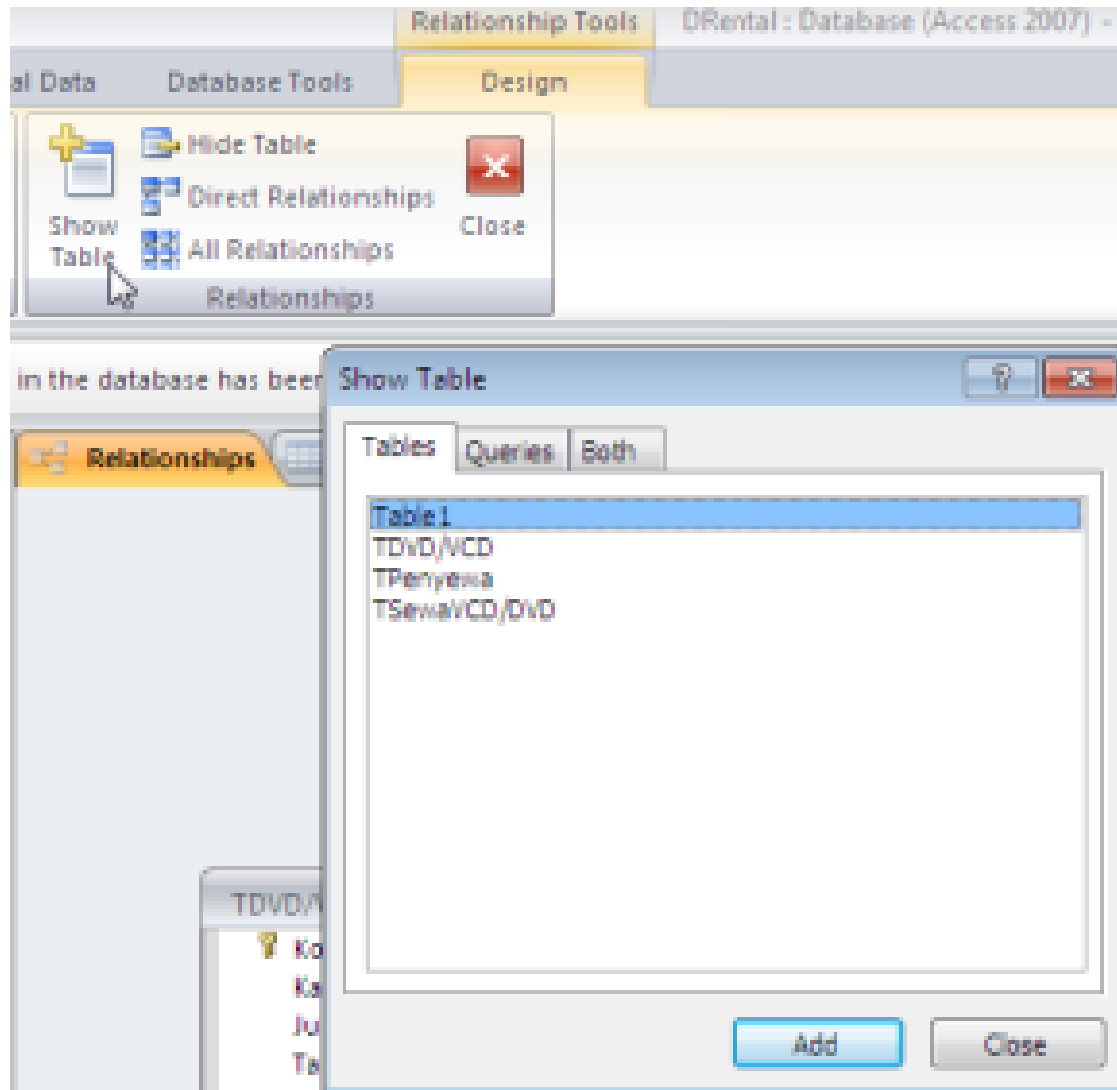
# Mencari dan Mengganti Data



# Membuat Hubungan Antar Tabel



# Menambahkan Tabel Baru pada Jendela Kerja Relationships



# EDIT RELATIONSHIPS

**Edit Relationships**

Table/Query: TDVD/VCD      Related Table/Query: TSewaVCD/DVD

Kode	Kode VCD/DVD

Enforce Referential Integrity

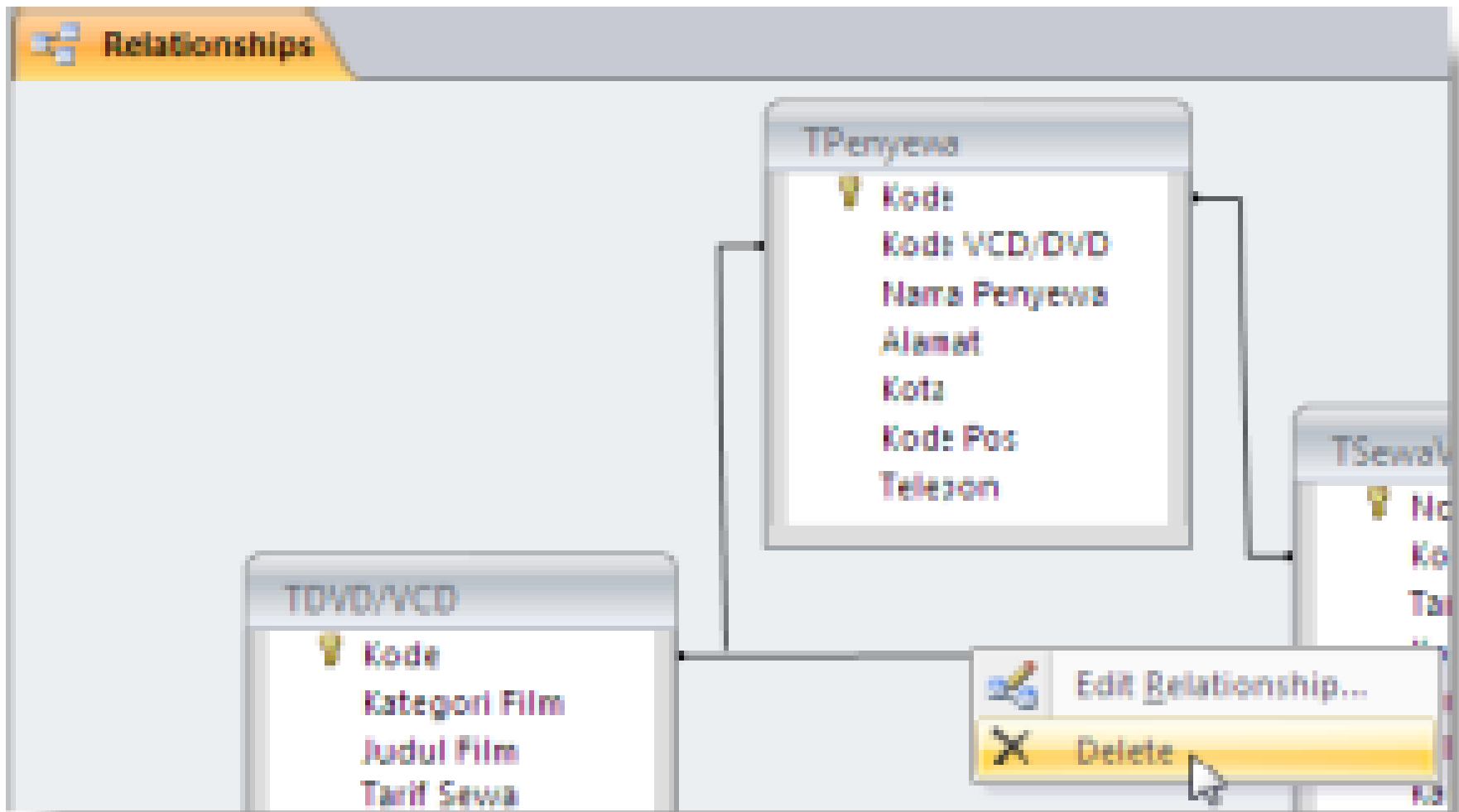
Cascade Update Related Fields

Cascade Delete Related Records

Relationship Type: One-To-Many

Buttons: Create, Cancel, Join Type.., Create New..

# DELETE RELATIONSHIP



# PRINT RELATIONSHIP

