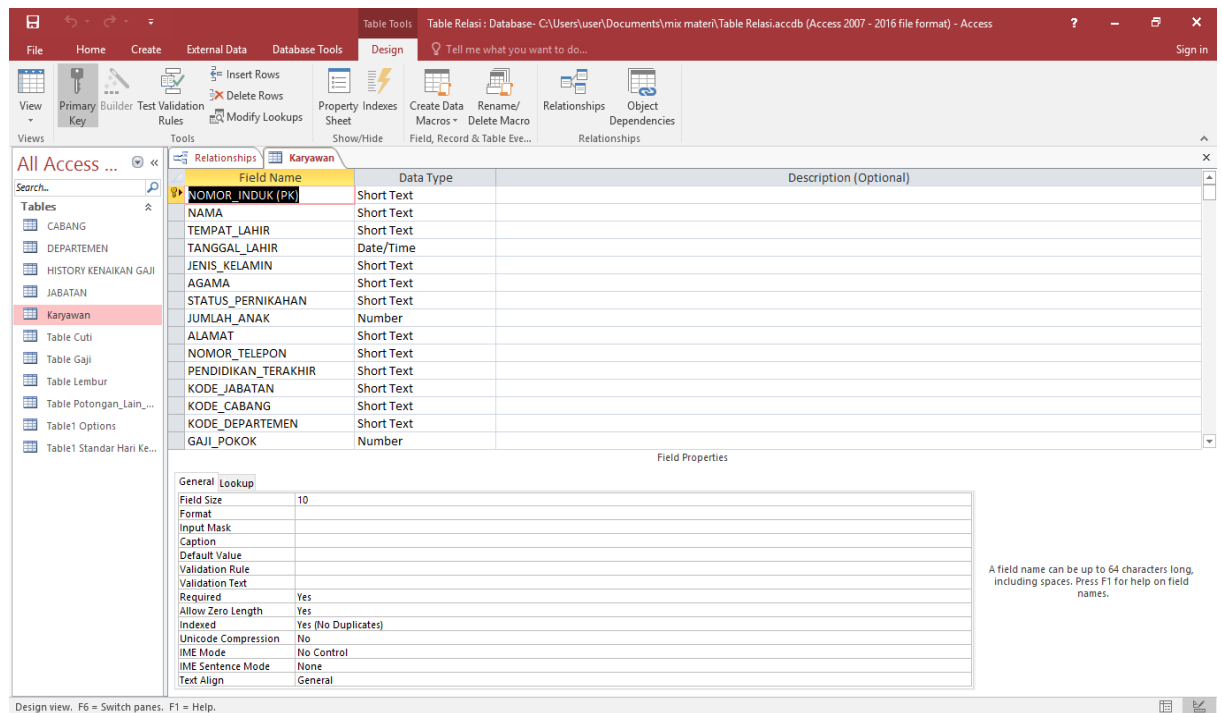


Tutorial Membuat Data Karyawan Menggunakan Microsoft Access

Sebelum membuat table buka dulu Microsoft Access klik New Database
Buat table dengan klik create Table.
Klik View Design isi nama Field yang akan di masukkan dan atur Type Data juga Lebar Data tersebut di kolom General. Lakukan proses yang sama saat membuat table baru.
Buat Table seperti data di bawah ini :

1. Karyawan



2. Cabang

Table Relasi : Database- C:\Users\user\Documents\mix materi\Table Relasi.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

Views Primary Key Builder Test Validation Rules Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships Object Dependencies Relationships

All Access ... Search... Tables CABANG DEPARTEMEN HISTORY KENAIKAN GAJI JABATAN Karyawan Table Cuti Table Gaji Table Lembur Table Potongan_Lain,... Table1 Options Table1 Standar Hari Ke...

Field Name	Data Type	Description (Optional)
KODE_CABANG (PK)	Short Text	
NAMA_CABANG	Short Text	
UANG_MAKAN	Number	

Field Properties

General Lookup

Field Size	10
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

3. Departemen

Table Relasi : Database- C:\Users\user\Documents\mix materi\Table Relasi.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Design Tell me what you want to do... Sign in

Views Primary Key Builder Test Validation Rules Modify Lookups Property Indexes Sheet Show/Hide Create Data Macros Rename/Delete Macro Relationships Object Dependencies Relationships

All Access ... Search... Tables CABANG DEPARTEMEN HISTORY KENAIKAN GAJI JABATAN Karyawan Table Cuti Table Gaji Table Lembur Table Potongan_Lain,... Table1 Options Table1 Standar Hari Ke...

Field Name	Data Type	Description (Optional)
KODE_DEPARTEMEN (PK)	Short Text	
NAMA_DEPARTEMEN	Short Text	

Field Properties

General Lookup

Field Size	10
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

4. Histori Kenaikan Gaji

Design view. F6 = Switch panes. F1 = Help.

5. Jabatan

Design view. F6 = Switch panes. F1 = Help.

6. Table Cuti

Design view. F6 = Switch panes. F1 = Help.

Field Name	Data Type	Description (Optional)
NOMOR_INDUK (PK)	Short Text	
BULAN (PK)	Number	
TAHUN (PK)	Number	
JUMLAH_CUTI	Number	

Field Properties

General Lookup	
Field Size	10
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

7. Table Gaji

Design view. F6 = Switch panes. F1 = Help.

Field Name	Data Type	Description (Optional)
NOMOR_INDUK (PK)	Short Text	
BULAN (PK)	Number	
TAHUN (PK)	Number	
GAJI_POKOK	Number	
TUNJANGAN_JABATAN	Number	
TUNJANGAN_KELUARGA	Number	
UANG_MAKAN	Number	
UANG_LEMBUR	Number	
PERSEN_POT_JAMSOSTEK	Number	
POT_LAIN_LAIN	Number	
JABATAN	Short Text	
CABANG	Short Text	
DEPARTEMEN	Short Text	
NAMA_BANK	Short Text	
NOMOR_REKENING	Short Text	

Field Properties

General Lookup	
Field Size	10
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

8. Table Lembur

Design view. F6 = Switch panes. F1 = Help.

Field Name	Data Type	Description (Optional)
NOMOR_INDUK (PK)	Short Text	
BULAN (PK)	Number	
TAHUN (PK)	Number	
JUMLAH_JAM_LEMBUR	Number	

Field Properties

General	
Field Size	10
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

9. Table Potongan Lain-Lain

Design view. F6 = Switch panes. F1 = Help.

Field Name	Data Type	Description (Optional)
NOMOR_INDUK (PK)	Short Text	
BULAN (PK)	Number	
TAHUN (PK)	Number	
JUMLAH	Number	
KETERANGAN	Short Text	

Field Properties

General	
Field Size	10
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

10. Table Options

The screenshot shows the Microsoft Access Design view for a table named 'Table1 Options'. The table is currently empty. The 'Field Name' column lists fields: ID (PK), PERSON_PPH, PTKP, PERSON_JAMSOSTEK, TUNJANGAN_ISTRI, and TUNJANGAN_ANAK. The 'Data Type' column shows: AutoNumber, Number, Number, Number, Number, and Number. The 'Description (Optional)' column is empty. The 'Field Properties' pane is open, showing the 'General' tab with the following properties: Field Size (Long Integer), New Values (Increment), Format, Caption, Indexed (Yes (No Duplicates)), and Text Align (General). A note on the right states: 'A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.'

Design view. F6 = Switch panes. F1 = Help.

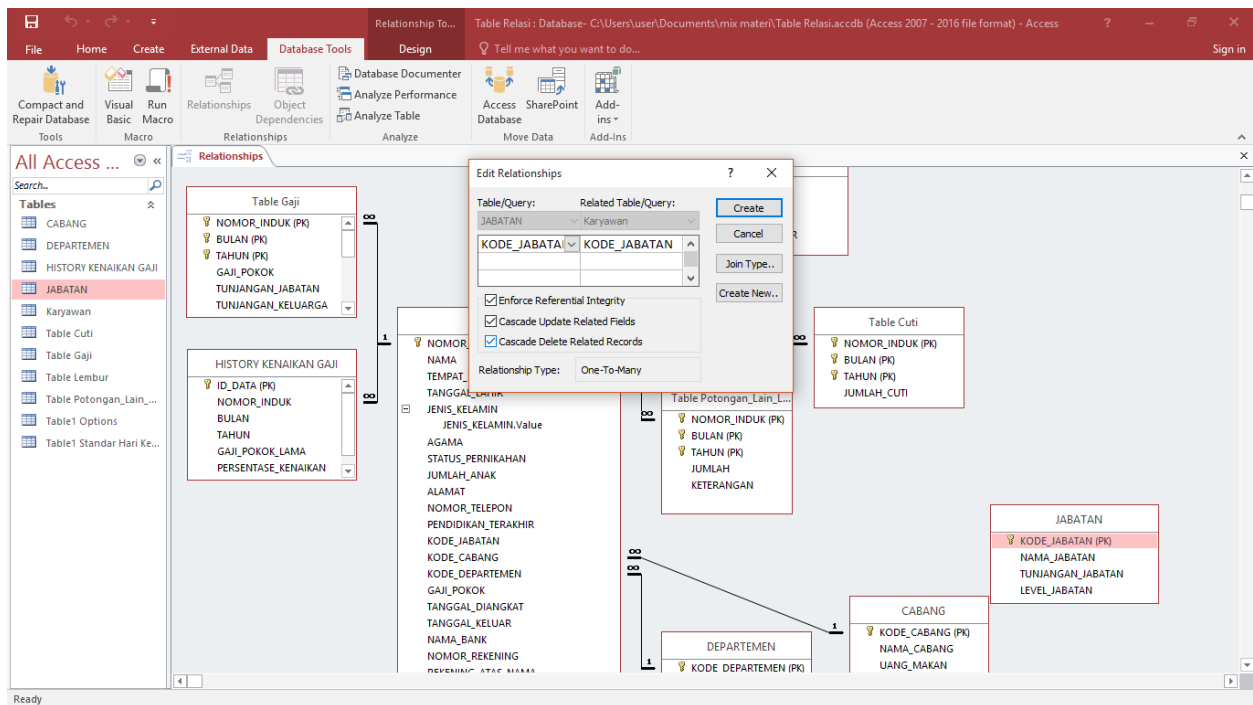
11. Table Standar Hari Kerja

The screenshot shows the Microsoft Access Design view for a table named 'Table1 Standar Hari Kerja'. The table is currently empty. The 'Field Name' column lists fields: BULAN (PK), TAHUN (PK), and JUMLAH_HARI_KERJA. The 'Data Type' column shows: Number, Number, and Number. The 'Description (Optional)' column is empty. The 'Field Properties' pane is open, showing the 'General' tab with the following properties: Field Size (Integer), Format, Decimal Places (Auto), Input Mask, Caption, Default Value (0), Validation Rule, Validation Text, Required (Yes), Indexed (Yes (No Duplicates)), and Text Align (General). A note on the right states: 'A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.'

Design view. F6 = Switch panes. F1 = Help.

Kemudian klik Relation dan buka semua table yang telah di buat diatas, dengan cara klik kanan Show Table. Selanjutnya buat relasi dengan cara seret Field Name yang ingin di buat ke Field yang ingin di relasikan.

Jika ingin mengedit relasi lakukan dengan klik kanan pada garis Relasi dan pilih Edit Relation Pastikan kotal dialog relasi muncul One-To-Many dan klik atau ceklis semua dialog sebelum klik CREATE.



Berikut adalah hasil dari relasi dari semua table diatas :

