

- Selanjutnya membuat tombol edit data, pada categories pilih record operations dan actions pilih save record

kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access

Erfan Karyadiputra EK

File Home Create External Data Database Tools Help **Form Design** Arrange Format Tell me what you want to do

Views Themes Colors Fonts

Insert Insert Modern Logo Title Add Existing Property Sheet Tab Order Chart Settings Subform in New Window View Code Convert Form's Macros to Visual Basic

All Access Objects

Search...

Tables

- kerangka
- pegawai

Forms

- absensi

Command Button Wizard

Sample:

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations**
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Add New Record
- Delete Record
- Duplicate Record
- Print Record
- Save Record**
- Undo Record

Cancel < Back **Next >** Finish

Form Header

absensi

Detail

NIP

Nama

Tanggal

Kehadiran

Form Footer

Command11

Field List

Show all tables

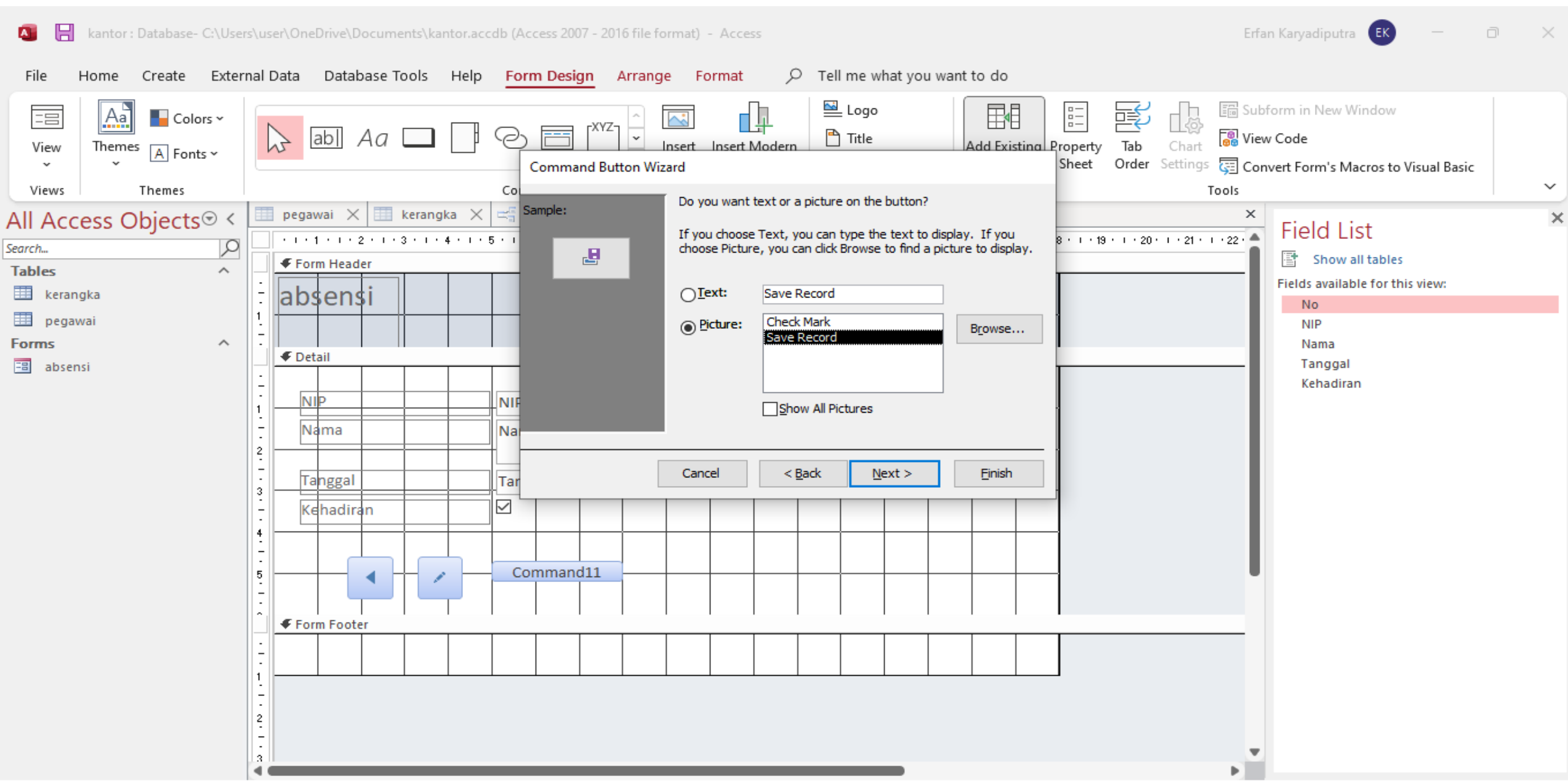
Fields available for this view:

- No
- NIP
- Nama
- Tanggal
- Kehadiran

Command Button Wizard

Num Lock

- Pilih picture, lalu save record dan finish



- Selanjutnya membuat tombol input data, pada categories pilih record operations dan actions pilih undo record

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All Access Objects

Search...

Tables

- kerangka
- pegawai

Forms

- absensi

Command Button Wizard

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- Record Operations**
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Add New Record
- Delete Record
- Duplicate Record
- Print Record
- Save Record
- Undo Record**

Cancel < Back **Next >** Finish

Form Header

absensi

Detail

NIP

Nama

Tanggal

Kehadiran

Form Footer

Command12

Field List

Show all tables

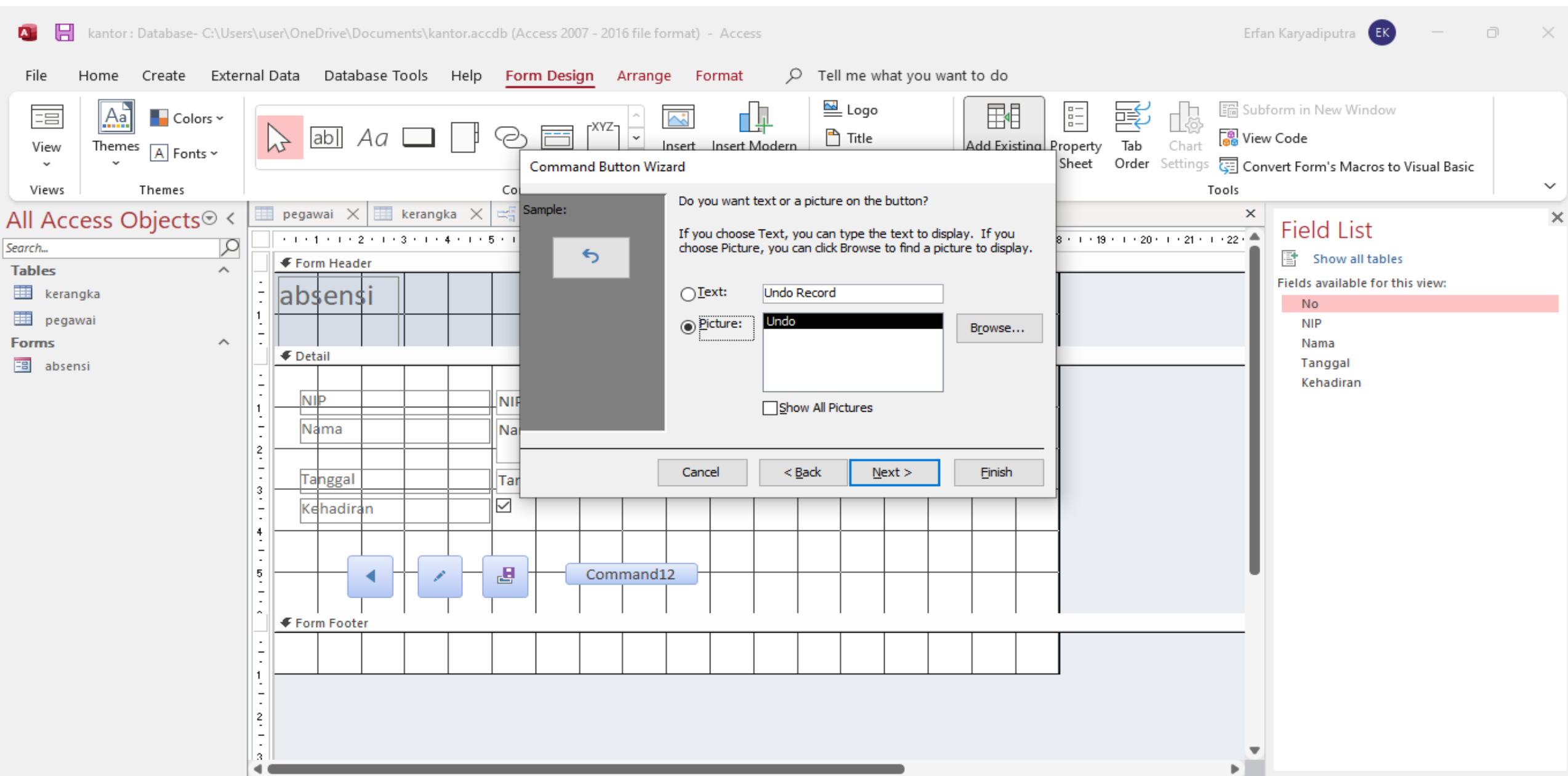
Fields available for this view:

- No
- NIP
- Nama
- Tanggal
- Kehadiran

Command Button Wizard

Num Lock

- Pilih picture, lalu finish



- Selanjutnya membuat tombol input data, pada categories pilih record operations dan actions pilih delete record

kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access

Erfan Karyadiputra EK

File Home Create External Data Database Tools Help **Form Design** Arrange Format Tell me what you want to do

Views Themes Colors Fonts

Insert Insert Modern Logo Title Add Existing Property Sheet Tab Order Chart Settings Subform in New Window View Code Convert Form's Macros to Visual Basic

All Access Objects

Search...

Tables

- kerangka
- pegawai

Forms

- absensi

Command Button Wizard

Sample:

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations**
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Add New Record
- Delete Record**
- Duplicate Record
- Print Record
- Save Record
- Undo Record

Cancel < Back **Next >** Finish

Form Header

absensi

Detail

NIP

Nama

Tanggal

Kehadiran

Form Footer

Command13

Field List

Show all tables

Fields available for this view:

- No
- NIP
- Nama
- Tanggal
- Kehadiran

Command Button Wizard

Num Lock

- Pilih picture, lalu trash can, finish

Microsoft Access window showing the Command Button Wizard dialog box.

The background window is titled "kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access". The ribbon is set to "Form Design".

The "All Access Objects" pane on the left shows the following structure:

- Tables
 - kerangka
 - pegawai
- Forms
 - absensi

The "Field List" pane on the right shows the fields available for the "absensi" form:

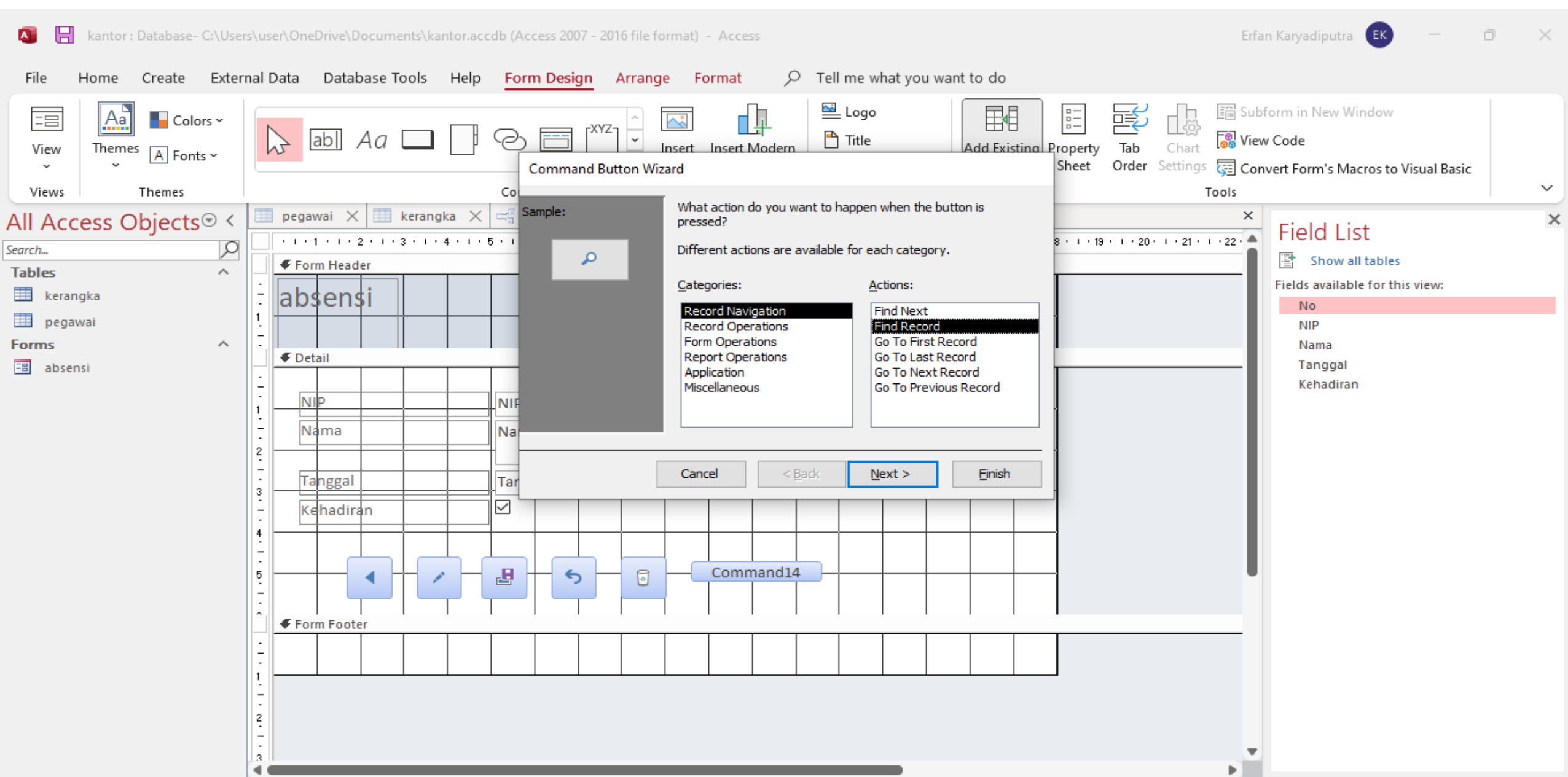
- No
- NIP
- Nama
- Tanggal
- Kehadiran

The "Command Button Wizard" dialog box is open, asking "Do you want text or a picture on the button?". The "Picture" option is selected. The "Delete Record" button is highlighted in the list. The "Next >" button is highlighted.

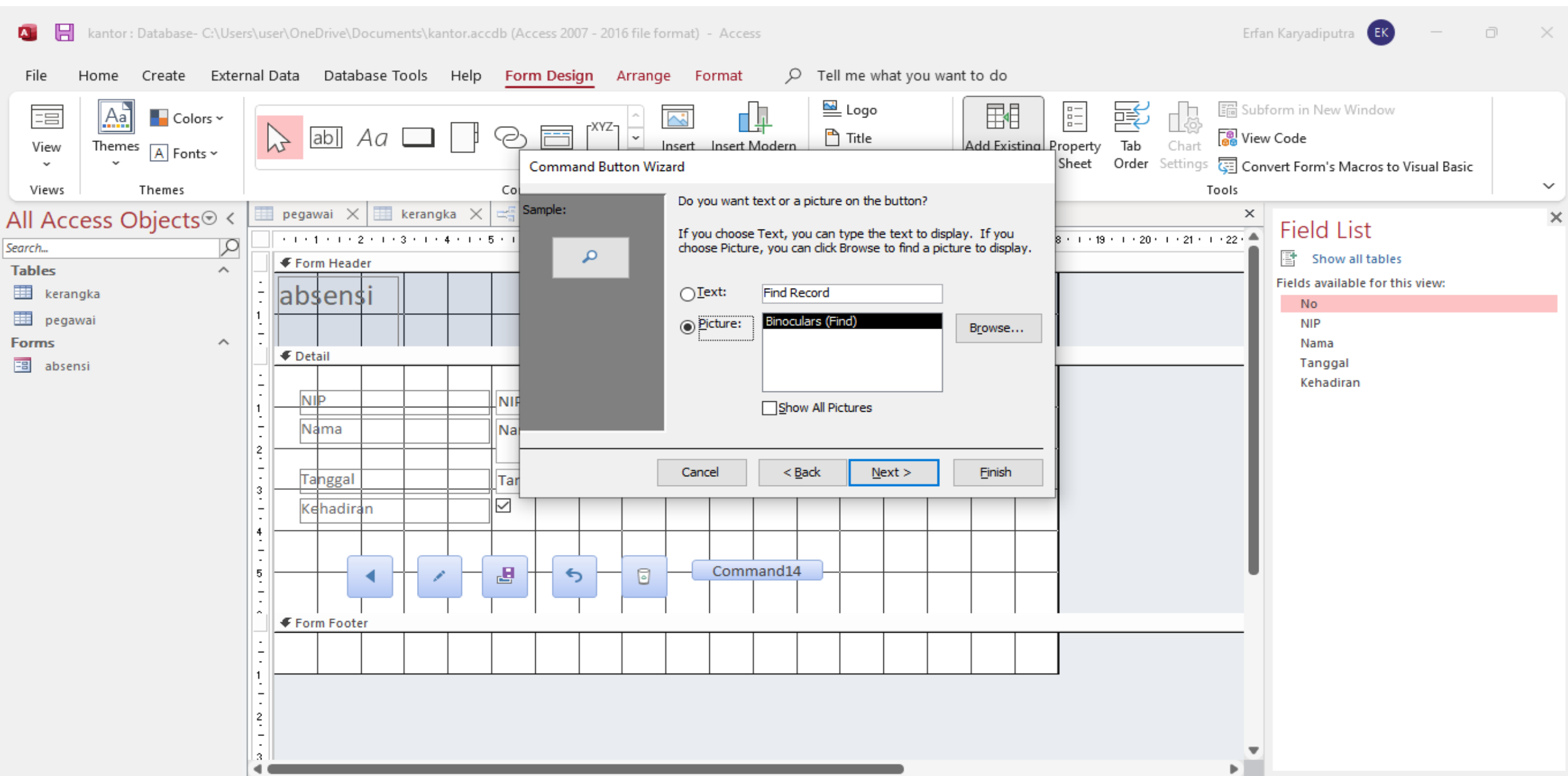
The form design grid shows the following layout:

- Form Header: absensi
- Detail: NIP, Nama, Tanggal, Kehadiran
- Form Footer: Command13

- Selanjutnya membuat tombol input data, pada categories pilih record navigation dan actions pilih find record



- Pilih picture, lalu finish



- Selanjutnya membuat tombol input data, pada categories pilih record operations dan actions pilih print record

kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access

Erfan Karyadiputra EK

File Home Create External Data Database Tools Help **Form Design** Arrange Format Tell me what you want to do

Views Themes Colors Fonts

Insert Insert Modern Logo Title Add Existing Property Sheet Tab Order Chart Settings Subform in New Window View Code Convert Form's Macros to Visual Basic

All Access Objects

Search...

Tables

- kerangka
- pegawai

Forms

- absensi

Command Button Wizard

Sample:

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations**
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Add New Record
- Delete Record
- Duplicate Record
- Print Record**
- Save Record
- Undo Record

Cancel < Back **Next >** Finish

Form Header

absensi

Detail

NIP

Nama

Tanggal

Kehadiran

Form Footer

Command15

Field List

Show all tables

Fields available for this view:

- No
- NIP
- Nama
- Tanggal
- Kehadiran

Command Button Wizard

Num Lock

- Pilih picture, lalu finish

Microsoft Access window showing the **Form Design** view of a form named **absensi**. The title bar indicates the database is **kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access**.

The **Command Button Wizard** dialog box is open, asking: "Do you want text or a picture on the button?". The **Picture** option is selected. The text box shows "Printer". The **Next >** button is highlighted.

The background form design includes:

- Form Header:** Contains the text "absensi".
- Detail:** Contains fields for "NIP", "Nama", "Tanggal", and "Kehadiran".
- Form Footer:** Contains a row of command buttons, including "Command15".

The **Field List** pane on the right shows the fields available for this view:

Fields available for this view:
No
NIP
Nama
Tanggal
Kehadiran

- Selanjutnya membuat tombol input data, pada categories pilih record navigation dan actions pilih go to next record

kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access

Erfan Karyadiputra EK

File Home Create External Data Database Tools Help **Form Design** Arrange Format Tell me what you want to do

Views Themes Colors Fonts

Insert Insert Modern Logo Title Add Existing Property Sheet Tab Order Chart Settings Subform in New Window View Code Convert Form's Macros to Visual Basic

All Access Objects

Search...

Tables

- kerangka
- pegawai

Forms

- absensi

Command Button Wizard

Sample:

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:

- Record Navigation
- Record Operations
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:

- Find Next
- Find Record
- Go To First Record
- Go To Last Record
- Go To Next Record
- Go To Previous Record

Cancel < Back Next > Finish

Form Header

absensi

Detail

NIP

Nama

Tanggal

Kehadiran

Form Footer

Command16

Field List

Show all tables

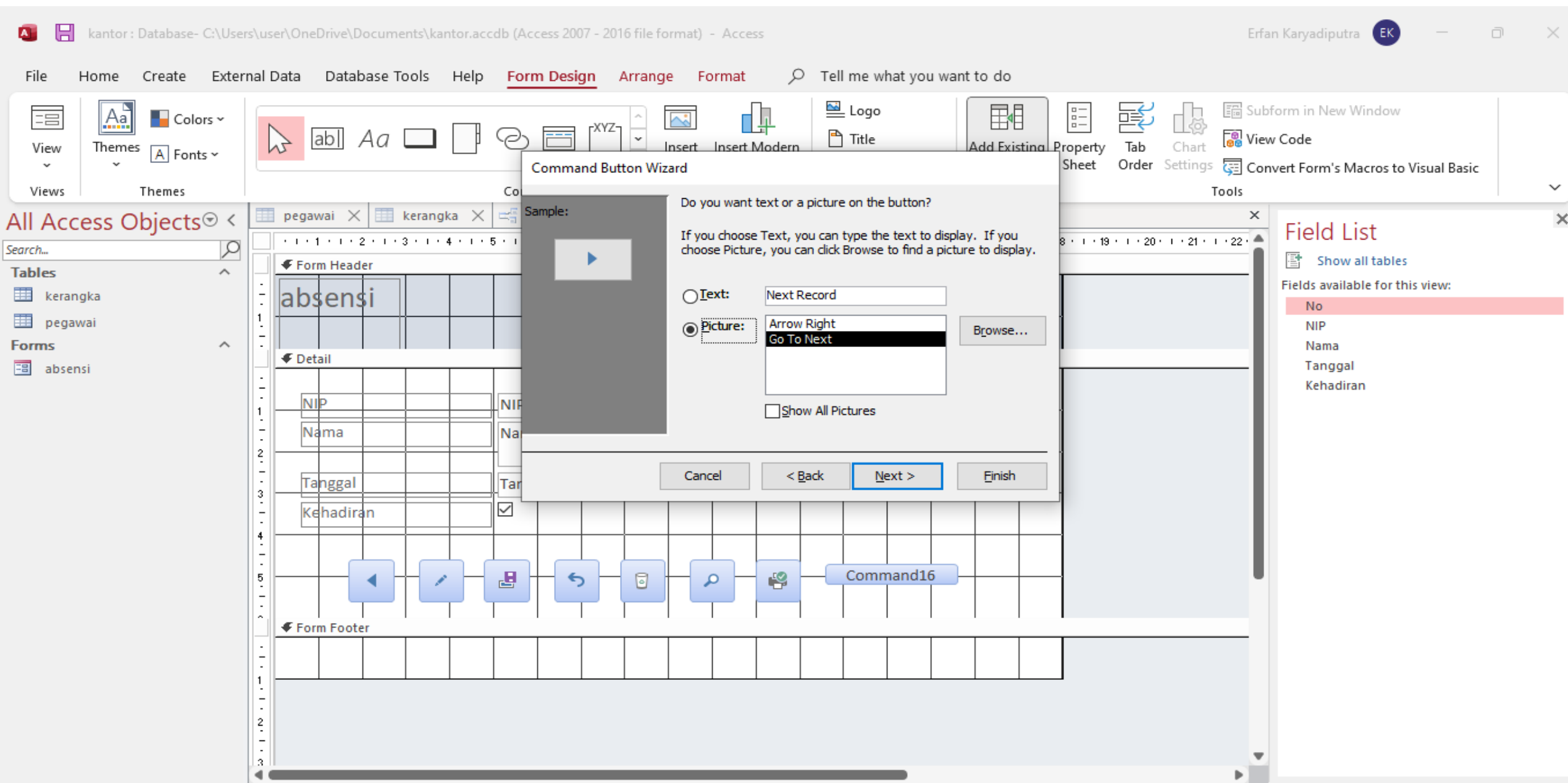
Fields available for this view:

- No
- NIP
- Nama
- Tanggal
- Kehadiran

Command Button Wizard

Num Lock

- Pilih picture, go to next, lalu finish



- Pilih view, lalu form view utk menampilkan hasil desain form

kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access

Erfan Karyadiputra EK

File Home Create External Data Database Tools Help Tell me what you want to do

Undo Views Clipboard Sort & Filter Records Find Text Formatting

All Access Objects

Search...

Tables

- kerangka
- pegawai

Forms

- absensi

absensi

NIP

Nama

Tanggal

Kehadiran

Record: 1 of 1 No Filter Search

Form View

Num Lock

- Coba masukkan data, lalu klik tombol add record

File

Home

Create

External Data

Database Tools

Help

Tell me what you want to do

Undo

Views

Clipboard

Filter

Sort & Filter

Records

Find

Text Formatting

Tables

Forms

absensi

NIP

12345

Nama

erfan karyadiputra

Tanggal

29/09/2022

Kehadiran

☒

◀

✎

➕

↶

🔍

🖨

▶

Add Record

Record: 1 of 1

No Filter

Search

- Untuk melihat hasil data-data yang telah diinput, klik pada tabel pegawai sehingga hasilnya seperti gambar berikut

The screenshot displays the Microsoft Access application window. The title bar indicates the file is 'kantor : Database- C:\Users\user\OneDrive\Documents\kantor.accdb (Access 2007 - 2016 file format) - Access'. The ribbon is set to 'Table Fields' > 'Table'. The 'All Access Objects' task pane on the left shows the 'pegawai' table selected under the 'Tables' section. The main area shows the 'pegawai' table in Datasheet View with the following data:

No	NIP	Nama	Tanggal	Kehadiran	Click to Add
1	12345	erfan karyadiputra	29/09/2022	<input checked="" type="checkbox"/>	
2	12346	aisyah ayana kaori	29/09/2022	<input type="checkbox"/>	
3	12343	andie	29/09/2022	<input checked="" type="checkbox"/>	
(New)	0			<input type="checkbox"/>	

The status bar at the bottom shows 'Record: 1 of 3' and 'No Filter'. The 'Field List' task pane on the right is empty, displaying the message: 'No fields available to be added to the current view.'

A large, irregular pink brushstroke shape that serves as a background for the title text.

Evaluasi & Latihan

- Buatlah program sederhana menggunakan microsoft access, program harus dilengkapi dengan report