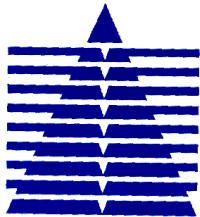




PROGRAM LITERASI MAKLUMAT & MEDIA

PENGURUSAN MAKLUMAT



PERPUSTAKAAN
NEGARA MALAYSIA



Modul 1: Mengenalpasti Keperluan Maklumat

Modul 2 : Pencarian Maklumat Berkesan

Modul 3 : Penilaian Maklumat

Modul 4 : Pengurusan Maklumat

Modul 5: Etika Penggunaan Maklumat

Modul 6 : Penyebaran Maklumat



PENGURUSAN MAKLUMAT

- Bertujuan agar pencarian semula maklumat yang dikehendaki dapat dibuat dengan lebih cepat dan mudah. Dapatan maklumat yang tediri daripada pelbagai sumber menyebabkan pengurusan maklumat penting untuk dilakukan.



1. Menyimpan maklumat yang diperolehi:

- Menyimpan terus maklumat yang diperolehi ke dalam *pendrive* atau lain-lain format simpanan;
- Membuat simpanan dalam bentuk cetakan termasuklah fotokopi dan imbasan;
- Sekiranya maklumat tersebut diperolehi secara dalam talian (*online*), penyimpanan maklumat boleh dilakukan dengan cara membuat tanda buku (*bookmark*) seperti berikut:

Mozilla Firefox

The screenshot shows a Mozilla Firefox window with the following interface elements:

- Top Bar:** Laman Utama - Perpustakaan Negara Malaysia - Mozilla Firefox. File Edit View History Bookmarks Tools Help.
- Title Bar:** Laman Utama - Perpustakaan Negara M... +
- Address Bar:** www.pnm.gov.my/index.php?id=50
- Toolbar:** SweetIM Search, VERSION A A A, search bar, and a house icon.
- Content Area:** Portal Rasmi Perpustakaan Negara Malaysia. It features a logo for "u-PUSTAKA" with the text "Sila Klik Untuk Mendaftar". Below it is a banner for "PROGRAM LATIHAN 2011". A red box labeled "1. Klik 'Bookmarks'" highlights the "Bookmarks" menu icon in the top left of the toolbar. Another red box labeled "2. Klik 'Done'" highlights the "Done" button in the "Page Bookmarked" dialog box.
- Dialog Box:** Page Bookmarked. It contains fields for Name (Laman Utama - Perpustakaan Negara M...), Folder (Bookmarks Menu), Tags (Separate tags with commas), and buttons for Done and Cancel. A red arrow points from the "2. Klik 'Done'" label to the "Done" button in the dialog.

Internet Explorer

The screenshot shows a Microsoft Internet Explorer window with the following interface elements:

- Title Bar:** Kementerian Dalam Negeri - Windows Internet Explorer
- Address Bar:** http://www.moha.gov.my/
- Toolbar:** File, Edit, View, Favorites, Tools, Help
- Search Bar:** kementerian dalam negeri
- Favorites Bar:** Favorites, Kementerian Dalam Negeri, Mengenai PNM - Perpust...
- Content Area:** Webpage for Kementerian Dalam Negeri (www.moha.gov.my) featuring the official logo and a banner about the new food service system (sbpa).
- Right Panel:** Add a Favorite dialog box.
- Bottom Navigation:** Utama, Maklumat Korporat, Perkhidmatan Online, Maklumat Perkhidmatan, Agensi Kementerian, Tender, Mobile & SMS, Bahasa Lain.
- Bottom Footer:** Portal Berita KDN, Warga, Agensi, Awam.

Two pink boxes with arrows indicate the steps:

- Step 1:** A pink box with a red arrow points to the "Favorites" menu item in the toolbar.
- Step 2:** A pink box with a red arrow points to the "Add" button in the "Add a Favorite" dialog box.



Google Drive

AKSES

- PC /Ipad/Iphone/Android

Simpan

- Selamat
- Tiada masalah jika gajet rosak

Kongsi

- Tak perlu e-mel
- Kongsi fail



Google Drive

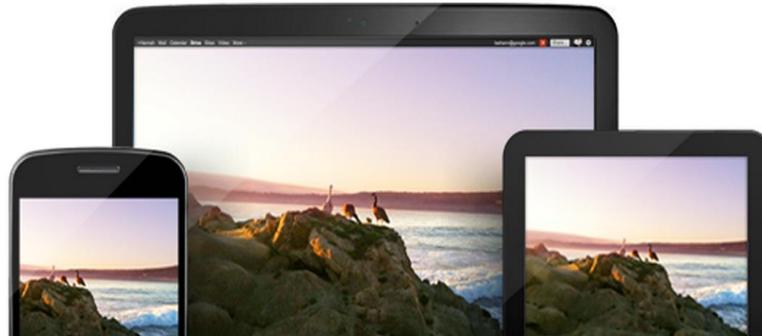
Muat turun

Google Drive

[Home](#) [Features](#) [Download](#) [Apps](#) [Help](#)

[Go to Google Drive](#)

Get Google Drive everywhere



Desktop

Get Drive for your PC or Mac.

[Download](#)

Android

Get Drive for your Android.

[Download](#)

iPhone/iPad

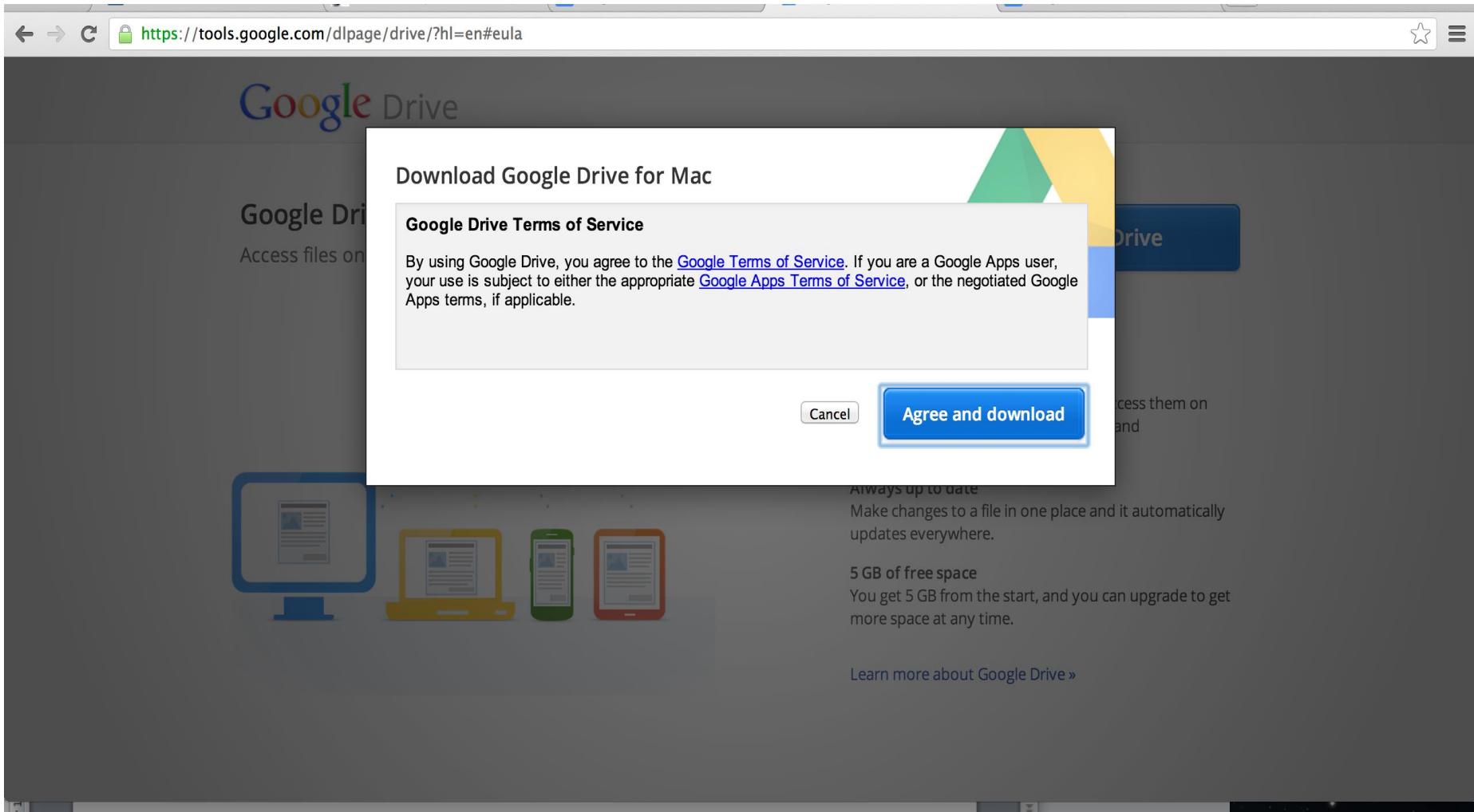
Get Drive for your iOS.

[Download](#)



Google Drive

Muat turun



https://tools.google.com/dlpage/drive/?hl=en#eula

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Google Drive Terms of Service

By using Google Drive, you agree to the [Google Terms of Service](#). If you are a Google Apps user, your use is subject to either the appropriate [Google Apps Terms of Service](#), or the negotiated Google Apps terms, if applicable.

Always up to date
Make changes to a file in one place and it automatically updates everywhere.

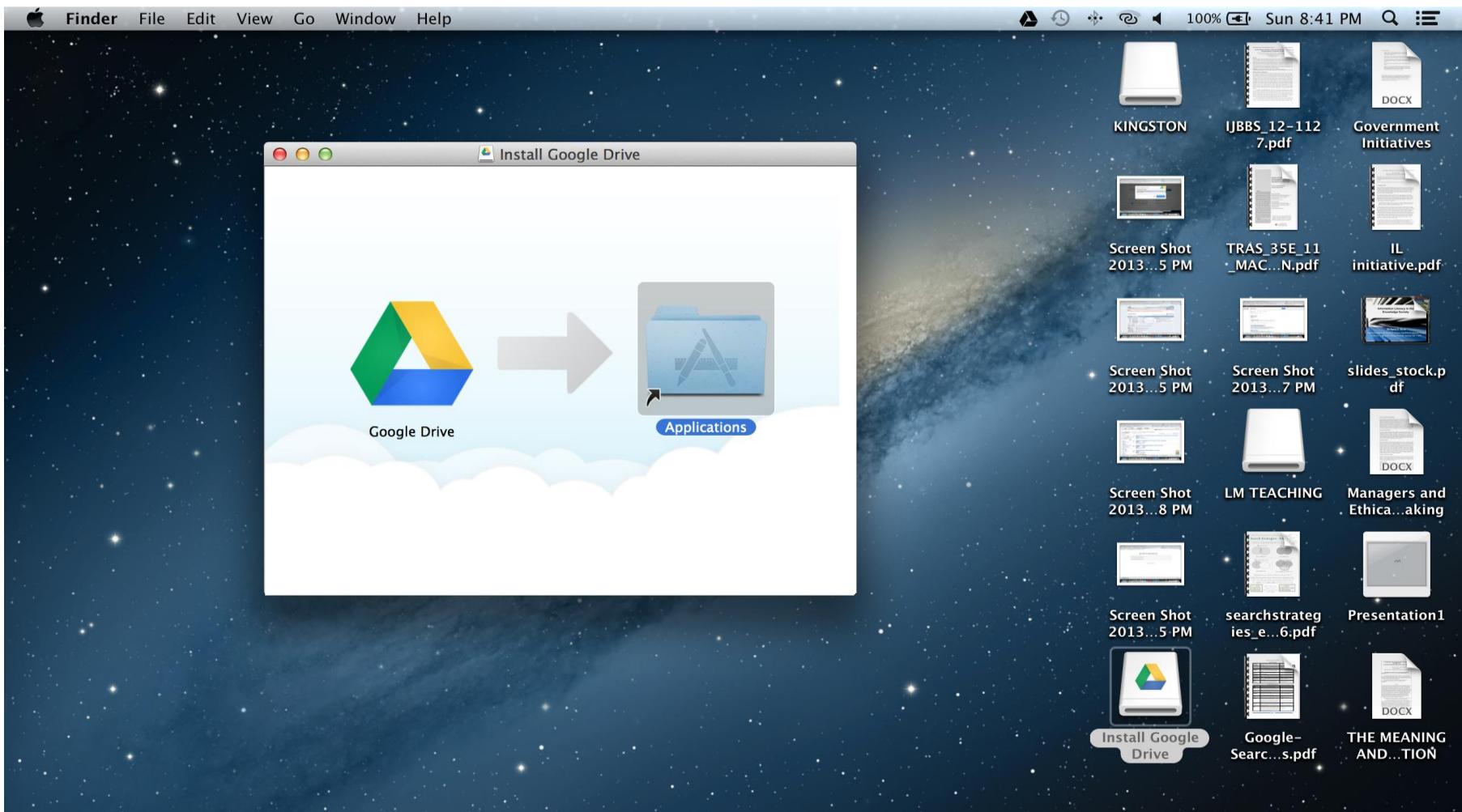
5 GB of free space
You get 5 GB from the start, and you can upgrade to get more space at any time.

[Learn more about Google Drive »](#)



Google Drive

Install





Google Drive

Daftar masuk

← → C <https://accounts.google.com/ServiceLogin?service=wise&passive=1209600&continue=https://drive.google.com/getstarted?urp%3Dhttps://accounts.google.com/ServiceL...> ⭐

Google [SIGN UP](#)

Drive

Welcome to Google Drive, the new home for Google Docs



-  Access everywhere
-  Store files safely
-  Collaborate with Google Docs

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Google Drive

+You Search Images Maps Play YouTube News Gmail Drive Calendar More ▾



yazidibrahim25@gmail.com ▾

Drive



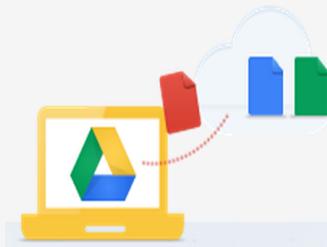
CREATE



Meet your Drive

My Drive is the home for all your files. With Google Drive for your Mac, you can sync files from your computer to **My Drive**.

[Download Google Drive for Mac](#)



Then, go for a spin

- Explore the left hand navigation.
- Create Google Docs and more.
- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

My Drive

Shared with me

Starred

Recent

More ▾

[Download Drive for Mac](#)

My Drive



Literasi Maklumat

Google Drive

Create

Klik untuk cipta

The screenshot shows the Google Drive web interface. On the left, there's a sidebar with a 'CREATE' button highlighted by a red arrow. Below it are icons for Folder, Document, Presentation, Spreadsheet, Form, and Drawing, along with a 'Connect more apps' button. In the center, there's a 'Meet your Drive' section with a red box around the text 'Klik untuk cipta'. To the right, there's a 'Then, go for a spin' section with a list of items and a small illustration of a laptop connected to a cloud.

https://drive.google.com/#my-drive

+You Search Images Maps Play YouTube News Gmail Drive Calendar More ▾

Google yazidibrahim25@gmail.com ▾

Drive Sort ▾

CREATE

Folder Document Presentation Spreadsheet Form Drawing Connect more apps

Meet your Drive

Drive is the Home for all your files. With Google Drive for your Mac, you can sync files from your computer to My Drive.

download Google Drive for Mac

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Literasi Maklumat



Google Drive

Word

A screenshot of a Google Docs document titled "Untitled document". The document is currently empty, with a single cursor bar visible at the top left. The interface includes a toolbar at the top with various editing tools like bold, italic, underline, and font size. Below the toolbar is a horizontal ruler showing page numbers 1 through 7. The main content area is a large white box.



Google Drive

Powerpoint

Untitled presentation  

File Edit View Insert Slide Format Tools Table Help All changes saved in Drive

Background... Layout... Theme... Transition...

1 

  Present  Comments 

Click to add title
Click to add subtitle

Click to add notes



Google Drive

Muat turun fail

Screenshot of the Google Drive interface:

The URL in the browser bar is <https://drive.google.com/#my-drive>.

The navigation bar includes: You, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, More.

The account email is yazidibrahim25@gmail.com.

The left sidebar shows:

- CREATE (red box)
- My Drive (highlighted with a red box)
- Shared with
- Starred
- Recent
- More

A red circle highlights the "My Drive" link in the sidebar.

The main area displays:

- Meet your Drive: A section with "Files..." and "Folder..." buttons, and a "Download Google Drive for Mac" button.
- Then, go for a spin: A list of items:
 - Explore the left hand navigation.
 - Create Google Docs and more.
 - See files at a glance with the new grid view.
 - Get the Google Drive mobile app.
- My Drive: A folder icon labeled "Literasi Maklumat".
- Untitled presentation: A presentation slide icon.

At the bottom:

- 2% full
- Upgrade storage
- Navigation icons: back, forward, search, etc.
- Page number: Slide 13 of 17
- Zoom level: 80%

Google Drive

Muat turun fail

The screenshot shows the Google Drive interface on a Mac OS X system. The top navigation bar includes links for You, Search, Images, Maps, Play, and a Google search bar. The main menu bar has items for File, Edit, View, Insert, Tools, and Help. The left sidebar features sections for My Drive, Shared with me, Starred, Recent, and More. A central sidebar lists Favorites (All My Files, Applications, Desktop, Documents, Downloads, Movies, Music, Pictures, Google Drive) and Devices (Remote Disc, LM TEACHING, KINGSTON). A modal dialog box is open, showing a list of files in the 'Desktop' folder:

Name	Date Modified
Google-Search-Tips.pdf	Today 2:41 PM
Government Initiatives	Apr 18, 2013 8:25 PM
IJBS_12-1127.pdf	Apr 22, 2013 12:55 AM
IL HM	Today 8:23 PM
IL initiative.pdf	Apr 18, 2013 6:22 PM
Managers and Ethical Decision Making	Apr 22, 2013 12:52 AM
Presentation1	Apr 22, 2013 6:45 AM
Screen Shot 2013-04-28 at 6.53.47 PM	Today 6:53 PM
searchstrategies_education200906.pdf	Today 2:25 PM
slides_stock.pdf	Apr 18, 2013 7:47 PM
THE MEANING AND...D DISCRIMINATION	Apr 22, 2013 12:53 AM
TRAS_35E_11_MACARIE, MOLDOVAN.pdf	Apr 22, 2013 12:56 AM

At the bottom of the dialog are 'Cancel' and 'Open' buttons. The background shows a presentation slide titled 'Untitled presentation' and another slide titled 'Literasi Maklumat'.

Google Drive

https://drive.google.com/#folders/0B2WJEhdP7sJLc2lBZkREalYtYIU

You Search Images Maps Play YouTube News Gmail Drive Calendar More

Google yazidibrahim25@gmail.com

Drive

CREATE 

My Drive > Literasi Maklumat > Poli

Etika 

Pencarian maklumat 

Penilaian Maklumat1 

Latihan 3.doc 

Latihan.docx 



Mengenalpasti keperluan ... 

Pengenalan Latest.ppt 

PORTALSUMBERELEKT... 

Sumber rujukan terbaik.ppt 

2% full
Upgrade storage

Google Drive

Kongsi fail

https://drive.google.com/#my-drive

+You Search Images Maps Play YouTube News Gmail Drive Calendar More ▾

yazidibrahim25@gmail.com ▾

Drive

CREATE 

    More ▾

Meet your Drive

My Drive is the home for all your files. With Google Drive for your Mac, you can sync files from your computer to **My Drive**.

[Download Google Drive for Mac](#)

Then, go for a spin

- Explore the left hand navigation.
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- See files at a glance with the new grid view.
- Get the Google Drive mobile app.

My Drive

<input checked="" type="checkbox"/> TITLE	OWNER	LAST MODIFIED
  Literasi Maklumat	me	Apr 6 <small>me</small>

2% full
[Upgrade storage](#)



Google Drive

Kongsi fail

https://drive.google.com/#my-drive

+You Search Images Maps Play YouTube

Google Drive

CREATE 

My Drive Shared with me Starred Recent More

Download Drive for Mac

My Drive TITLE Literasi Maklumat

Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/folderview?id=0B2WJEhd7sJLVmdoOFdHWHJkcjg&usp=s>

Share link via:    

Who has access

Private - Only the people listed below can access [Change...](#)

 Yazid Ibrahim (you) yazidibrahim25@gmail.com Is owner

Add people:
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

LAST MODIFIED Apr 6 me

Done

Google Drive



https://drive.google.com/#my-drive

+You Search Images Maps Play YouTube News Gmail Drive Calendar More ▾

Google yazidibrahim25@gmail.com

Drive

CREATE

My Drive Shared with me Starred Recent More ▾

Download Drive for Mac

My Drive TITLE Literasi Maklumat

Sharing settings

Visibility options:

Public on the web
Anyone on the Internet can find and access. No sign-in required.

Anyone with the link
Anyone who has the link can access. No sign-in required.

Private
Only people explicitly granted permission can access. Sign-in required.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about visibility](#)

LAST MODIFIED Apr 6 me



Mengumpulkan maklumat dari pelbagai sumber

- Penyimpanan maklumat melalui kaedah mengumpul dan mempakejkan membolehkan semua bahan berkaitan yang telah diperolehi dijilid.
- Bahan yang dijilid perlu mempunyai elemen sokongan seperti muka surat depan, muka surat judul, senarai kandungan, rujukan selain kandungan maklumat bagi bahan itu sendiri.



*Sekian,
Terima Kasih..*

