



PROGRAM LITERASI MAKLUMAT & MEDIA

PENGURUSAN MAKLUMAT





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 terdiri 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:

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Lawati Portal u-Pusta



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Sumber Elektronik

Penerbitan Atas Talian

Pengumuman

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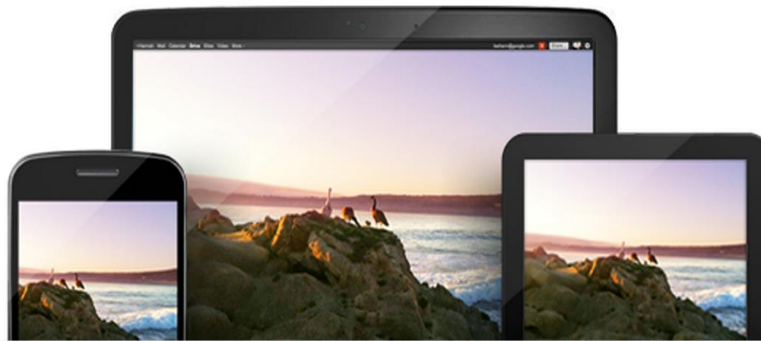
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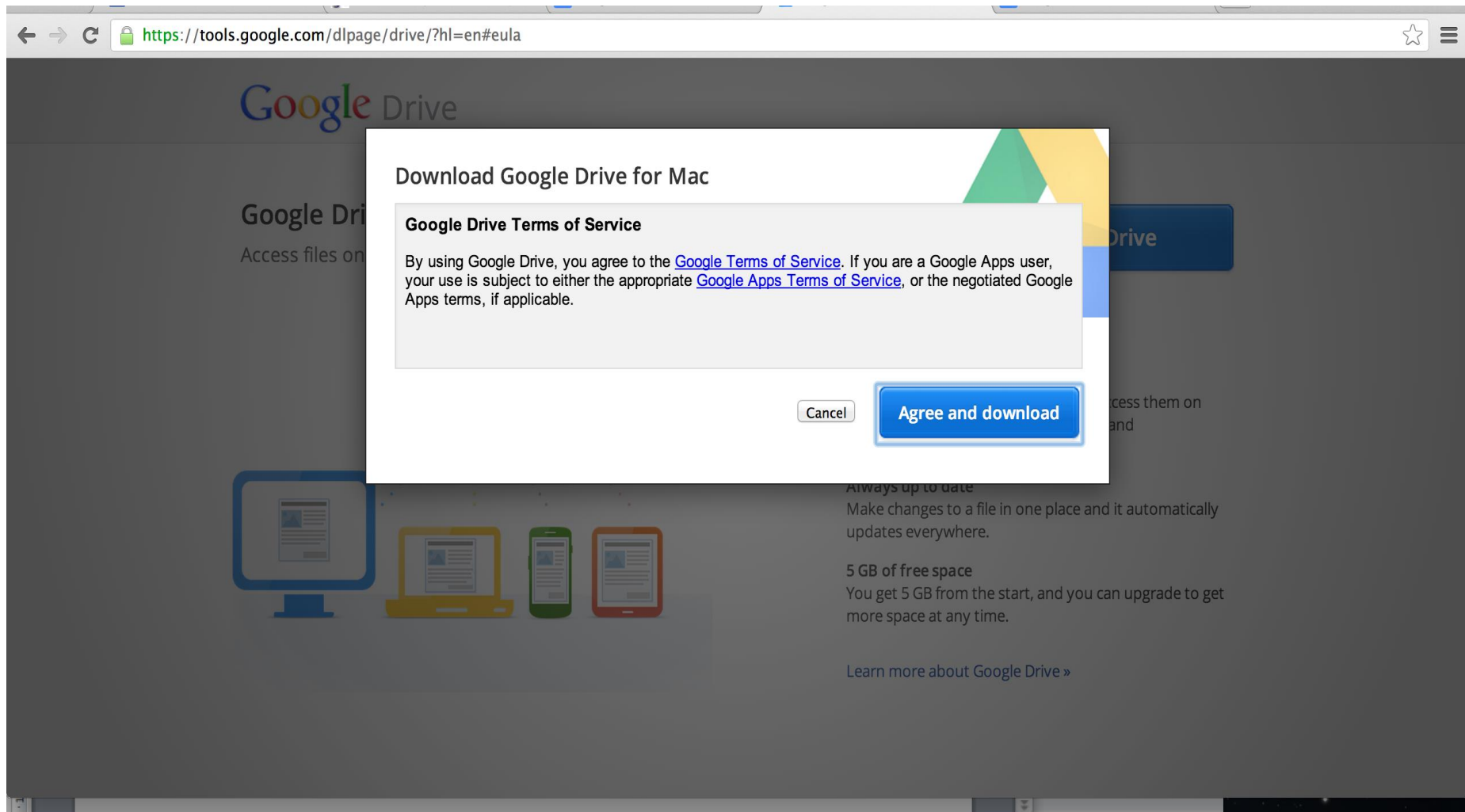
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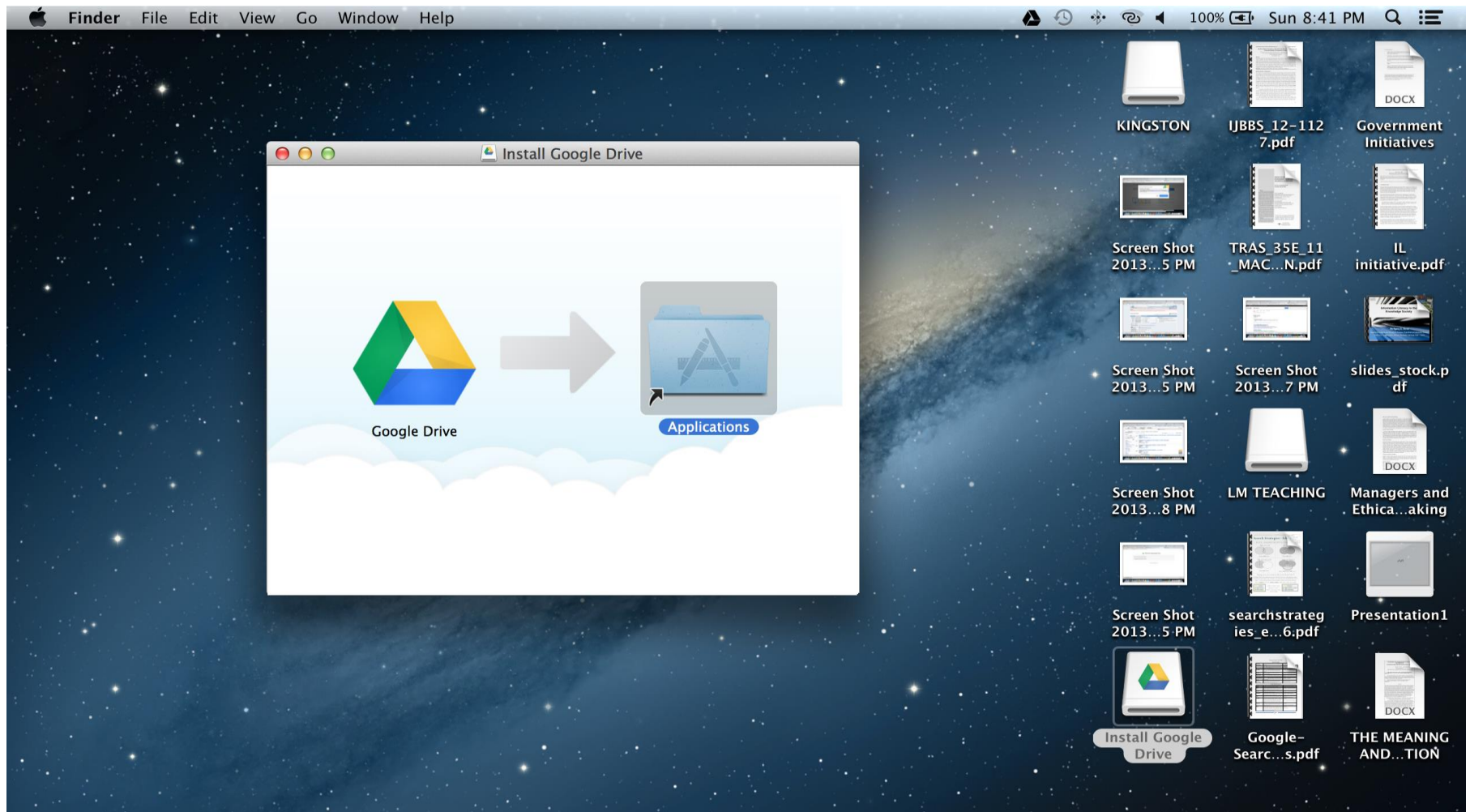
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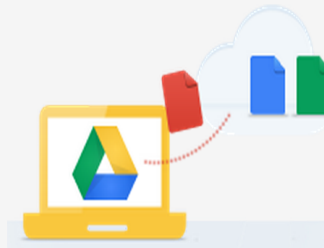
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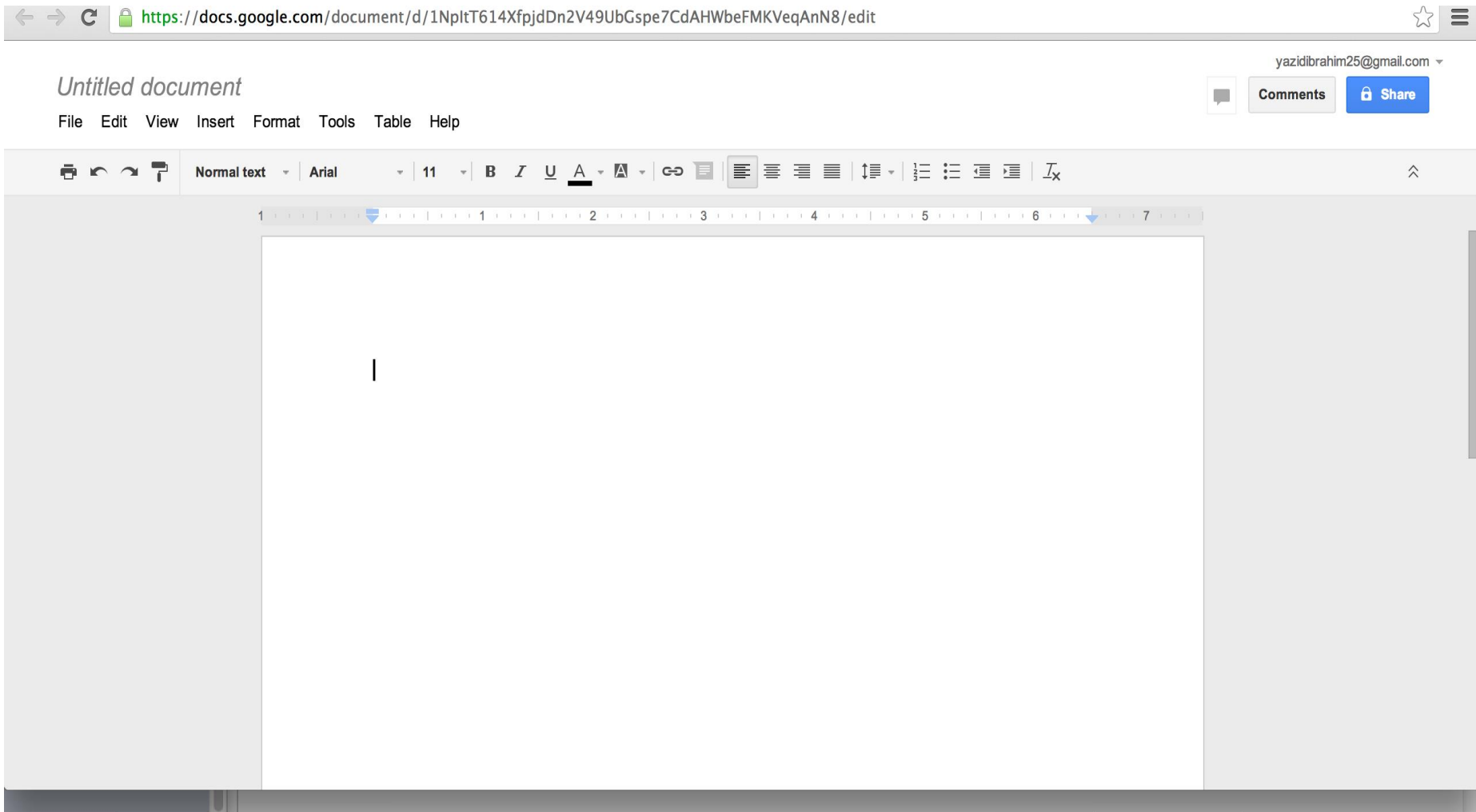
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Pencarian maklumat



Penilaian Maklumat1



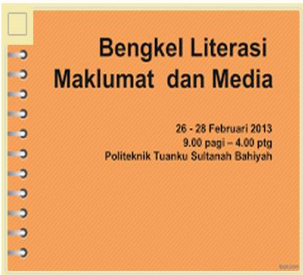
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Visibility options:

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

☐ **Anyone with the link**
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☒ **Private**
Only people explicitly granted permission can access. Sign-in required.

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Mengumpulkan maklumat dari pelbagai sumber

- Penyimpanan maklumat melalui kaedah mengumpul dan mempackagekan 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..*

