

FileMaker Pro Introduction

Module 1 – Working with Databases

- What is a Database?
- Opening and Existing Database
- Understanding the FileMaker Pro Window
- Working with Database Records
- Using Browse Mode
- Adding Records to the Database
- Editing Data
- Deleting Records
- Searching for Records
- Using Symbols to Find What You Need
- Find and Replace

Module 2 – Creating a FileMaker Database

- Creating the Database File
- Creating Tables
- Defining Fields
- Field Data Types
- Entering Record Information

Module 3 – Modifying Field Settings

- Predefined Information
 - Setting Default Values
 - Using Serial Numbers
 - Calculated Values
 - Using the If Function
- Field Validation
 - Required Values
 - Unique Values
- Consistency
 - Creating Drop-Down Lists
 - Formatting Fields

Module 4 – Defining Database Relationships

- Database Types
- About Database Relationships
 - Why Use Relationships?
 - Match Fields
 - Defining a Relationship
- Using Database Relationships
 - Lookup Value

Module 5 – Creating and Changing Layouts

- Arranging Layouts
- Using Layout Mode
- Creating a New Layout
- Layout Sections
- Customizing a Layout
- Setting Tab Order
- Drawing Objects and Graphics

FileMaker Pro Level II

Module 1 – Creating the Database

- Importing Files
 - Compatible File Formats
 - Importing from Dbase
 - Importing from Microsoft Access
 - Importing from Microsoft Excel
- Importing and Updating Records
 - Adding Records
 - Replacing Records
 - Updating Records
- Exporting FileMaker Files
- Database Cleanup

Module 2 – Developing a Relational Database

- About FileMaker Relationships
- Creating Table Relationships
- Relationship Options
- Multiple Table Occurrences

Module 3 – Creating Custom Layouts

- Layout Sections
- Summarizing Data
- Tab Panel Controls
- Using Portals
- Using a Different Relationship
- Layout Object Tooltips
- Conditional Formatting
- Creating Chart Objects
- Auto-sizing Layout Objects
- Changing the Theme
- Using Styles

Module 4 – Using Scripts to Automate Common Tasks

- What is a Script?
- Planning Scripts
- Creating Scripts
 - Using ScriptMaker
 - Building Your Own
- Using Buttons to Perform Scripts
- Script Triggers

Module 5 – Sharing Files on a Network

- Setting-up Files for Sharing
 - Hosts and Clients (Guests)
 - Enabling Networking
 - Accounts and Privilege Sets
- Accessing Shared Files
 - Opening a File as a Host
 - Opening a File as a Guest
 - Closing a Shared File

Appendix A – ScriptMaker Steps