

***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