

Module 1 – Creating the Database

- Importing Files
 - Compatible File Formats
 - 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