

FileMaker Pro - Introduction

(1 Day)

Course Overview

This course is designed for those who are new to FileMaker Pro and need to learn how to add information to a database, create new layouts, add fields, find, sort and analyse information and produce reports.

You will leave the course able to confidently use FileMaker Pro.

Course Outline

INTRODUCTION TO DATABASES

Basic terms and database concepts
How FileMaker integrates with
Microsoft Office

Creating a standard letter
Creating labels and envelopes
Importing graphics in a layout
Customising existing layouts

USING FILEMAKER PRO

Using a Filemaker Pro database
Adding information to records
Creating new records

CREATING REPORTS

Creating forms and lists
Creating layouts with a summary
Creating layouts with totals

MANIPULATING AND USING DATA

Finding a record
Sorting information
Multiple and duplicate finds
Using the request symbols
Omitting records and information
Find, browse, layout and previous
Setting the tab order

QUESTIONS AND ANSWERS

PRINTING REPORTS

Previewing a layout
Creating page breaks
Adding headings and footers
Numbering pages
Printing a record or layout

CREATING A NEW DATABASE

Planning your database
Relational or flatfield database?
Defining and formatting fields
Specifying field relationships
Importing existing information
Defining calculation and date fields
Creating a list of values

CREATING A NEW LAYOUT

Choosing the layout type
Creating the parts
Placing fields in a layout
Sliding and aligning fields