

Course Outline – FileMaker Pro

Aims: Gives delegates the basic skills required to design create and use databases which will help to store, organise and arrange information needed for business more effectively and efficiently

Pre-requisites: Gives delegates the basic skills required to design create and use databases which will help to store, organise and arrange information needed for business more effectively and efficiently

Duration: Two Days

FileMaker Basics

Database Concepts
The FileMaker screen

Using a Database

Creating a FileMaker Pro file
Setting File Options
About Modes
Viewing, adding, deleting records
Finding and sorting records
Previewing records

Creating a Database

Defining tables
Creating Fields
Field types
Field options
Calculation Fields
Summary Fields
Field Validation
Value Lists

Layouts

Layout types
Creating a layout
Placing and removing Fields

Layouts (contd)

Formatting fields
Setting entry options
Controlling the behaviour
Using pop-up lists
Merge Fields
Fields Parts

Related tables and fields

About relationships
Types of relationships
Relationships Graph
Creating relationships
Portals
Lookups

Protecting the database

About protection
Predefined access
Password protection
Creating Accounts
Creating Privilege Sets

Scripts

About scripts
Creating script for Automation
Adding buttons to Layouts

taking **IT** further

