



FileMaker Pro 8 - Introduction

The skills and knowledge covered in this course are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- FileMaker Pro Orientation
- Creating A New Database
- Managing Table Data
- Formatting Table Data
- Finding Information
- Form Layouts
- Reports
- Managing Layouts

Course Content:

- Create a new database from scratch
- Browse mode
- Microsoft Excel to FileMaker Pro
- Find mode
- Layout mode
- Preview mode and printing
- Scripts and Buttons
- Scripts and Buttons
- Efficient and Effective complex scripting
- Advanced Features
- Layouts for simple reports
- Complex report layouts
- Import and Export data
- Cross tabulation reports

Target Audience:

This course is primarily designed for people who need to know how to use FileMaker Pro to create databases. It is ideal for people who work in a variety of tasks and occupations where the assembly and collection of data is important.

Duration:

2 Days

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.



FileMaker Pro 8 - Introduction

FileMaker Pro 7 Orientation

1. Starting FileMaker Pro 7
2. Opening An Existing Database
3. The FileMaker Pro 7 Screen
4. The Database Window
5. Navigating The Database
6. FileMaker Pro Modes
7. Exiting FileMaker Pro 7

Creating A New Database

1. Creating A New Database File
2. How FileMaker Pro Stores Data
3. FileMaker Pro Field Types
4. Designing A Database Table
5. The Default Table
6. Creating Fields In A Table
7. Creating A Primary Key
8. Adding Records To A Table
9. Adding Records Using A Form
10. Assignment - Adding Records
11. Importing Data From Microsoft Excel
12. Closing A Database File

Managing Table Data

1. Navigating In A Table
2. Editing A Record
3. Deleting A Record
4. Finding And Replacing
5. Undoing Typing
6. Compacting A Database
7. Printing Records

Formatting Table Data

1. Changing Column Width
 2. Changing Column Headings
 3. Changing Column Order
 4. Simple Sorting On Data
 5. Sorting On Several Fields
- ### **Finding Information**

1. Find Requests - How They Work
2. Creating A Find Request
3. Creating Multiple Find Requests
4. Modifying The Last Find Request
5. Using Search Symbols
6. Deleting Find Requests
7. Find Requests - Using WildCards
8. Find Requests - Problem Characters
9. Find Requests - Comparison Operators
10. Find Requests - Omitting Records
11. Constraining And Extending Find Requests
12. Assignment - Find Requests

Form Layouts

1. Form Layouts - How They Work
2. Creating A New Form - The Layout Wizard
3. Working With A Form
4. Understanding Form Layout Parts
5. Understanding Form Layout Objects
6. Modifying Field Widths
7. Moving Objects On A Form
8. Accurately Modifying Field Objects
9. Adding Text To A Form Layout
10. Formatting Text
11. Editing Label Text
12. Adding A Picture To A Form

Layout

13. Changing The Background
14. Changing A Field To A Pop-up Menu
15. Using A Pop-Up Menu

Reports

1. Reports - How They Work
2. Using The Report Wizard
3. Previewing A Report
4. Understanding Report Parts
5. Adding A Report Part
6. Resizing A Report Part
7. Deleting A Report Part
8. Creating A Title Page
9. Adding Text To A Title Page
10. Formatting Report Text
11. Aligning Report Text
12. Moving And Resizing Text Objects
13. Adding A Line Object
14. Adding A Sub-Summary Part

Managing Layouts

1. Switching Between Layouts
2. Re-Ordering Layouts
3. Duplicating A Layout
4. Renaming A Layout
5. Deleting A Layout
6. Reverting Changes To A Layout
7. Grouping Layouts

Getting Help

1. The Help Window
2. Understanding A Help Window
3. Searching For General Help
4. Searching For Specific Help
5. Creating Favorites