



FileMaker Pro The Basics Course Outline



Course aims:

FileMaker Pro is a powerful data management program that provides the ease of use required by many people who are new to databases. During this course delegates will create a single file database which will involve the creation of fields, entering records, finding and organising information, setting up and working with different layouts, using merge fields in creating letters and printing records.

Pre-Requisites:

Delegates should be familiar with Microsoft Windows

Who should attend:

Anyone wanting to create a simple database using FileMaker.

Duration: 1 day

Introduction	What is a database & database terminology
Getting started	Efficient database construction, field types & their options, formatting fields, lookup fields, finding your way
Sorting/finding records	Finding/sorting/omitting records
Creating layouts	Creating and editing layouts, formatting fields, setting the tab order, summary and repeating fields, working with portals
Performing a mail merge	Creating a layout for mail merge, performing a mail merge to standard letter/labels
Working with scripts	Creating a script, working with buttons
Follow on course	Setting security access/passwords