



FileMaker Pro 9: Basic-Level 1

This course teaches the core features and functions of FileMaker Pro 9. Students will learn how to view, edit, sort, and search for records, create databases, import data, and design layouts. Coverage also includes table relationships, simple scripts, and complex find requests. Finally, students will learn how to save data and reports as PDF and Microsoft Excel files.

Course Length

2 days

Prerequisites

Windows XP: Basic or equivalent experience

Topics

Unit 1: Getting started

Topic A: Database terminology

Topic B: Exploring FileMaker Pro 9

Topic C: Getting help

Unit 2: Records

Topic A: Working with records

Topic B: Sorting records

Topic C: Finding records

Unit 3: Creating databases and importing data

Topic A: Defining fields

Topic B: Importing data

Unit 4: Complex find requests

Topic A: Advanced find requests

Topic B: Multiple criteria searches

Unit 5: Layout design

Topic A: Adjusting layout objects

Topic B: Formatting layout objects

Topic C: New layouts

Topic D: Tabbed layouts

Unit 6: Simple table relationships

Topic A: Understanding relationships

Topic B: Relating tables



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Unit 7: Summarizing and sharing data

Topic A: Creating summaries

Topic B: Summarizing portal data

Topic C: Saving data to other formats FileMaker Pro 9: Basic Topic-Level Outline



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Unit 8: Buttons and scripts

Topic A: Simple buttons

Topic B: Custom scripts