

### FileMaker Pro Introduction

#### *Module 1 – Working with Databases*

- What is a Database?
- Opening and Existing Database
- Understanding the FileMaker Pro Window
- Working with Database Records
- Using Browse Mode
- Adding Records to the Database
- Editing Data
- Deleting Records
- Searching for Records
- Using Symbols to Find What You Need
- Find and Replace

#### *Module 2 – Creating a FileMaker Database*

- Creating the Database File
- Creating Tables
- Defining Fields
- Field Data Types
- Entering Record Information

#### *Module 3 – Modifying Field Settings*

- Predefined Information
  - Setting Default Values
  - Using Serial Numbers
  - Calculated Values
  - Using the If Function
- Field Validation
  - Required Values
  - Unique Values
- Consistency
  - Creating Drop-Down Lists
  - Formatting Fields

#### *Module 4 – Defining Database Relationships*

- Database Types
- About Database Relationships
  - Why Use Relationships?
  - Match Fields
  - Defining a Relationship
- Using Database Relationships
  - Lookup Value
  - Portals

#### *Module 5 – Creating and Changing Layouts*

- Arranging Layouts
- Using Layout Mode
- Creating a New Layout
- Layout Sections
- Customizing a Layout
- Summarizing Data
  - Creating a Trailing Sub-Summary
  - Creating a Trailing Grand Summary
- Setting Tab Order
- Drawing Objects and Graphics

### FileMaker Pro Level II

#### *Module 1 – Importing and Exporting Data*

- Importing Files
  - Compatible File Formats
  - Importing from Dbase
  - Importing from Microsoft Access
  - Importing from Microsoft Excel
- Importing and Updating Records
  - Adding Records
  - Replacing Records
  - Updating Records
- Exporting FileMaker Files
- Developing a Relational Database
  - Combining FileMaker Databases
  - Relating the Tables

#### *Module 2 – Sharing Files on a Network*

- Setting-up Files for Sharing
  - Hosts and Clients (Guests)
  - Enabling Networking
  - Accounts and Privilege Sets
- Accessing Shared Files
  - Opening a File as a Host
  - Opening a File as a Guest
  - Closing a Shared File

#### *Module 3 – Using Scripts to Automate Common Tasks*

- What is a Script?
- Planning a Script
- Creating Scripts
  - Using ScriptMaker
  - Building Your Own
- Using Buttons to Perform the Script

#### *Module 4 – Bringing it All Together*

- Creating the Databases
- Linking the Tables
- Creating Layouts
- Automating a Report with Scripts
- Password Protection
- Sharing the Database on a Network

#### *Appendix A – ScriptMaker Steps*