

FileMaker Pro: Level 1

Course Length: 1.0 day

Course Description

You have probably used a computer to gather, process, and share information. For example, you may have searched for product information on the Internet, totalled expenses using a spreadsheet application, or typed and printed a memo using a word processing application. You may now need to store a large amount of information in an organized manner so that you can quickly and easily sort the information in various ways, and locate specific pieces of information efficiently. In this case, you'll use FileMaker Pro to create and use databases to store and organize information so that it is available for efficient retrieval.

Course Objective:

You will use FileMaker Pro to create and use databases to store and organize information.

Target Delegate:

The target delegate for this course is office personnel who work with personal computers, and who need to store and organize information for their individual use, but who have little or no experience using FileMaker Pro. They may have experience using office productivity applications, such as a word processor or spreadsheet program, but probably do not have experience using other database applications.

Prerequisites:

Before taking this course, delegates should be familiar with the basic functions of their computer's operating system. Delegates should also have basic word processing skills, such as copying and pasting text, formatting text, and so on.

Performance-Based Objectives

Upon successful completion of this course, delegates will be able to:

- access data in an existing database.

- locate records and groups of records that meet specific criteria.

- create a new database that includes multiple records and multiple layouts.

- create database layouts by positioning and formatting fields.

- add graphic and text elements to layouts.

- create several layouts that can be output to display data for various needs.

- create a columnar report layout that includes sub-summary data for specified groups of records.

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Course Content

Lesson 1: Maintaining a Database

- Topic 1A: Browse Records
- Topic 1B: Add Records
- Topic 1C: Edit Records
- Topic 1D: Sort Records
- Topic 1E: Print a Report

Lesson 2: Finding Records

- Topic 2A: Find Records Meeting All Specified Criteria
- Topic 2B: Specify an OR Search
- Topic 2C: Refine Found Sets

Lesson 3: Setting Up a Database

- Topic 3A: Create a New Database File
- Topic 3B: Import Data
- Topic 3C: Calculate Field Data Automatically
- Topic 3D: Create an Automatic Numbering Field
- Topic 3E: Control Field Validation

Lesson 4: Formatting Fields

- Topic 4A: Position and Resize Fields
- Topic 4B: Format Fields
- Topic 4C: Format Value Lists
- Topic 4D: Create Repeating Fields
- Topic 4E: Set Tab Order

Lesson 5: Adding Graphics and Text to Layouts

- Topic 5A: Draw and Position Graphic Elements
- Topic 5B: Import Graphics
- Topic 5C: Add Text Elements

Lesson 6: Creating Layouts for Mailing Form Letters

- Topic 6A: Create Mailing Labels
- Topic 6B: Create a Personalized Form Letter

Lesson 7: Creating Columnar Reports

- Topic 7A: Create a Columnar Report Layout
- Topic 7B: Create Summary Data
- Topic 7C: Create Sub-Summary Data