

## FileMaker Pro: Level 2

Course Length: 1.0 day

### Course Description

You have probably been using FileMaker Pro for a while, maintaining databases that other people have designed, and even designing some yourself. You may have created several databases to track information like contacts, inventory, or other information that you can't adequately manage using a spreadsheet or word processing application. However, you may be faced with a project where a single FileMaker database cannot handle the information you need to manage. For example, you may want to link customers with the purchases they make. If you have tried to place this information in a single database, you may have duplicated data unintentionally. In this course, you will use FileMaker Pro to create a system of integrated databases that can manage the information efficiently, and make it easy to alter the system as your needs change.

In addition, you may need to share your databases with other users on a network or even over the Internet. You will set up databases so that they can be accessed by someone in the same office, or by a customer using a Web browser.

### Course Objective:

You will develop a system of automated inter-related databases, and you will share databases over a network or the Internet.

### Target Delegates:

The target delegate for this course is office personnel who work with personal computers, who need to store and organize information for individual, workgroup, or company use, as well as for use by the public via the Internet. They have some FileMaker Pro experience, including completing the FileMaker Pro 7.0: Level 1 (Windows) course.

### Prerequisites:

Before taking this course, delegates should have completed the FileMaker Pro 7.0: Level 1 (Windows) course. In addition, they 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 type, and so on. Finally, delegates should have basic knowledge of a Web design application or HTML.

### Performance-Based Objectives

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

- link databases with one-to-many and many-to-one data relationships.
- relate databases containing a theoretical many-to-many data relationship.
- create scripts to automate repetitive tasks, and will create buttons that execute scripts, switch layouts, or perform commands.
- set up databases for sharing over a network, and will define users, groups, and access privileges for those databases.
- publish a FileMaker Pro database on the World Wide Web.

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### Course Content

Lesson 1: Defining One-to-Many and Many-to-One Data Relationships

Topic 1A: Define a Many-to-One Relationship

Topic 1B: Display Related Information from a "Many" Database

Lesson 2: Setting Up a Many-to-Many Database Relationship

Topic 2A: Create an Intermediate Database

Topic 2B: Access Data from a Related "Many" File

Topic 2C: Summarize Related "Many" Data

Topic 2D: Control Addition or Deletion of Related Records

Topic 2E: Create Value Lists from Data in Related Files

Lesson 3: Creating Buttons and Scripts

Topic 3A: Create Buttons that Execute Commands

Topic 3B: Create Scripts to Perform Complex Tasks

Topic 3C: Create Buttons to Execute Scripts

Lesson 4: Sharing FileMaker Pro Databases

Topic 4A: Set Up a Database for Access by Multiple Users

Topic 4B: How to Control Access to a Database

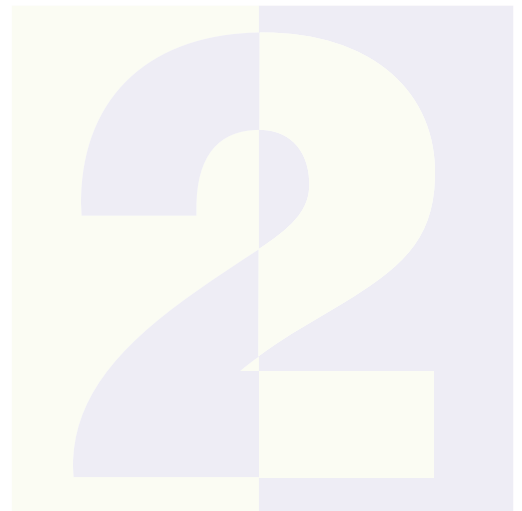
Lesson 5: Creating a Database for the Web

Topic 5A: Define Container and Global Fields

Topic 5B: Enable Instant Web Publishing

Topic 5C: Determine the Look of a Published Database

Topic 5D: Create a Custom Home Page for a Web-Enabled Database



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