



Business Courses

For Mac or PC

Course Aims

FileMaker Pro is a powerful data management programme that provides the ease of use required by many people who are new to databases.

On day one you 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. During day two you will create a two file database involving the use of automatic data entry, enhance data entry layouts, creating and using forms, creating and using mailing labels, omitting and deleting records, creating relationships, using look-ups to access information from other files.

The aim of the third day is to provide you with the knowledge of the many advanced features of FileMaker Pro to enable you to design and build relational databases. During the day you will create a multiple file database making use of one-to-one and one-to-many relationships. Your work will involve the use of Scripts, Portals and Buttons, as well as importing and exporting data, setting up access privileges, setting up calculation and summary fields. You will also be working with different layout parts for making better use of your data.

The use of step-by-step, task specific assignments will enable you to quickly acquire the skills and techniques needed for good database design and construction.

FILEMAKER PRO (3 DAY)

Choose one, two or three days to cover those areas of the course profile to meet your needs

Day 1

Understanding your system

- Creating a Folder
- Naming a Folder
- Saving to a Folder

Database terminology

- What is a Database
- Database File
- Database Records
- Fields
- Layouts
- Relationships

Working with FileMaker Pro

- Start FileMaker Pro
- FileMaker Pro Help
- File management

Designing a Database

- Planning
- Define Fields
- Assign Field Types
- Data entry Options
- Global Fields
- Repeating Fields

Working with Layouts

- Predefined Layouts
- Different Layouts
- Layout Mode
- Layout Parts
- Layout Objects
- Layout Rulers
- Aligning Objects
- Object properties
- Borders
- Set Tab Order

Entering and Working with data

- Brows Mode
- Create new Records
- Duplicate Records
- Delete Records

- Selecting fields
- Edit Field Data
- Move through Records
- View Records
- Select Records
- Hide Records
- Add duplicate Records
- Value Lists
- Sorting
- Find Information

Day 2

- Define Fields
- Specify Field Types
- Set Field Options
- Work in Layout Mode
- Use Text Ruler
- Use T-Square
- Use Size
- Use the Colour Palette
- Resize Layout Parts
- Set Part Colour
- Use Fills
- Use Borders
- Format Fields
- Set Date Format
- Set Number Format
- Use Spell Check
- Set Tab Order
- Work in Browse Mode
- Set up a Value List
- Define a Relationship
- Create Lookups
- Set up Calculation Fields
- Use Functions
- Use Extend Function
- Use Sum Function
- Use MonthName Function
- Use Today Function

- Perform Find
- Use Replace Command
- Use Relookup
- Hide Toolbars
- Set Sort Order
- Sort Records
- Use Multiple Find Request
- Create Buttons
- Assign Commands to Buttons
- Duplicate Buttons
- Define Summary Fields
- Set up Columnar Report
- Use Layout Parts
- Set up Title Header
- Set up Sub-Summary Part
- Use Trailing Grand Summary
- Set up Label layout
- Preview Mode
- Close Database File
- Quit Filemaker Pro

Day 3

Working with Fields

- Specify Field Types
- Use Global Fields
- Use Container Fields
- Set up Calculation Fields
- Set Field Options

Work in Layout Mode

- Use Text Ruler
- Use T-Square
- Use Size
- Use alignment
- Use the Colour Palette
- Resize Layout Parts
- Set Part Colour
- Use Fills
- Use Borders
- Format Fields