



Intermediate FileMaker Pro

Windows and Macintosh

Course Overview:

Learn to use many of FileMaker's more advanced features in this hands-on course. Learn to control data entry by setting validation, auto-enter and indexing options for fields. Create calculation fields using If statements, and calculate totals with summary fields and parts. An emphasis will be placed on creating sub-summary fields to create groups in report layouts. You will use the relational features in FileMaker, create Key fields to establish relationships between databases, and create portals to display multiple related records from a related database. Automate tasks by creating buttons and simple scripts.

Course Content:

- Set up auto entry options to make data entry easier
- Create validation options to ensure accurate data entry
- Create calculation fields to add, subtract, multiply, and divide
- Use the If function to create conditional calculations
- Summarize data using summary parts and summary fields
- Create trailing grand summaries to create grand totals
- Group data within reports by creating sub-summaries above and below the grouped records
- Understand title header and title footer parts
- View part information
- Use key fields to set up relationships between databases
- Place fields from another database in a layout
- Create a "lookup" from another database file
- Use portals to display multiple related records from a related database
- Use buttons to move between layouts
- Create buttons to move to a related record in another database
- Create simple scripts to automate repetitive tasks
- Run scripts from the Script menu or using keyboard shortcuts
- Format buttons to run scripts