



Introduction to FileMaker Pro

One-Day Course

Windows and Macintosh

Course Overview:

FileMaker Pro is a powerful database package which combines the functionality of a relational database program with drawing features. Users can easily create attractive client and student databases, report cards, invoices, purchase orders and a wide variety of other forms. During this course students will learn to build a database with various types of fields, enter and manipulate records, set up fields with radio buttons, menus, lists and check boxes, design multiple layouts for reports, labels and letters, use different search criteria to find records, and print records and layouts.

Course Content:

- Creating databases with text, number, and date fields
- Understanding calculation, summary, container and global fields
- Using auto-entered fields
- Orienting yourself with FileMaker Pro's menus and views
- Entering data in Browse mode
- Formatting in the Layout mode (font, size, colour and field borders)
- Creating pop-up menus, pop-up lists, radio buttons and check boxes in fields
- Finding data effectively using various search criteria and multiple Find requests
- Sorting data
- Finding and replacing data
- Creating columnar reports
- Working with FileMaker Pro's drawing tools
- Creating letter and label layouts
- Importing and manipulating graphics such as company logos
- Printing and previewing records and reports
- Utilizing FileMaker Pro's templates