

FILEMAKER PRO

OBJECTIVES

This course aims to familiarize participants with the basic concepts of FileMaker Pro, so that they are able to create and use simple databases for organizing information.

TARGET CLIENTELE

People who want to work with databases.



PREREQUISITES

Microsoft Windows

COURSE SYLLABUS

1. Introduction to Databases

- Introduction and vocabulary
- Use a database
 - Navigating the cards
 - Search and sort sheets
 - Use existing models

2. Create a Database

- Define topics
- Enter data manually
- Topic options
 - Automatic input options
 - Validation options and value lists
 - Create calculation topics
 - Use compute functions

3. Search for Records

- Query to a criterion
 - Logical operator, extended etc.
 - Exclude cards
- Query with multiple criteria
 - Research in AND or in or

4. Create Templates

- Change the default template
 - Change the size and location of topics and graphical objects
 - Draw and format graphical objects
 - Format number and date type topics
- Create new models
 - Create a template in columns
 - Use elements of a model
 - Create send labels
 - Use merged topics, date and page number symbols

5. The Functions

- Formulas and theHe expressions
- Automatic inputs
- Data control
- Calculation and statistics topics

6. Define Statistical Topics

- Use summary items
 - Create a statistic column
 - Calculate the count, a grand total in a summary
 - Calculate subtotals with sub-summaries by sort order
 - Present sub totals

7. Create Relationships

- Introduction to relationships
 - The different relationships and terminology
- Create a “One-to-Many” relationship of
 - View related topics in a template
 - Create an external table to display multiple cards at once



8. Link Files

- External links
- External tables
- Related topics

9. Relational Database

- Linking tables
- Layout of linked tables

10. Scripts and Buttons

- Create simple buttons
- Create scripts
 - Create a script that automates a search and sorting
 - Create a script that passes from a template and holds different formats printing
 - Chain scripts
- Use of Scriptmaker
- Command buttons