



FileMaker Pro 10: Introduction

Overview: This course teaches the core features and functions of FileMaker Pro 10. Students will learn how to explore the various elements of the FileMaker 10 environment, create and modify databases, import data, design layouts, create columnar reports and finalize a database,

Course Length: One Day

Course Content

Lesson 1: Exploring the FileMaker Pro Environment

Explore the FileMaker Pro Interface
Customize the Interface
Access FileMaker Pro Help

Lesson 2: Setting Up a Database

Create a Database
Import Data into a Database

Lesson 3: Modifying a Database

Find Records
Edit Records
Calculate Field Data Automatically
Create Automated Fields
Validate Fields
Sort Records

Lesson 4: Formatting Layouts in a Database

Position and Resize Fields
Modify Field Controls
Add Objects
Apply Conditional Formatting
Create Repeating Fields
Set Tab Order

Lesson 5: Creating Columnar Reports

Create a Columnar Report Layout
Create Summary Data
Create Subsummary Data

Lesson 6: Finalizing a Database

Spell Check a Database
Create Personalized Form Letters
Export a Database