



Computer Consultants Corporation

FileMaker Pro

Comprehensive Introduction

Length of course: Two class days (12 hours)

Objective(s): This course introduces users to FileMaker Pro and relational database concepts. Users will learn how to create new databases, define fields, create custom report layouts, and publish those layouts on the internet.

Prerequisites: Familiarity with Microsoft Windows.

Description of a Database

- General database concepts
- Planning a database

- Creating custom layouts
- Editing layouts

Creating a Database

- Creating a database from a template
- Creating a blank database
- Defining fields
- Editing field definitions

Enhancing layouts

- Using the shape tools
- Adding graphics
- Adding buttons
- Editing layout objects
- Formatting layout objects

Working with Data

- Adding and deleting records
- Browsing through records
- Searching and sorting records
- Creating field indices
- Searching indexed fields
- Omit Records/Show Omitted

Creating and Using Forms

- Creating/Editing a form layout
- Working with a prepared form

More Field Definition Options

- Data validation
- Auto entry
- Storage options
- Defining repeating fields
- Defining calculated and summary fields
- Using Global fields

Relational Databases

- What relationships are
- Concepts in relational database design
- Defining relationships in FileMaker
- Avoiding common definition mistakes
- Differences between lookups and portals
- Creating lookups
- Creating portals
- Including related fields in a layout

Importing Data from Other Sources

- Importing from Microsoft Excel files
- Tab and Comma Delimited files

Web Publishing

- Turning on instant web publishing
- Setting view and sort options
- Using databases through a web browser

Creating and Using Layouts

- Understanding the layout window
- Using predefined layouts

Database Security

- Setting up database passwords
- Defining user groups
- Setting access levels for groups