

Overview

Using FileMaker Pro teaches the basics of using and creating databases in FileMaker Pro. At the completion of this course, you will be able to work with data and records in an existing database, create a new database and create layouts to produce reports. You will receive a comprehensive training manual and a certificate of completion.

Course Length & Pricing

1 day, \$AUD540 (inc GST) \$NZD630 (no GST)

Who Should Attend

People with little or no experience with FileMaker Pro who want to learn how to work with and build simple FileMaker Pro databases.

Prerequisites

You should be familiar with the MacOS or Windows XP operating system. This course makes no assumptions that you have used FileMaker Pro at any level. Previous experience with a word processor and/or spreadsheet is helpful.

Terms & Conditions

All courses are subject to minimum registration numbers. uLearnIT reserves the right to cancel any class within 10 business days of its scheduled starting date. Participants must cancel at least 10 business days prior to a class for a full refund. With less than 10 business days notice, no refund will be provided. A substitute may be sent if you are unable to attend a course.

Course Outline

What is a database?

Files, tables, records, fields, data

FileMaker Pro databases

Exploring an existing database

Getting Help

FileMaker Help system

Working with records and data

New records, data entry, deleting and duplicating records

Importing and Exporting data

File formats, import options, exporting data

Sorting and finding records

Sorting methods, find criteria and requests

Creating a new database

Templates, defining the database

Field/data types

Text, Number, Date, Time, Timestamp, Container, Calculation, Summary

Field options

Auto-entered data and data validation

Creating layouts

Form, table, list and label layouts

Layout parts and objects

Body, headers, footers

Buttons and scripting

Buttons and scripting to improve useability