

FileMaker Pro 9.0 Introduction

Length: 1 Day

Summary: You will use FileMaker Pro 9 to create and use databases to store and organize information.

COURSE CONTENT

EXPLORING THE FILEMAKER PRO ENVIRONMENT

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

SETTING UP A DATABASE

- Create a Database
- Import Data into a Database

MODIFYING A DATABASE

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

FORMATTING LAYOUTS FOR A DATABASE

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

CREATING COLUMNAR REPORTS

- Create a Columnar Report Layout
- Create Summary Data
- Create Sub-Summary Data

FINALIZING A DATABASE

- Spell Check a Database
- Create a Personalized Form Letter
- Export a Database
- Print Database Records