



FILEMAKER PRO - ADVANCED

A One Day Course Covers:

1. **Basic Revision**

- Views
- Environments
- Finds
- Sorts

2. **DATA VALIDATION AND CALCULATED FIELDS**

- Data Validation
- Year 2000 Considerations
- Calculated Fields

3. **IMPORTING / EXPORTING DATA**

- Data Import
- Data Export

4. **CREATING A RELATIONAL DATABASE**

- Normalising Data
- Primary / Secondary Keys
- Relationships
- Lookups

5. **PORTALS**

- Use of Portals
- Adding Portals to Layouts
- Summarising Data with Portals

6. **SCRIPTS**

- The Function of Scripts
- Planning and Creating Scripts
- Editing Scripts
- Using Buttons with Scripts

7. **SECURITY**

- Limiting File Access by Password
- Changing and Deleting Passwords
- Use of Security Groups
- Changing and Deleting Groups

