



FILEMAKER PRO - INTRODUCTION

A One Day Course Covers:

1. Introduction

- Starting FileMaker Pro
- The Screen
- Views
- Environments

2. Creating a Database

- Field Types
- Defining Fields
- Customising Fields
- Changing Field Definitions
- Deleting Field Definitions
- Duplicating Field Definitions

3. Entering/Editing Data

- Adding Records
- Deleting Records
- Duplicating Records
- Moving Between Records
- Moving Between Fields

4. Finding Data

- Creating A Find Request
- Updating A Find Request
- Finding A Range Of Values
- Finding Data In Other Files
- Updating Lookup Data

5. Sorting Data

- Creating A Sort Order
- Changing The Sort Order
- Resorting Records To Their Original Order

6. Layouts

- Selecting A Pre-Defined Layout
- Duplicating A Layout
- Renaming A Layout
- Deleting A Layout
- Customising A Layout
- Formatting Fields
- Amending Data Display



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