

FileMaker Pro Training

Introduction to FileMaker Pro Training

- What is a database?
- Overview of FileMaker Pro software

Overview of FileMaker Pro Features

- Creating a new file
- Understanding the FileMaker Pro environment

Creating a File

- Creating a field
- Types of available fields
- Editing fields

Understanding the Different Work Modes in FileMaker

- Browse Mode
- Layout Mode
- Find Mode
- Preview Mode
- Switching between modes

Working in Browse Mode

- Creating records
- Deleting records
- Entering data
- Using indexes and value lists

Working in Layout Mode in FileMaker Pro

- Creating a layout
- Modifying a layout
- Using predefined layouts

Working in Find Mode in FileMaker Pro

- Creating a query
- Modifying a query
- Performing global searches
- Performing specific searches

Working in Print Mode in FileMaker

- Print preview
- Printing a data sheet
- Printing a table structure

Collaboration with Other Software

- Importing/Exporting data
- Saving a database

Formatting Fields

- Date, time, number, and text formats
- Formatting and deleting a layout

Creating Reports in FileMaker Pro

- Creating reports using the wizard
- Generating statistics