



## FILEMAKER PRO - INTRODUCTION

*Course Duration: 1 Day*

### 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