

# FileMaker Pro Introduction

## OBJECTIVES

Learn how to view, edit, sort, and search for records, create databases, import data, and design layouts; table relationships, simple scripts, and complex find requests; save data and reports as PDF and Microsoft Excel files.

**Duration:** 1 Day

1. **GETTING STARTED**
  - Database terminology
  - Explore FileMaker Pro 8
  - Getting help
2. **RECORDS**
  - Work with records
  - Sort records
  - Find records
3. **CREATE DATABASES AND IMPORT DATA**
  - Define fields
  - Import data
4. **COMPLEX FIND REQUESTS**
  - Advanced find requests
  - Multiple criteria searches
5. **LAYOUT DESIGN**
  - Adjust layout objects
  - Format layout objects
  - New layouts
  - Tabbed layouts
6. **SIMPLE TABLE RELATIONSHIPS**
  - Understand relationships
  - Relating tables
7. **SUMMARISE AND SHARE DATA**
  - Create summaries
  - Summarize portal data
  - Save data to other formats
8. **BUTTONS AND SCRIPTS**
  - Simple buttons
  - Custom scripts