

FileMaker Pro Training Outline

- I. Introduction to FMPro
 - A. Creating a Database
 - 1. Defining fields
 - 2. Creating layouts
 - 3. Adding fields
 - a. New fields
 - b. Adding to existing layout
 - B. Working with data
 - 1. Adding records
 - a. New Record menu command
 - b. Toolbar button
 - c. Button on layout
 - 2. Entering Data
 - a. Typing in data
 - b. Entering data from previous record
 - (1) stay in field
 - (2) move to next field
 - c. Formatting text
 - 3. Navigating through records
 - 4. Finding records
 - a. Simple find
 - b. Multiple requests
 - (1) 'Smith' & 'CA'
 - (2) 'Smith' or 'Jones'
 - c. Omitting records
 - d. Find All
 - 5. Changing data
 - a. Typeover
 - b. Delete and replace
 - c. Replace command
 - 6. Importing data
 - a. All records
 - b. Found set

- C. Reporting
 - 1. Creating reports
 - a. Wizard
 - b. Manually
 - 2. Automating reports
 - a. During layout creation
 - b. Manually creating scripts
 - c. Changing scripts
 - d. Running scripts
 - (1) with buttons
 - (2) from menu
- D. Saving information
 - 1. Copy of file
 - 2. Clone
 - 3. Compressed
- II. Relationships
 - A. Creating relationships
 - 1. Adding fields to layouts
 - 2. Portals
 - B. Slide Show
- III. Security
 - A. Passwords
 - B. Groups
 - C. Access
 - D. User ID
- IV. Collections management database