

Filemaker Pro 10
Level 1

Duration: 1 day(s)

Outline

Exploring the FileMaker Pro Environment

- Explore the FileMaker Pro Interface
- Customize the Interface
- Access FileMaker Pro Help

Setting Up a Database

- Create a Database
- Import Data into a Database

Modifying a Database

- Find Records
- Edit Records
- Calculate Field Data Automatically
- Create Automated Fields
- Validate Fields
- Sort Records

Creating Columnar Reports

- Create a Columnar Report Layout
- Create Summary Data
- Create Sub summary Data

Finalizing a Database

- Spell Check a Database
- Create Personalized Form Letters
- Export a Database
- Print Database Records

After completing this course, students will know how to:

- Explore the various elements of the FileMaker Pro 10 environment.
- Set up a database.
- Modify a database.
- Format layouts in a database.
- Create columnar reports.
- Finalize a database.

Prerequisites

Basic functions of a computers operating system and basic word processing.