

Course overview:

FileMaker Pro 6 Basic

(S564eng)



www.courseware.co.uk
sales@courseware.co.uk

Overview and objectives

After completing this one-day course, students will have gained an understanding of the basic features of FileMaker Pro 6.

Who should attend?

Before taking this course, you should be familiar with personal computers and Windows XP.

Introducing FileMaker Pro 6.0

- Database concepts • Discussing database concepts • Getting started with FileMaker Pro • Starting FileMaker Pro • Examining the FileMaker Pro window • Examining the database window • Getting Help • Using the Help feature • Using the Contents tab • Using the Index tab • Using the Find tab • Closing FileMaker Pro • Closing a database file and FileMaker Pro

Databases

- Designing a database • Planning a database • Discussing naming conventions • Discussing field types • Creating a database • Defining fields • Entering data • Changing a field definition • Saving a copy of a database file

Records

- Viewing, editing, and deleting records • Viewing a record • Checking spelling • Modifying a record • Deleting a record • Finding records • Finding records based on criteria in a single field • Finding records based on criteria in multiple fields • Finding records that match multiple criteria in the same field • Using wildcard characters • Using the Omit option • Using a comparison operator • Constraining a found set • Extending a found set • Replacing records • Finding and replacing data • Using the Replace option • Sorting records • Sorting data

Advanced features

- Auto-Enter and validations • Entering data automatically • Setting validations • Calculation fields • Creating a calculation field • Layouts • Customizing layouts • Defining a value list • Creating a repeating field • Resizing fields • Moving fields • Setting tab order • Adding text and graphics • Adding and formatting custom text in a layout • Adding a graphic to a layout • Adding layouts • Creating a columnar list/report • Adding a field • Creating a form letter by merging fields • Creating a mailing label • Printing a layout

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