



FileMaker Training Course

FOR FILEMAKER USERS

Participants

This course is designed for users who want to improve their knowledge of FileMaker for data entry and searches. This course does not cover database design or programming.

Description

Participants will learn how to search a FileMaker database efficiently and how to manipulate records in fields and tables in an optimal way.

Objectives

- Learn how to create, delete, and edit searches
- Learn how to create, delete, and edit records
- Learn how to import and export records

Prerequisites

There are no prerequisites for this course. However, participants should be familiar with basic operations such as opening the FileMaker Pro application, opening a file (.fmp12) and navigating records and fields.

Evaluation

At the end of the training, the participants who have achieved the objectives receive a certificate of achievement attesting the success of their participation.



Schedule

Day 1

Working with data

1:00pm – 2:30pm Eastern Time (ET) - 10:00am – 11:30am Pacific Time (PT)

- Open a file
- Use menu commands
- Add and delete records
- Navigate records
- Edit, commit and validate records
- Replace field content

Finding Data — Part 1

2:30pm – 4:00pm Eastern Time (ET) - 11:30am – 1:00pm Pacific Time (PT)

- Perform a quick find
- Perform a multi-criterion find request (AND)
- Use find operators
- Save current finds
- Edit saved find



Day 2

Finding Data — Part 2

1:00pm – 2:30pm Eastern Time (ET) - 10:00am – 11:30am Pacific Time (PT)

- Perform a find with multiple find requests (OR)
- Extend found set
- Constrain found set
- Omit record(s)
- Send records as Snapshot link

Import and export records

2:30pm – 4:00pm Eastern Time (ET) - 11:30am – 1:00pm Pacific Time (PT)

- Import records
- Export records
- Save as PDF / Excel