



# 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