

Clariss FileMakerPro 4.0

3 Day Class - Beginning (Macintosh)

By the end of this course students will be able to: Create a new database, define fields of various types, find records using single and multiple criteria, including logical searches and AND and OR searches, sort records by various criteria, Format text, numbers, fields and objects in layouts, modify an existing layout and create new layouts, including data entry layouts, columnar reports and mailing labels.

Upon Completion of this course students will be familiar with and have skill to:

Introduction to Databases

- What is a Database?
- What is a Record?
- What is a Field?

Using a Database

- Parts of the FileMaker Pro Window
- Browsing Records
- Entering Records
- Finding Records
- Changing Layouts
- Sorting Records

Defining Fields

- Field Types
- Creating Fields

Importing Data

Complex Find Requests

- Advanced Single Criterion Searches
- Multiple Criteria Searches
- Omitting Records
- Combining AND and OR Requests

Working with Layouts

- Modifying an Existing Layout
- Creating a New Layout

