



FileMaker Pro Level 1

Course FM-01

2 Days

Hands-on, Instructor-led

Introduction

Our FileMaker course uses the latest version, but if you haven't upgraded yet, all courses feature work from earlier versions of FileMaker as well. Our instructors will be happy to point out differences between the software versions throughout the course. For private training in any legacy version. (contact us at 916-920-1700 for details).

In this two day, instructor led course students will learn the basic elements of FileMaker Pro in a straightforward step-by-step manner. Students will learn how to create a database that lets you do almost anything with your data so you can quickly achieve your goals. Whether you're creating catalogs, managing inventory and billing, or planning a wedding, you'll learn how to customize your database to run on a PC, Mac, web browser, or iOS device.

Audience

This course is intended for students with little or no experience with FileMaker Pro. Beginners will learn the basic elements of FileMaker Pro in a straightforward, step-by-step manner. Intermediate and advanced users will be able to get up to speed immediately on hundreds of changes that lie below the familiar surface of FileMaker Pro

Course Objectives

- Learn about the FileMaker platform and FileMaker starter solutions
- Navigate a FileMaker app
- View and modify data in an app
- Find and sort data in an app
- Plan an app to solve the right problems
- Import data into a FileMaker app
- Create tables, fields and relationships for your data

Prerequisites

To ensure your success, you must have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Student Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Course Outline

Module 1: FileMaker Platform Overview

- What are FileMaker apps?
- FileMaker version compatibility
- Accessing an app
- Real-world use cases
- Get started options

Module 2: Using Starter Solutions

- Choose a starter solution
- Quick mobile development

Module 3: Viewing and Working with Data

- Layouts
- Modes within layouts
- Views within layouts
- Records
- Working with Data
- Creating a new record
- Duplicating a record
- Modifying data
- Saving data
- Deleting data

Module 4: Finding and Sorting Records

- Specifying search criteria
- Performing AND or OR searches
- Extending and constraining a found set
- Using operation in search criteria
- Finding strings of characters in a field
- Finding a range of data
- Finding exact data
- Choosing sort fields
- Setting sort order

Module 5: User-Centered Design

- What is user-centered design?
- Three basic principles
- Think goals, not features
- Think differently

Module 6: Importing Data

- Converting an existing file
- Converting Excel files

Module 7: Creating Fields and Tables

- Create new tables
- Field types
- Fields used to automate and aggregate data
- Create new fields from the field picker

Module 8: Relationships

- Relationship types
- Identifying relationship types
- Using primary and foreign keys to relate tables
- Primary keys
- Foreign keys
- Creating relationships

Module 9: Layouts

- Creating layouts
- Layout parts
- Adding fields to a layout
- Selecting fields from field picker
- Layout themes and styles
- Themes
- Styles
- Creating more layouts

Module 10: Layout Design Tools

- Status toolbar and inspector
- Layout resizing
- Layout width
- Screen stencils
- Selectin, resizing and moving objects
- Guides and grids
- Dynamic guides
- Ruler guides
- Object grip
- Using layout design tools

Module 11: Special Layout Objects

- Portal
- Tap control
- Side control
- Popover
- Web viewer