

# FileMaker Pro Training Module: Intermediate FileMaker

## 6 Hours

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### Importing Data

- Into a New Database
- Into an Existing Database
- From an existing FileMaker Database
  - Converting old FM documents
  - Same version import
- From a Tab-Separated Text file
- Selecting Fields to import

### Defining Fields

- Field Entry Options
  - Storage/Indexing Options
- Using Repeating Fields
  - Formatting Repeating Fields
- Using Summary Fields
  - Defining Summary Fields
- Formatting Fields and Objects
  - Check Boxes
  - Radio Buttons

### More Calculation Fields

- More Numeric Formulas
- If/Then Formulas
- Basic Text Formulas
- Basic Date & Time Formulas

### Working with Scripts

- Creating Scripts
- Editing Scripts
- Importing Scripts
- Deleting Scripts
- Reordering, Changing Script Shortcuts
- Including Scripts in the Scripts menu
- Creating Buttons for Scripts
  - Setting or Changing a Button's Appearance
  - Copying or Deleting Buttons
  - Resizing and Moving Buttons
  - Changing Button Definitions

### Working with Parts

- Adding Layout Parts
- Deleting, Reordering, and Resizing Parts
- Changing a Part's Type and Options

### Working with Layouts cont.

- Using Graphic Rulers
  - Changing Ruler Units
- Using T-Squares and Object Grids
- Using the Object Size Palette
- Creating More Layouts
  - Creating Label Layouts
  - Creating Envelope Layouts
  - Creating a Return Address
  - Creating Form Letter Layouts

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Using Variable Fields in Layouts

## Relational Databases

- Lookups vs. Portals
- Defining a Lookup
  - Creating Multiple Lookups
  - Updating Lookups
  - Creating a Lookup with a Self-Join Relationship
- Defining Relationships
  - Changing or Editing Relationships
  - Creating a Portal

## Printing

- Setting Page Margins
- Printing Select Records

## Password Protection

- Setting a Master Password
- Defining Passwords
  - Creating a Blank Password
  - Changing or Deleting Passwords
- Defining Groups
  - Changing and Deleting Group Definitions

## Networking

- Controlling File Sharing
- Hosting a Database
- Opening a Database as a Guest

## Data Reports

- Creating Summary Layout Parts
- Creating Running Totals
- Creating Sub-summary Reports
- Sorting Data for Sub-summary Reports
- Exporting Summary Data

## Exporting Data

- Selecting Fields to Export