

OVERVIEW

- Planning out your database design and producing an ERD (entity relationship diagram)
- Defining field formats - understanding field types
- Defining tables
- Understanding relationships - one to one, one to many and many to many
- Getting to grips with FileMaker's calculation system
- Sharing your database across the network
- An overview of network deployment using FileMaker client, Server and Advanced Server
- Web enablement and remote access including an overview of firewall modification
- Access Privileges - database security - password protection

LAYOUTS

- Creating and modifying layouts and an overview of layout design
- Exploring the main layout types; standard form, columnar reportst, labels etc
- Creating tabbed layouts and using related table portals
- Creating a summarised report and understanding sub-summary parts
- Designing a mail-merge letter layout as well as an e-merge layout
- Value lists, pop-up menus, check boxes and radio buttons
- Conditional value lists
- Using calendar pop-ups for date fields
- Applying field and border formats
- Controlling field behaviour e.g. entry into fields

SCRIPTING

- Overview of the scripting interface
- Scheduling scripts
- Triggering scripts within other databases
- Using third party plug-ins
- Designing conditional scripts with on-line messaging

REPORTING

- Finding data
- Importing and exporting data
- Sub-summarising data using layout structures
- Layouts, headers and footers
- Creating report formats
- Sliding objects and removing unwanted spaces when printing
- Printing functions
- Triggering regular reports using scripts

GENERAL USE

- Adding and deleting records
- Advanced searching techniques
- Sorting data
- Managing duplicate records
- Creating tabbed layouts using
- Exporting records and forms as PDF
- Exporting records in XLS Excel format
- Using the powerful send mail capabilities
- Mailing options and how they differ across platforms and different mail clients
- An overview of screen design; layout techniques, screen size, colours, button designs
- Generating context sensitive on-screen Help and user guidance
- File recovery and maintenance
- Cross-platform considerations
- Creating a fully button driven system which requires minimal training in deployment
- FileMaker resources on the web and appropriate literature
- Licensing information