

# FileMaker Pro 7 Contents

---

## Module 1

### Chapter 1 Introduction to Databases

Loading FileMaker Pro.....	1-2
Opening a Sample File.....	1-2
Saving the File.....	1-3
Opening the Saved file .....	1-3
Looking at the Data.....	1-4
Searching the Data .....	1-5
Finding the Number of Boys at the School.....	1-5
Finding the Year 8 Students .....	1-6
Finding Students Who are Under 14 .....	1-7
Searching on Two Fields.....	1-8
Finding Girls Who Are Under 15 .....	1-8
Finding Year 8 Boys That Have Suspensions .....	1-9
Practice Exercise 1-1 .....	1-9
Showing all the Records.....	1-10
Sorting Records.....	1-11
Alphabetical Sorting.....	1-11
Sorting on Two Fields .....	1-12
Practice Exercise 1-2 .....	1-13
Sorting on Numbers.....	1-13
Practice Exercise 1-3 .....	1-15
Unsorting Records.....	1-16
Combining Finds and Sorts .....	1-16
Finding Students With More Than Two Police Contacts .....	1-16
Sorting the Records .....	1-17
Showing All the Records .....	1-18
<b>Databases Assignment 1.....</b>	<b>1-19</b>
Assignment 1 Question Sheet.....	1-19

## Chapter 2 Creating a Database

Loading FileMaker Pro.....	2-1
Saving the Database.....	2-2
For Windows Users.....	2-2
For Macintosh Users.....	2-2
Creating a Database.....	2-3
Entering the Fields.....	2-3
Entering the Records.....	2-6
Adding Extra Records.....	2-7
Different Views of the Data.....	2-9
Viewing as a List.....	2-9
Viewing as a Table.....	2-10
Viewing as a Form.....	2-10
Scrolling Through the Records.....	2-11
Changing Data.....	2-12
Altering Records.....	2-12
Adding New Records.....	2-12
Deleting Records.....	2-13
Formatting Fields.....	2-14
Opening Layout Mode.....	2-14
Setting Field Alignments.....	2-15
Printing the Data.....	2-16
Mode Buttons.....	2-18
<b>Databases Assignment 2.....</b>	<b>2-20</b>

## Chapter 3 Standard Form Layouts

Starting a New Layout.....	3-1
Selecting the Layout Type.....	3-1
Specifying the Fields.....	3-2
Selecting a Layout Theme.....	3-2
Setting the Print or Page Setup.....	3-3
Looking at the Layout.....	3-3
Adjusting the Layout.....	3-4
Reducing the Space Between Records.....	3-4
Previewing the Database.....	3-5
Placing the Records in Columns.....	3-6
Adjusting the Fields.....	3-7

Turning on Ruler Lines.....3-8  
 Adding a Header.....3-9  
 Formatting the Text.....3-10  
 Formatting the Date.....3-12  
 Adding a Footer.....3-13  
 Printing.....3-14  
**Databases Assignment 3.....3-15**

## Chapter 4 Columnar Report Layouts

Creating a Columnar Report Layout.....4-1  
     Creating a New Layout..... 4-1  
     Selecting the Fields..... 4-2  
     Changing the Order of the Fields..... 4-4  
     Sorting the Data..... 4-4  
     Selecting a Layout Theme..... 4-5  
     Setting the Header and Footer..... 4-5  
     Setting Scripts..... 4-6  
     Previewing the Layout..... 4-6  
 Looking at the Layout.....4-7  
 Adjusting the Layout.....4-7  
     Setting the Layout Font..... 4-7  
     Adjusting the Field Widths..... 4-8  
     Moving the Fields..... 4-9  
 Formatting the Fields.....4-11  
 Completing the Header Part.....4-12  
     Increasing the Header Height..... 4-12  
     Shading the Field Labels..... 4-13  
     The Layout Titles..... 4-14  
**Databases Assignment 4.....4-16**

## Chapter 5 Creating Data Entry Screens

Loading the Prepared File.....	5-1
Loading the Library Orders File.....	5-1
Saving a Copy of the Library Orders File .....	5-2
Looking at the Fields.....	5-3
Looking at the Layouts .....	5-4
Creating a Blank Layout.....	5-4
Removing the Header and Footer Parts .....	5-5
The Layout Tools .....	5-6
The Graphics Rulers.....	5-6
The Text Ruler .....	5-6
Page Margins.....	5-9
Ruler Lines.....	5-9
T-Squares.....	5-10
The Object Size Box .....	5-10
Completing the Data Entry Screen .....	5-11
Inserting Fields With Labels .....	5-11
Inserting Fields Without Labels.....	5-15
Inserting the Ordering Fields.....	5-17
Formatting the Layout.....	5-19
Formatting the Field Labels .....	5-19
Aligning Objects .....	5-21
Formatting Numbers .....	5-22
Formatting Dates .....	5-23
Adding Fields Borders.....	5-25
Adding a New Record.....	5-27
<b>Databases Assignment 5 .....</b>	<b>5-28</b>

## Chapter 6 Formatting Layouts

Using the Drawing Tools.....	6-1
Adding a Shaded Rectangle.....	6-1
Copying the Rectangle.....	6-4
Shading the Background .....	6-6
Adding a Graphic to the Layout.....	6-7
Setting the Field Entry Order .....	6-7
Entering Some Data .....	6-8
Formatting the Container Field.....	6-10

Creating a Pop-up List.....	6-11
Defining the Values .....	6-11
Entering a Record Using the Pop-up List .....	6-13
Using Radio Buttons, Check Boxes or Pop-up Menus.....	6-14
Radio Buttons and Check Boxes.....	6-14
Pop-up Menus.....	6-16
Field Behaviours.....	6-19
<b>Databases Assignment 6.....</b>	<b>6-20</b>

## Chapter 7 Using Buttons

Loading the Prepared File.....	7-1
Opening the File .....	7-1
Saving a Copy of the File.....	7-1
Opening the Copy File.....	7-2
Looking at the Layouts.....	7-2
Using Graphics as Buttons.....	7-3
Formatting the Buttons.....	7-5
The New Record Button .....	7-5
The Find and Find All Buttons .....	7-7
The Delete Records Button.....	7-10
Buttons That Open Other Layouts.....	7-12
Copying Buttons Between Layouts .....	7-14
Drawing the Button.....	7-14
Setting the Button's Action.....	7-15
Formatting the Button.....	7-16
Setting the Button Not to Print .....	7-16
Testing the Button.....	7-17
Copying the Button .....	7-18
Setting the Opening Layout.....	7-20
Exercise 7-1.....	7-21
<b>Databases Assignment 7.....</b>	<b>7-22</b>

## Chapter 8 Tabbed Interfaces

The Library Entry Tab.....	8-1
Inserting a Button .....	8-1
Formatting the Button.....	8-3
Adding a Rectangle.....	8-4
Copying the Button.....	8-5
Duplicating the Layouts.....	8-6
Adding the Library Entry Fields.....	8-7
Copying the Field and Label Formats .....	8-10
Formatting the Library Entry Buttons .....	8-12
The Subject Entry Layout.....	8-13
Inserting the Fields.....	8-13
Formatting the Fields and Labels.....	8-14
Formatting the Subject Entry Buttons .....	8-19
The Order Entry Layout.....	8-20
Completing the Library Entry Layout .....	8-22
Checking the Buttons.....	8-22
<b>Databases Assignment 8.....</b>	<b>8-23</b>

## Chapter 9 Data Searching Tools

Multiple Selection Tools .....	9-1
Searching on one Field and Another .....	9-1
Searching on one Field or Another .....	9-2
Omitting Records .....	9-3
Finding Blank Entries .....	9-4
Finding Ranges of Data.....	9-6
Wildcard Characters .....	9-8
Practice Exercise 9-1.....	9-10
Finding Duplicate Records .....	9-10
Adding Duplicate Records.....	9-10
Finding the Duplicate Records .....	9-12
<b>Databases Assignment 9.....</b>	<b>9-14</b>
Assignment 9 Question Sheet.....	9-14

## Chapter 10 Calculation Fields

Mathematical Calculations .....	10-1
Opening the Specify Calculation Dialogue Box.....	10-1
Entering the Calculation Formula.....	10-2
Combining Fields .....	10-3
Selecting the Layout.....	10-3
Defining the Calculation Field.....	10-4
Adjusting the Layout .....	10-7
Calculating Ages .....	10-9
Selecting the Layout.....	10-10
Defining the Calculation Field.....	10-10
Formatting the Field.....	10-13
Looking at the Received Age .....	10-15
<b>Databases Assignment 10 .....</b>	<b>10-16</b>

## FileMaker Pro Project

Andersons Real Estate .....	P-2
Andersons Real Estate Data .....	P-3