

# FileMaker Pro Basics

## Course Content:

- How to open, create and close a file.
- The FileMaker interface and how to operate the menu commands.
- Create, edit and delete records.
- Find, sort, print, preview, import and export data.
- Viewing and working with data
- Save data in Excel and PDF formats.
- Using and deploying FileMaker Starter Solutions.
- Layouts and layout objects.
- User interface design.
- Calculations & scripting.
- Reporting.
- Security & Deploying FileMaker Pro.