

# Intermediate Applications of FileMaker Pro 11

Introduction.....	1
Review of the Basics.....	2
Defining the Database.....	2
Entering Data in Your Database .....	4
Layouts.....	4
Calculation Fields .....	5
Adding a Field to a Table View.....	8
Adding a in Layout Mode.....	10
Layout Formatting .....	12
Sorting and Finding with Calculation Columns.....	13
Exercise 1.....	17
Summary and Sub-Summary Fields .....	18
Summary Fields .....	18
Grand Summary.....	20
Exercise 2.....	23
Sub-Summary Part.....	24
Changing and Rearranging Summary Parts.....	26
Exercise 3.....	28
Data Entry Options .....	29
Auto-Enter.....	29
Validation.....	31
Storage .....	33
Using a Pre-Defined Value List.....	33
Inserting a Calendar into a Date Field .....	36
Databases vs. Tables .....	37
Lookup Values.....	38
Exercise 4.....	42
Layout Aesthetics.....	43
Title Headers and Footers .....	43
View Menu Options.....	44
Creating a Lookup Between Databases .....	55
Defining Fields.....	55
Mail Merge.....	62

Exporting the Database File.....	62
Preparing the Word-Processing File .....	63
Mailing Labels .....	68
Exercise 5.....	71
Exercise 6.....	72
Publishing Static Data to the Web .....	73
Converting a Pre-FileMaker 7.0 FileMaker Pro File .....	75
Importing a Table from Another FileMaker Pro Database.....	76
Summary Exercise .....	78