Microsoft® InfoPath

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Participants will learn how to use Microsoft InfoPath 2010/2013 to gather and share information by creating and implementing XML-based forms.

Target Audience

This course is intended for:
- Persons who need to gather, reuse, distribute, and collaborate using XML-based forms like the following:
  - Persons with Web design experience
  - Form Administrators
  - Information Coordinators
  - Microsoft Office System Power Users.

Prerequisites

To attend this course, candidates must have:
- Proficiency in Microsoft Office products especially forms development.
- Experience working in a tagged environment (such as HTML or Frame maker with SGML).

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Create InfoPath forms.
- Import and export forms.
- Customize a form layout.
- Manage views.
- Apply security to forms.
- Distribute forms.
- Manage controls.
- Work with a database.

Microsoft Partner

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Course Topics

Module 1: Creating InfoPath Forms

- Explore the InfoPath 2010 Interface
- Draft a Form
- Add Data Validation Rules
- Test a Form

Module 2: Importing and Exporting Forms

- Import Form Data Using InfoPath Designer
- Export Form Data to Excel Using InfoPath Filler
- Export Form Data to the Web Using InfoPath Filler

Module 3: Customizing Form Layouts

- Customize Tables
- Format a Form
- Insert Graphical Objects
- Create Sections
- Merge Forms

Module 4: Managing Views

- Create Custom Views
- Assign User Roles to a View

Module 5: Applying Security to Forms

- Protect InfoPath Forms
- Restrict Access to a Form
- Set Security Zones

Module 6: Distributing Forms

- Publish a Form
- Publish a Form to Email Recipients
- Troubleshoot Publishing Problems

Module 7: Managing Controls

- Describe Data Source Concepts
- Customize Controls
- Bind Controls

Module 8: Working with a Database

- Develop a Form from a Database
- Use InfoPath Forms to Add Records to a Database
- Use InfoPath Forms to Query a Database
- Populate Form Controls from a Database

ACTIVITIES INCLUDED