



Microsoft Office InfoPath 2007: Creating InfoPath Forms

Number of Days: 1

Format: Instructor-Led

Class Code: INFOPATH

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

Information is a key to the success of any organization. Gathering and sharing information within your organization, with clients and customers alike, can also be an important task. Microsoft Office InfoPath 2007: Creating InfoPath Forms is a product that gathers and shares information. In this course, you will use InfoPath to streamline the process of gathering and sharing information.

Course Objective:

You will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.

Target Student:

Persons with web design experience, forms administrators, information coordinators, Microsoft Office system power users who need to gather, reuse, distribute, and collaborate using XML-based forms.

Prerequisites:

Students taking this class should have proficiency in Microsoft Office products, concentrating in forms development and experience working in a tagged environment (such as, HTML or FrameMaker with SGML).

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

At Course Completion:

Upon successful completion of this course, students will be able to:

- Create InfoPath forms.
- Import and export form data.
- Customize form layout.
- Manage views.
- Secure the forms.
- Distribute forms.
- Manage controls.
- Work with databases.

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Course Outline

Lesson 1: Creating InfoPath Forms
<ul style="list-style-type: none">■ Topic 1A: Explore the User Interface.■ Topic 1B: Draft a Form.■ Topic 1C: Add a Data Validation Rule.■ Topic 1D: Test a Form.
Lesson 2: Importing and Exporting Form Data
<ul style="list-style-type: none">■ Topic 2A: Import Forms into InfoPath.■ Topic 2B: Export Form Data to Excel.■ Topic 2C: Export Form Data to the Web.
Lesson 3: Customizing Form Layout
<ul style="list-style-type: none">■ Topic 3A: Format a Form.■ Topic 3B: Customize Tables■ Topic 3C: Insert Graphic Objects■ Topic 3D: Create Optional and Repeating Sections.■ Topic 3E: Merge Forms.
Lesson 4: Managing Views
<ul style="list-style-type: none">■ Topic 4A: Create Custom Views■ Topic 4B: Modify a View.■ Topic 4C: Create a Print Version for a View.■ Topic 4D: Assign User Roles to a View.
Lesson 5: Applying Security to Forms
<ul style="list-style-type: none">■ Topic 5A: Protect InfoPath Forms.■ Topic 5B: Restrict Access to a Form.■ Topic 5C: Set Security Zones.
Lesson 6: Distributing Forms
<ul style="list-style-type: none">■ Topic 6A: Publish a Form Template.■ Topic 6B: Publish a Form to Email Recipients.■ Topic 6C: Troubleshoot Publishing Problems.
Lesson 7: Managing Controls
<ul style="list-style-type: none">■ Topic 7A: Data Source Concepts.■ Topic 7B: Customize Controls.■ Topic 7C: Bind Controls.
Lesson 8: Working with a Database
<ul style="list-style-type: none">■ Topic 8A: Develop a Form from a Database.■ Topic 8B: Use InfoPath Forms to Add Records to a Database.■ Topic 8C: Use InfoPath Forms to Query a Database.■ Topic 8D: Populate Controls Using a Database.