

Microsoft Office InfoPath Course Outline



Course aims:

If you need to have information gathered and shared then InfoPath will help you do this. You will use InfoPath to create XML-based form to allow the sharing of data.

Pre-requisites:

Delegates should have advanced Microsoft Office experience concentrating in forms development and experience working in a tagged environment (such as HTML or FrameMaker with SGML).

Who should attend:

Anyone who is a forms administrator, information coordinator, Microsoft Office Power User who need to gather and share information by using XML-based forms.

Duration: 2 days

Using InfoPath	Complete a form , save a form, export form data to excel, export form data to the web, edit posted data, share forms through Outlook
Creating forms	Draft a form, add a validation rule , test a form, create forms from templates, delete forms or templates
Distributing forms	Publish a form template, troubleshoot publishing problems
Customizing form layout	Format a form, insert pictures, customize tables, create optional or repeating sections, merge forms
Managing controls	Customize controls, populate controls from a data source
Managing views	Create custom views, set the default view, modify a view, create a print view
Applying security	Protect InfoPath forms, set security zones
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