

Microsoft® InfoPath® 2010

Course Length: 1 Day

Course Specifications

Course number: 084569

Course Description

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

Target Student: This course is targeted for persons with Web design experience, form administrators, information coordinators, and 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 Frame maker with SGML).

Course Objectives

Upon successful completion of this course, students 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.

Course Content

Lesson 1: Creating InfoPath Forms

Topic 1A: Explore the InfoPath 2010 Interface

Topic 1B: Draft a Form

Topic 1C: Add Data Validation Rules

Topic 1D: Test a Form

Lesson 2: Importing and Exporting Forms

Topic 2A: Import Form Data Using InfoPath Designer

Topic 2B: Export Form Data to Excel Using InfoPath Filler

Topic 2C: Export Form Data to the Web Using InfoPath Filler

Lesson 3: Customizing Form Layouts

Topic 3A: Customize Tables

Topic 3B: Format a Form

Topic 3C: Insert Graphical Objects



Topic 3D: Create Sections
Topic 3E: Merge Forms

Lesson 4: Managing Views

Topic 4A: Create Custom Views
Topic 4B: Assign User Roles to a View

Lesson 5: Applying Security to Forms

Topic 5A: Protect InfoPath Forms
Topic 5B: Restrict Access to a Form
Topic 5C: Set Security Zones

Lesson 6: Distributing Forms

Topic 6A: Publish a Form
Topic 6B: Publish a Form to Email Recipients
Topic 6C: Troubleshoot Publishing Problems

Lesson 7: Managing Controls

Topic 7A: Describe Data Source Concepts
Topic 7B: Customize Controls
Topic 7C: Bind Controls

Lesson 8: Working with a Database

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 Form Controls from a Database

