



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
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Microsoft Office InfoPath 2007: Creating InfoPath Forms

MS-IP-CRF-EK Rev 07.09

2 days

Description

Students will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms. During this course, students will create forms, import and export form data, customize form layout, manage views, secure and distribute forms, manage controls, and work with databases.

This class is targeted to persons with Web design experience, forms administrators, information coordinators, or Microsoft Office System power users who need to gather, reuse, and distribute information and collaborate using XML-based forms.

Prerequisites

- *Advanced Microsoft Office experience, concentrating in forms development*
- *Experience working in a tagged environment (such as HTML or FrameMaker with SGML)*

Course Outline

Lesson 1: Creating InfoPath Forms

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

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

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

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

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

Lesson 7: Managing Controls

Topic 7A: 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 Controls Using a Database



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