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MICROSOFT INFOPATH 2007 ADVANCED TRAINING

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MS InfoPath 2007
Advanced



COURSE LENGTH: 1.0 DAYS

The Microsoft InfoPath 2007 Advanced Training Course teaches the skills required to use InfoPath 2007 to design a form template, to fill out forms and publish or share the forms online. InfoPath 2007 is part of the Microsoft Office Suite.

This course covers the following topics: creating and using a custom task pane with resource files, how InfoPath uses XML Technologies and Form Events, using SharePoint workflow with InfoPath forms, hosting InfoPath Forms in another application, understanding the use of SharePoint form libraries and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT INFOPATH 2007 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This course extends on InfoPath's Office Fluent UI and SharePoint's customization features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

OUTCOMES

By the end of this training course, participants will:

- ▶ Use buttons to switch views or simulate multi-page forms
- ▶ Apply conditional formatting
- ▶ Calculate fields
- ▶ Validate form data
- ▶ Import designs from Word or Excel
- ▶ Create cascading drop down lists
- ▶ Work with forms that can be merged
- ▶ Create and use a custom task pane with resource files
- ▶ Understand how InfoPath uses XML Technologies
- ▶ Understand InfoPath Form Events
- ▶ Manage data connections
- ▶ View and manage Add-ins
- ▶ Understand form security
- ▶ Set Form Template Security Level
- ▶ Publish forms to a network location
- ▶ Understand How to Host InfoPath Forms in Another Application
- ▶ Understand the use of SharePoint form libraries
- ▶ Promote fields to use as SharePoint columns
- ▶ Understand the use of email enabled document libraries

- ▶ Understand use of SharePoint workflow with InfoPath forms
 - ▶ Publish to a SharePoint Form Library
 - ▶ Publish to a SharePoint Site as a Content Type
 - ▶ Publish Browser capable forms
 - ▶ Publish Installable Form Template
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MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review
- ▶ Action Plans and Evaluations

Lesson 2: Custom Task Panes

- ▶ About Using a Custom Task Pane
- ▶ Adding Resource Files to Your Form Template
- ▶ Creating a Custom Task Pane

Lesson 3: Types of Controls

- ▶ Insert Controls on a Form Template
- ▶ Understanding Controls and the Data Source
- ▶ Standard Controls
- ▶ Repeating and Optional Controls
- ▶ File and Picture Controls
- ▶ Custom and Advanced Controls
- ▶ Remove a Control from a Form Template

Lesson 4: Understanding Code

- ▶ How InfoPath uses XML Technologies
- ▶ InfoPath Form Events
- ▶ Working with Data Connections

- ▶ Using an Add-In

Lesson 5: Repeating and Optional Controls

- ▶ Using Repeat Tables
- ▶ Using Repeating Sections
- ▶ Creating an Optional Section

Lesson 6: Publishing Forms

- ▶ Understanding Form Security
- ▶ Setting Form Template Security Level
- ▶ Network Location
- ▶ Hosting InfoPath Forms

Lesson 7: Actions

- ▶ Creating an Action Based on User Input
- ▶ Using Buttons to Switch Views
- ▶ Applying Conditional Formatting
- ▶ Calculating Fields
- ▶ Validating Your Form Input Data

Lesson 8: SharePoint Integration

- ▶ Form Libraries
- ▶ Promoting Field Properties
- ▶ Email Enabling Document Libraries
- ▶ SharePoint Workflow

Lesson 9: Importing Form Designs

- ▶ About Importing Designs from Other Applications
- ▶ Importing Word Forms
- ▶ Importing Excel Forms

Lesson 10: Publishing Forms for Use with SharePoint

- ▶ Publishing To a SharePoint Form Library
- ▶ Publishing To a SharePoint Site as a Content Type
- ▶ Browser Capable Forms
- ▶ Installable Form Template

Lesson 11: Advanced Topics

- ▶ Cascading List Box
- ▶ Merging Forms

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)