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MICROSOFT INFOPATH 2007 ESSENTIALS TRAINING

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MS InfoPath 2007
Essentials



COURSE LENGTH: 1.0 DAYS

Microsoft InfoPath 2007 allows non-developers to design interactive form templates according to your requirements, fill out the forms and publish or share them online. This InfoPath training course teaches you the basic skills to use Info Path 2007 in streamlining your information management.

After completing this Microsoft InfoPath 2007 Essentials Training course, you will have learned how to: use InfoPath's Getting Started window and the interface, design a form from scratch, use the Logic Inspector and Design Checker, use InfoPath to fill out forms, preview, test, protect and publish or print a form and much more.

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

MICROSOFT INFOPATH 2007 ESSENTIALS TRAINING COURSE OUTLINE

FOREWORD

This course will take a close look at InfoPath 2007 to give you all the tools you need to create, manage, and fill out forms. You'll be amazed at how InfoPath can help your organization streamline its information flow!

OUTCOMES

By the end of this training course, participants will:

- ▶ Open and close InfoPath
- ▶ Use InfoPath's Getting Started window and the interface
- ▶ Explain XML at a high level
- ▶ Use InfoPath to fill out forms
- ▶ Design a form from scratch
- ▶ Work with InfoPath tables
- ▶ Create field labels
- ▶ Add and modify basic controls, including picture and file attachments
- ▶ Understand what advanced control types can be used for
- ▶ Format controls
- ▶ Add data validation and conditional formatting rules to controls
- ▶ Use the Logic Inspector and Design Checker
- ▶ View and modify data sources, fields, and groups
- ▶ Manually bind controls to a data source
- ▶ Create, modify, and delete InfoPath views
- ▶ Change the color scheme of a form
- ▶ Check spelling
- ▶ Preview and test a form
- ▶ Protect a form

- ▶ Publish or print a form
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MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives

Lesson 2: Formatting Controls

- ▶ Changing the Visual Properties of a Control
- ▶ Using the Control Properties Dialog
- ▶ Adding Data Validation Rules
- ▶ Applying Conditional Formatting
- ▶ Running the Logic Inspector

Lesson 3: Opening and Closing InfoPath

- ▶ Opening InfoPath
- ▶ Using the Getting Started Window
- ▶ Interface Overview
- ▶ An XML Primer
- ▶ Closing InfoPath

Lesson 4: Working with Data Sources

- ▶ Viewing Data Source Information
- ▶ Managing Fields and Groups
- ▶ Adding a Data Connection
- ▶ Manually Binding Controls

Lesson 5: Filling Out a Form

- ▶ Launching Fill-Out-A-Form Mode

- ▶ Entering Data
- ▶ Checking Your Spelling
- ▶ Printing the Form
- ▶ Saving the Form

Lesson 6: Creating a View

- ▶ Creating a Custom View
- ▶ Creating a Print View
- ▶ Setting a View as Default
- ▶ Deleting Views

Lesson 7: Designing a Form Framework

- ▶ Creating a Blank Form
- ▶ Adding a Table
- ▶ Adding and Removing Rows or Columns
- ▶ Merging and Splitting Cells
- ▶ Formatting Tables
- ▶ Changing Table Properties

Lesson 8: Finishing the Form

- ▶ Changing the Color Scheme
- ▶ Checking Your Spelling
- ▶ Using the Design Checker
- ▶ Previewing the Form

Lesson 9: Adding Labels

- ▶ Adding Labels
- ▶ Changing the Font Face and Size
- ▶ Changing the Font Color
- ▶ Adding Effects
- ▶ Using the Font Task Pane

- ▶ Aligning Text

Lesson 10: Distributing Your Form

- ▶ Protecting Your Form
- ▶ Understanding Saving vs. Publishing
- ▶ Using the Publishing Wizard
- ▶ Printing the Form

Lesson 11: Adding Controls

- ▶ Adding a Standard Control
- ▶ Adding Repeating and Optional Controls
- ▶ Adding File Controls
- ▶ Adding Picture Controls
- ▶ Advanced Types of Controls

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!](#)