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MICROSOFT INFOPATH 2010 ADVANCED TRAINING

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Microsoft InfoPath
2010
Advanced



COURSE LENGTH: 1.0 DAYS

The Microsoft InfoPath 2010 Advanced Training Course provides you with the knowledge and deeper understanding of the advanced features of Microsoft InfoPath to develop your skills in using them easily and efficiently.

Upon completion of this course, you will have learned: how to validate form data, the various types of controls, adding resource files to form templates, how to import designs from Word or Excel, working with forms that can be merged, how to manage data connections and create cascading drop down lists, how to publish forms in various designs and 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 2010 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:

- ▶ Understand various types of controls
 - ▶ Validate form data
 - ▶ Import designs from Word or Excel
 - ▶ Create cascading drop down lists
 - ▶ Work with forms that can be merged
 - ▶ Add resource files to form templates
 - ▶ Understand InfoPath Form Events
 - ▶ Manage data connections
 - ▶ Publish in various types of forms
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MODULES

Lesson 1: Getting Started

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

Lesson 2: Advanced Topics

- ▶ Cascading List Box

- ▶ Merging Forms
- ▶ Adding Resource Files to Your Form Template

Lesson 3: Types of Controls

- ▶ Insert Controls on a Form Template
- ▶ Understanding Controls and the Data Source
- ▶ Input Controls
- ▶ Object Controls
- ▶ Container Controls
- ▶ Custom 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
- ▶ The Developer Tab

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: Control Tool Properties & Table Tools Tabs

- ▶ Control Tool Properties Tabs
- ▶ Using the Control Properties Dialog Box
- ▶ Table Tools Tab

Lesson 8: SharePoint Integration

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

Lesson 9: Actions

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

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: Importing Form Designs

- ▶ Importing Designs from Other Applications
- ▶ Importing Word Forms
- ▶ Importing Excel 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!](#)