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## MICROSOFT INFOPATH 2010 ESSENTIALS TRAINING

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Microsoft InfoPath  
2010  
Essentials



**COURSE LENGTH: 1.0 DAYS**

Microsoft InfoPath 2010 has many new features that make it easier and faster to design interactive form templates. Learn the most used basic and new features by attending pd training's Microsoft InfoPath 2010 Essentials Training course.

This course covers the following topics: understanding InfoPath's interface, using the InfoPath Filler, adding labels, controls and final touches to a Form, work with different data sources, manage data connections, distributing a Form 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.

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## MICROSOFT INFOPATH 2010 ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

In this workshop, you will learn how to create, manage, and fill out interactive forms. Microsoft InfoPath 2010 has new great features such as, the Office Fluent UI and the ability to customize SharePoint list forms in just one click. Are you ready to take your organization to the next level with Microsoft InfoPath 2010?

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### OUTCOMES

**By the end of this training course, participants will:**

- ▶ Understand InfoPath's Interface
- ▶ Use the InfoPath Filler
- ▶ Design a Forms Framework
- ▶ Add Labels
- ▶ Add Controls
- ▶ Format Controls
- ▶ Work with Different Data Sources
- ▶ Manage Data Connections
- ▶ Create a View
- ▶ Add Final Touches to a Form
- ▶ Distribute a Form

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### MODULES

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#### 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 (Rule) Inspector

## Lesson 3: Opening and Closing InfoPath

- ▶ Opening InfoPath
- ▶ Using the Available Form Templates Window
- ▶ Exploring the InfoPath Interface
- ▶ 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: Using the InfoPath Filler 2010

- ▶ Launching Microsoft InfoPath Filler 2010
- ▶ 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
- ▶ Protecting Your Form
- ▶ 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

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

### 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

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## WEB LINKS

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