



Microsoft Office InfoPath 2007: Creating InfoPath Forms

MSIP-315

Course Description:

This course is designed to provide students with the knowledge and skills to create and share forms using Microsoft InfoPath 2007 in order to streamline the process of gathering and sharing information. This course is instructor-led, group-paced, classroom-delivered with structured hands-on activities.

Course Objectives:

Upon completion of the course, students will be able to:

- Create InfoPath forms
- Import and export form data
- Customize form layout
- Manage views
- Secure the forms
- Distribute forms
- Manage controls
- Work with databases

Prerequisites:

- Proficiency in Microsoft Office products, especially forms development
- Basic experience working in a tagged environment such as HTML or FrameMaker with SGML

Audience:

- Forms Administrators
- Information Coordinators
- Microsoft Office System Power Users

Course Duration:

1 Day

Course Topics:

I. Creating InfoPath Forms

- Explore the user interface
- Draft a form
- Add a data validation rule
- Test a form

II. Importing and Exporting Form Data

- Import forms into InfoPath
- Export form data to Excel
- Export form data to the Web

III. Customizing Form Layout

- Format a form
- Customize tables
- Insert graphic objects
- Create optional and repeating sections
- Merge forms

IV. Managing Views

- Create custom views
- Modify a view
- Create a print version for a view
- Assign user roles to a view

V. Applying Security to Forms

- Protect InfoPath forms
- Restrict access to a form
- Set security zones

VI. Distributing Forms

- Publish a form template
- Publish a form to email recipients
- Troubleshoot publishing problems

VII. Managing Controls

- Data source concepts
- Customize controls
- Bind controls

VIII. Working with a Database

- Develop a form from a database
- Use InfoPath forms to add records to a database

- Use InfoPath forms to query a database
- Populate controls using a database