

Course Overview

In this 2-day course, you will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms. You will start by exploring the interface and creating forms. Next you will learn to import and export forms. You will customize form layouts by inserting graphical objects and customizing tables. You will also manage views and learn how to apply security to forms. You will learn how to publish forms and manage controls. Lastly, you will use InfoPath to add records and create queries in a database.

Course Preparation

Prerequisite: You should be proficient in the Microsoft Office products, concentrating in forms and development. Experience working with HTML.

Course Topics

Creating InfoPath Forms

- Explore the InfoPath 2010 Interface
- Draft a Form
- Add Data Validation Rules
- Test a Form

Importing and Exporting Forms

- Import Form Data Using InfoPath Designer
- Export Form Data to Excel Using InfoPath Filler
- Export Form Data to the Web Using InfoPath Filler

Customizing Form Layouts

- Customize Tables
- Format a Form
- Insert Graphical Objects
- Create Sections
- Merge Forms

Managing Views

- Create Custom Views
- Assign User Roles to a View

Applying Security to Forms

- Protect InfoPath Forms
- Restrict Access to a Form
- Set Security Zones

Distributing Forms

- Publish a Form
- Publish a Form to Email Recipients
- Troubleshoot Publishing Problems

Managing Controls

- Describe Data Source Concepts
- Customize Controls
- Bind Controls

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 Form Controls from a Database