

Microsoft InfoPath 2010 Introduction

Course length

1 day

Why come on this course?

This course will provide you with the knowledge required to design and publish forms for users to fill in. The course emphasises hands-on experience, with a series of self-guided exercises integrated into the training. You will discover how InfoPath forms are constructed and given a clear plan on how to create templates. You will be shown how to design and create complete forms to support your business needs. You will implement data integrity and rules into forms to manage data entry and publish InfoPath forms to e-mail, network locations and SharePoint sites.

Who is it for?

This course is aimed at end users with no previous experience in programming who have a need to design forms. These forms may be used to communicate information or to generate and promote business workflow. You need to have a basic understanding of using Windows and a web browser, a basic knowledge of core MS Office applications such as Word, Excel and Outlook.

What will I learn?

By the end of this course delegates will:

- Understand how XML is used within InfoPath forms
- Design form templates using Page Designs and Table Layouts
- Add and configure controls to store information
- Modify the data integrity of controls to make them mandatory
- Format form design templates using font formatting, styles and themes
- Publish forms to various locations including SharePoint sites

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

Understanding InfoPath

- What is InfoPath?
- InfoPath User Interface
- Understanding InfoPath Files
- Working with Form Templates

Designing Forms

- Plan a Form Template
- Import a Form
- Format a Form
- Insert Graphic Objects

Form Controls

- Control Types
- Working with Controls
- Binding
- Section Controls
- Managing Control Properties
- Working with Hyperlinks

Managing Data Source

- The Data Source
- Basic Data Integrity
- Formulas

Rules

- Managing Rules
- Conditional Formatting Rules
- Data Validation Rules
- Action Rules
- Test a Form Design

Managing Views

- Working with Views
- Create a Print Version for a View

Publishing Forms

- Understanding Publishing
- Distributing a Form Template
- Modifying a Published Form

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