

### InfoPath 2010 - Creating InfoPath Forms

Duration: 1 day

#### Overview:

In this course, students will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.

#### Target Audience:

This course is targeted for persons with Web design experience, form administrators, information coordinators, and Microsoft Office system power users who need to gather, reuse, distribute, and collaborate using XML-based forms

#### Pre-requisites:

Students taking this class should have proficiency in Microsoft Office products, concentrating in forms development and experience working in a tagged environment (such as HTML or Frame maker with SGML).

#### At Course Completion:

After completing this course, students will be able to:

- Create InfoPath forms.
- Import and export forms
- Customise a form layout
- Manage views
- Apply security to forms
- Distribute forms
- Manage controls
- Work with a database

#### Lesson 1: Creating InfoPath Forms

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

#### Lesson 2: 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

#### Lesson 3: Customising Form Layouts

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

#### Lesson 4: Managing Views

- Create Custom Views
- Assign User Roles to a View

#### Lesson 5: Applying Security to Forms

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

#### Lesson 6: Distributing Forms

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

#### Lesson 7: Managing Controls

- Describe Data Source Concepts
- Customise Controls
- Bind Controls

#### Lesson 8: 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