



## MS InfoPath 2007 Essentials



## InfoPath 2007 Advanced Training Course

### InfoPath 2007 Advanced Training Course Foreword

This course extends on InfoPath's Office Fluent UI and SharePoint's customisation features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

### Course Length

1-day

### Learning Outcomes

**By the end of this course, participants should be able to:**

- Open and close InfoPath
- Use InfoPath's Getting Started window and the interface
- Explain XML at a high level
- Use InfoPath to fill out forms
- Design a form from scratch
- Work with InfoPath tables
- Create field labels
- Add and modify basic controls, including picture and file attachments
- Understand what advanced control types can be used for
- Format controls
- Add data validation and conditional formatting rules to controls
- Use the Logic Inspector and Design Checker
- View and modify data sources, fields, and groups
- Manually bind controls to a data source
- Create, modify, and delete InfoPath views
- Change the color scheme of a form
- Check spelling
- Preview and test a form
- Protect a form
- Publish or print a form

## InfoPath 2007 Advanced Training course outline

### InfoPath 2007 Training Course - Lesson 1

#### Getting Started

- Workshop Objectives
- Pre-Assignment Review
- Action Plans and Evaluations

### InfoPath 2007 Training Course - Lesson 2

#### Types of Controls

- Insert Controls on a Form Template
- Understanding Controls and the Data Source
- Standard Controls
- Repeating and Optional Controls
- File and Picture Controls
- Custom and Advanced Controls
- Remove a Control from a Form Template

### InfoPath 2007 Training Course - Lesson 3

#### Repeating and Optional Controls

- Using Repeat Tables
- Using Repeating Sections
- Creating an Optional Section

### InfoPath 2007 Training Course - Lesson 4

#### Actions

- Creating an Action Based on User Input
- Using Buttons to Switch Views
- Applying Conditional Formatting
- Calculating Fields
- Validating Your Form Input Data

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<p>InfoPath 2007 Training Course - Lesson 5 <b>Importing Form Designs</b></p> <ul style="list-style-type: none"><li>• About Importing Designs from Other Applications</li><li>• Importing Word Forms</li><li>• Importing Excel Forms</li></ul>	<p>InfoPath 2007 Training Course - Lesson 6 <b>Advanced Topics</b></p> <ul style="list-style-type: none"><li>• Cascading List Box</li><li>• Merging Forms</li></ul>
<p>InfoPath 2007 Training Course - Lesson 7 <b>Custom Task Panes</b></p> <ul style="list-style-type: none"><li>• About Using a Custom Task Pane</li><li>• Adding Resource Files to Your Form Template</li><li>• Creating a Custom Task Pane</li></ul>	<p>InfoPath 2007 Training Course - Lesson 8 <b>Understanding Code</b></p> <ul style="list-style-type: none"><li>• How InfoPath uses XML Technologies</li><li>• InfoPath Form Events</li><li>• Working with Data Connections</li><li>• Using an Add-In</li></ul>
<p>InfoPath 2007 Training Course - Lesson 9 <b>Publishing Forms</b></p> <ul style="list-style-type: none"><li>• Understanding Form Security</li><li>• Setting Form Template Security Level</li><li>• Network Location</li><li>• Hosting InfoPath Forms</li></ul>	<p>InfoPath 2007 Training Course - Lesson 10 <b>SharePoint Integration</b></p> <ul style="list-style-type: none"><li>• Form Libraries</li><li>• Promoting Field Properties</li><li>• Email Enabling Document Libraries</li><li>• SharePoint Workflow</li></ul>
<p>InfoPath 2007 Training Course - Lesson 11 <b>Publishing Forms for Use with SharePoint</b></p> <ul style="list-style-type: none"><li>• Publishing To a SharePoint Form Library</li><li>• Publishing To a SharePoint Site as a Content Type</li><li>• Browser Capable Forms</li><li>• Installable Form Template</li></ul>	<p>InfoPath 2007 Training Course - Lesson 12 <b>Wrapping Up</b></p> <ul style="list-style-type: none"><li>• Words from the Wise</li><li>• Parking Lot</li><li>• Action Plans and Evaluations</li></ul>

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