



MS InfoPath 2007 Essentials



InfoPath 2007 Essentials Training Course

InfoPath 2007 Essentials Training Course Foreword

This course will take a close look at InfoPath 2007 to give you all the tools you need to create, manage, and fill out forms. You'll be amazed at how InfoPath can help your organisation streamline its information flow!

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 Essentials Training course outline

<p>InfoPath 2007 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Icebreaker• Pre-Assignment Review• Workshop Objectives	<p>InfoPath 2007 Training Course - Lesson 2 Opening and Closing InfoPath</p> <ul style="list-style-type: none">• Opening InfoPath• Using the Getting Started Window• Interface Overview• An XML Primer• Closing InfoPath
<p>InfoPath 2007 Training Course - Lesson 3 Filling Out a Form</p> <ul style="list-style-type: none">• Launching Fill-Out-A-Form Mode• Entering Data• Checking Your Spelling• Printing the Form• Saving the Form	<p>InfoPath 2007 Training Course - Lesson 4 Designing a Form Framework</p> <ul style="list-style-type: none">• Creating a Blank Form• Adding a Table• Adding and Removing Rows or Columns• Merging and Splitting Cells• Formatting Tables• Changing Table Properties

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<p>InfoPath 2007 Training Course - Lesson 5 Adding Labels</p> <ul style="list-style-type: none">• Adding Labels• Changing the Font Face and Size• Changing the Font Colour• Adding Effects• Using the Font Task Pane• Aligning Text	<p>InfoPath 2007 Training Course - Lesson 6 Adding Controls</p> <ul style="list-style-type: none">• Adding a Standard Control• Adding Repeating and Optional Controls• Adding File Controls• Adding Picture Controls• Advanced Types of Controls
<p>InfoPath 2007 Training Course - Lesson 7 Formatting Controls</p> <ul style="list-style-type: none">• Changing the Visual Properties of a Control• Using the Control Properties Dialog• Adding Data Validation Rules• Applying Conditional Formatting• Running the Logic Inspector	<p>InfoPath 2007 Training Course - Lesson 8 Working with Data Sources</p> <ul style="list-style-type: none">• Viewing Data Source Information• Managing Fields and Groups• Adding a Data Connection• Manually Binding Controls
<p>InfoPath 2007 Training Course - Lesson 9 Creating a View</p> <ul style="list-style-type: none">• Creating a Custom View• Creating a Print View• Setting a View as Default• Deleting Views	<p>InfoPath 2007 Training Course - Lesson 10 Finishing the Form</p> <ul style="list-style-type: none">• Changing the Colour Scheme• Checking Your Spelling• Using the Design Checker• Previewing the Form
<p>InfoPath 2007 Training Course - Lesson 11 Distributing Your Form</p> <ul style="list-style-type: none">• Protecting Your Form• Understanding Saving vs. Publishing• Using the Publishing Wizard• Printing the Form	<p>InfoPath 2007 Training Course - Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• InfoPaths from the Wise• Parking Lot• Action Plans and Evaluations

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