



MS InfoPath 2010
Essentials



*Take your organisation to the next level
with Microsoft InfoPath 2010.*

InfoPath 2010 Advanced Training Course

InfoPath 2010 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. Are you ready to take your organisation to the next level with Microsoft InfoPath 2010?

Course length

1-day

Learning Outcomes

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

- Understand various types of controls
- Validate form data
- Import designs from Word or Excel
- Create cascading drop down lists
- Work with forms that can be merged
- Add resource files to your form template
- Understand InfoPath Form Events
- Manage data connections
- Publish in various types of forms

InfoPath 2010 Advanced Training Course Outline

InfoPath 2010 Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

InfoPath 2010 Training Course - Lesson 2 **Types of Controls**

- Insert Controls on a Form Template
- Understanding Controls and the Data Source
- Input Controls
- Object Controls
- Container Controls
- Custom Controls
- Remove a Control from a Form Template

InfoPath 2010 Training Course - Lesson 3 **Repeating and Optional Controls**

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

InfoPath 2010 Training Course - Lesson 4 **Control Tool Properties and Table Tools Tabs**

- Control Tool Properties Tabs
- Using the Control Properties Dialog Box
- Table Tools Tab



InfoPath 2010 Training Course - Lesson 5

Actions

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

InfoPath 2010 Training Course - Lesson 6

Importing Form Designs

- Importing Designs from Other Applications
- Importing Word Forms
- Importing Excel Forms

InfoPath 2010 Training Course - Lesson 7

Advanced Topics

- Cascading List Box
- Merging Forms
- Adding Resource Files to Your Form Template

InfoPath 2010 Training Course - Lesson 8

Understanding Code

- How InfoPath uses XML Technologies
- InfoPath Form Events
- Working with Data Connections
- Using an Add-In
- The Developer Tab

InfoPath 2010 Training Course - Lesson 9

Publishing Forms

- Understanding Form Security
- Setting Form Template Security Level
- Network Location
- Hosting InfoPath Forms

InfoPath 2010 Training Course - Lesson 10

SharePoint Integration

- Form Libraries
- Promoting Field Properties
- Email Enabling Document Libraries
- SharePoint Workflow

InfoPath 2010 Training Course - Lesson 11

Publishing Forms for Use with SharePoint

- Publishing To a SharePoint Form Library
- Publishing To a SharePoint Site as a Content Type
- Browser Capable Forms
- Installable Form Template





InfoPath 2010 Training Course - Lesson 12

Wrapping Up

- Words from the Wise

InfoPath 2010 Advanced is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

Web links:

-  [Quick quote](#)
-  [View Public Class Schedule](#)
-  [Quick enquiry](#)
-  [Visit contracttrainers.com.au](http://contracttrainers.com.au)