



MS InfoPath 2010
Essentials



Take your organisation to the next level
with Microsoft InfoPath 2010

InfoPath 2010 Essentials Training Course

InfoPath 2010 Advanced Training Course Foreword

In this workshop, you will learn how to create, manage, and fill out interactive forms. The Microsoft InfoPath 2010 has new great features, such as the Office Fluent UI, and the ability to customize SharePoint list forms in just one click. Are you ready to take your organisation to the next level with Microsoft InfoPath 2010?

Course length

1-day

<p>InfoPath 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>InfoPath 2010 Training Course - Lesson 2 Opening and Closing InfoPath</p> <ul style="list-style-type: none">• Opening InfoPath• Using the Available Form Templates Window• Exploring the InfoPath's Interface• An XML Primer• Closing InfoPath
<p>InfoPath 2010 Training Course - Lesson 3 Using the InfoPath Filler 2010</p> <ul style="list-style-type: none">• Launching Microsoft InfoPath Filler 2010• Entering Data• Checking Your Spelling• Printing the Form• Saving the Form	<p>InfoPath 2010 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
<p>InfoPath 2010 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 2010 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



InfoPath 2010 Training Course - Lesson 7 **Formatting Controls**

- Changing the Visual Properties of a Control
- Using the Control Properties Dialog
- Adding Data Validation Rules
- Applying Conditional Formatting
- Running the Logic (Rule) Inspector

InfoPath 2010 Training Course - Lesson 8 **Working with Data Sources**

- Viewing Data Source Information
- Managing Fields and Groups
- Adding a Data Connection
- Manually Binding Controls

InfoPath 2010 Training Course - Lesson 9 **Creating a View**

- Creating a Custom View
- Creating a Print View
- Setting a View as Default
- Deleting Views

InfoPath 2010 Training Course - Lesson 10 **Finishing the Form**

- Changing the Colour Scheme
- Checking Your Spelling
- Using the Design Checker
- Protecting Your Form
- Previewing the Form

InfoPath 2010 Training Course - Lesson 11 **Distributing Your Form**

- Understanding Saving vs. Publishing
- Using the Publishing Wizard
- Printing the Form Objects

InfoPath 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

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

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