

# InfoPath 2003: Creating InfoPath Forms

2 Days

## Description

You're a person who has information that needs to be gathered and shared. InfoPath is a product that does just that. This course will train you to use Microsoft InfoPath. You will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.

## Who Should Take This Course?

Persons with Web design experience, forms administrators, information coordinators, Microsoft Office power users or Lotus Notes developers who need to gather and share information by using XML-based forms.

## Prerequisites

Students enrolling in this class should have advanced Microsoft Office experience concentrating in forms development and experience working in a tagged environment (such as HTML or FrameMaker with SGML).

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ Use Microsoft InfoPath.
- ✓ Create forms.
- ✓ Customize form layout.
- ✓ Manage views.
- ✓ Apply form security.

### Using InfoPath

- Complete a Form
- Save a Form
- Export Form Data to Excel
- Export Form Data to the Web
- Edit Posted Data
- Share Forms Through Outlook

### Creating Forms

- Draft a Form
- Add a Validation Rule
- Test a Form
- Create a Form Template
- Delete Forms or Templates

### Distributing Forms

- Publish a Form Template
- Troubleshoot Publishing Problems

### Customize Form Layout

- Format a Form
- Insert Pictures
- Customize Tables
- Create Optional or Repeating Sections
- Customize Controls
- Merge Forms

- Managing Controls
- Customize Controls
- Populate Controls from a Data Source
- Bind Controls

### Managing Views

- Create Custom Views
- Set the Default View
- Modify a View
- Create a Print View

### Applying Security

- Protect InfoPath Forms
- Set Security Zones

### 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

### Appendix A: Supplemental Lesson Installing InfoPath

- Repair InfoPath Installation
- Install InfoPath
- Check the Computer for Minimum Requirements
- Uninstall InfoPath