



MS InfoPath 2007 Essentials



Course Length: 1.0 days

This course takes 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!

The pdtraining Microsoft InfoPath 2007 Essentials Training Course covers topics that will help you learn how to create SharePoint forms, customise templates, manage data connections, format controls, work with tables and much more.

This dynamic training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click on the Public Class tab below to view our Microsoft InfoPath 2007 Essentials course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

InfoPath 2007 Essentials Course Outline

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!

Outcomes:

- 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 colour scheme of a form
- Check spelling
- Preview and test a form
- Protect a form
- Publish or print a form

InfoPath 2007 Essentials Training Course - Lesson 1 **Getting Started**

- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

InfoPath 2007 Essentials Training Course - Lesson 3 **Filling Out a Form**

- Launching Fill-Out-A-Form Mode
- Entering Data
- Checking Your Spelling
- Printing the Form
- Saving the Form

InfoPath 2007 Essentials Training Course - Lesson 5 **Adding Labels**

- Adding Labels
- Changing the Font Face and Size
- Changing the Font Colour
- Adding Effects

InfoPath 2007 Essentials Training Course - Lesson 2 **Opening and Closing InfoPath**

- Opening InfoPath
- Using the Getting Started Window
- Interface Overview
- An XML Primer
- Closing InfoPath

InfoPath 2007 Essentials Training Course - Lesson 4 **Designing a Form Framework**

- Creating a Blank Form
- Adding a Table
- Adding and Removing Rows or Columns
- Merging and Splitting Cells
- Formatting Tables
- Changing Table Properties

InfoPath 2007 Essentials Training Course - Lesson 6 **Adding Controls**

- Adding a Standard Control
- Adding Repeating and Optional Controls
- Adding File Controls
- Adding Picture Controls



- Using the Font Task Pane
- Aligning Text

InfoPath 2007 Essentials 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 Inspector

InfoPath 2007 Essentials Training Course - Lesson 9
Creating a View

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

InfoPath 2007 Essentials Training Course - Lesson 11
Distributing Your Form

- Protecting Your Form
- Understanding Saving vs. Publishing
- Using the Publishing Wizard
- Printing the Form

- Advanced Types of Controls

InfoPath 2007 Essentials Training Course - Lesson 8
Working with Data Sources

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

InfoPath 2007 Essentials Training Course - Lesson 10
Finishing the Form

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

InfoPath 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

Web Links:

View this course online:

<http://pdtraining.co.nz/courses/infopath-2007-essentials-course>

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