

COURSE OUTLINES

MS InfoPath 2003

Learning outcomes:

At the end of the course the participant will

- ✓ Use Microsoft InfoPath
- ✓ Create forms
- ✓ Distribute forms
- ✓ Customize form layout
- ✓ Manage controls
- ✓ Manage views
- ✓ Apply form security
- ✓ Work with a database
- ✓ Install InfoPath

Course Contents:

- 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 Forms from Templates
 - Delete Forms or Templates
- Distributing Forms
 - Publish a Form Template
 - Troubleshoot Publishing Problems
- Customizing Form Layout
 - Format a Form
 - Insert Pictures
 - Customize Tables
 - Create Optional or Repeating Sections
 - 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
- Installing InfoPath
 - Repair InfoPath Installation
 - Check the Computer for Minimum Requirements
 - Install InfoPath
 - Uninstall InfoPath