Course Description:

Information is a key to the success of any organization. Gathering and sharing information within your organization, with clients and customers alike, can also be an important task. Microsoft® Office InfoPath® 2013: Creating InfoPath Forms is a product that gathers and shares information. In this course, you will use InfoPath to streamline the process of gathering and sharing information.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities –7 hours (1 day)

Course Objectives: You will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.
Upon successful completion of this course, students will be able to:

- Create InfoPath forms
- Import and export form data
- Customize form layout
- Manage views
- Secure the forms
- Distribute forms
- Manage controls
- Work with databases

Target Student:

This course is designed for those with web design experience, forms administrators, information coordinators, and/or Microsoft office system power users who need to gather, reuse, distribute, and collaborate using XML-based forms.

Prerequisites:

Before taking this course, students should have proficiency in Microsoft Office products, concentrating in forms development and experience working in a tagged environment (such as HTML or FrameMaker with SGML).

Course Outline

Create InfoPath Forms
- Explore the user interface
- Draft a form
- Add a data validation rule
- Test a form

Import and Export Form Data
- Import forms into InfoPath
- Export form data to Excel
- Export form data to the web

Customize Form Layout
- Format a form
- Customize tables
- Insert graphic objects
- Create optional and repeating sections
- Merge forms

Manage Views
- Create custom views
- Modify a view
- Create a print version for a view

Apply Security to Forms
- Protect InfoPath forms
- Restrict access to a form
- Set security zones

Distribute Forms
- Publish a form template
- Publish a form to email recipients
- Troubleshoot publishing problems

Manage Controls
- Data source concepts
- Customize controls
- Blind controls

Work 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
- Populate form controls from a database