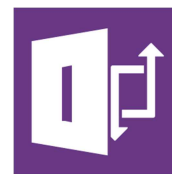


# Microsoft InfoPath

## Introduction

### Overview



InfoPath is an information-gathering program which enables you to create and deploy electronic forms to gather information. This 2 Day course will provide delegates with the skills and knowledge needed to design forms by:

- creating /modifying forms
- design and formatting
- adding basic controls and lists
- adding pictures
- using views

At the end of this course, delegates will be able to create and distribute forms that enable you to manage data.

### Prerequisites

Delegates should be proficient in Microsoft Office and some knowledge of HTML would be useful.

### Course Content

#### Use InfoPath

- Complete a Form
- Share Forms through Outlook
- Export to Excel and the Web

#### Create Forms

- Draft a Form
- Add a Validation Rule
- Test a Form
- Create Forms from Templates

#### Distribute Forms

- Publish a Form Template

#### Customise Form Layout

- Change the appearance of a Form
- Add/Configure fields – text, date etc.
- Insert Pictures, Online pictures
- Customise Tables
- Create Optional or Repeat Sections
- Merge Forms

#### Manage Controls

- Customise Controls
- Apply conditional formatting to a Control
- Populate Controls from a Data Source
- Bind Controls

#### Manage Views

- Create Custom Views
- Set the Default View
- Modify a View
- Create a Print View
- Assign User Roles to a View
- Creating a records centre
- Using policies to control document management

#### Applying Security

- Protect InfoPath Forms
- Set Security Zones
- Restrict access to parts of a form

#### Working with a Database

- Develop a Form from a Database
- Add database records using Forms
- Query a Database Using Forms
- Export data to Excel / Outlook

