

InfoPath 2010 Introduction

Length: 1 Day

Summary: Students will learn to:

- Learn to import and export form data
- Learn to customize form layout
- Learn to manage views
- Learn to secure the forms
- Learn to distribute forms
- Learn to manage controls
- Learn to work with databases

COURSE CONTENT

1: AN INTRODUCTION TO INFOPATH 2010

- What is InfoPath?
- Why use InfoPath?
- Integrating InfoPath into Business Processes
- What is needed to Utilize InfoPath?
- History of InfoPath
- Definitions and Assumptions for Course

2: CREATING, EDITING AND PUBLISHING FORMS

- Form Creation Overview
- Where to Start
- Know Thy Audience
- Know Thy Data
- Building a Sample Form
- Publishing the Form

3: FORM BUILDING – NUTS AND BOLTS

- Data Sources
- Labels and Controls
- Organization and Usability
- Repeating Tables
- Views

- Template Parts
- Design Checker

4: CALCULATIONS, ACTIONS AND VALIDATION

- New definition: XPATH
- Calculated Values
- Actions
- Conditional Formatting
- Data Validation