



## Microsoft InfoPath 2010 Essentials



Course Length: 1.0 days

This course takes a close look at InfoPath 2010 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 2010 Advanced Training Course provides you with the some valuable skills including setting up controls, validating form code, publishing forms, SharePoint integration, calculating fields and much more.

This dynamic training course is available now throughout Malaysia including Kuala Lumpur.

Please click on the Public Class tab below to view our Microsoft InfoPath 2010 Essentials Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

### Microsoft InfoPath 2010 Essentials Course Outline

#### Foreword:

In this workshop, you will learn how to create, manage, and fill out interactive forms. Microsoft InfoPath 2010 has new great features such as, the Office Fluent UI and the ability to customize SharePoint list forms in just one click. Are you ready to take your organization to the next level with Microsoft InfoPath 2010?

#### Outcomes:

- Understand InfoPath's Interface
- Use the InfoPath Filler
- Design a Forms Framework
- Add Labels
- Add Controls
- Format Controls
- Work with Different Data Sources
- Manage Data Connections
- Create a View
- Add Final Touches to a Form
- Distribute a Form

#### InfoPath 2010 Essentials Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

#### InfoPath 2010 Essentials Training Course - Lesson 3 **Using the InfoPath Filler 2010**

- Launching Microsoft InfoPath Filler 2010
- Entering Data
- Checking Your Spelling
- Printing the Form
- Saving the Form

#### InfoPath 2010 Essentials Training Course - Lesson 5 **Adding Labels**

- Adding Labels
- Changing the Font Face and Size
- Changing the Font Colour
- Adding Effects
- Using the Font Task Pane
- Aligning Text

#### InfoPath 2010 Essentials Training Course - Lesson 7 **Formatting Controls**

- Changing the Visual Properties of a Control

#### InfoPath 2010 Essentials Training Course - Lesson 2 **Opening and Closing InfoPath**

- Opening InfoPath
- Using the Available Form Templates Window
- Exploring the InfoPath Interface
- An XML Primer
- Closing InfoPath

#### InfoPath 2010 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 2010 Essentials Training Course - Lesson 6 **Adding Controls**

- Adding a Standard Control
- Adding Repeating and Optional Controls
- Adding File Controls
- Adding Picture Controls
- Advanced Types of Controls

#### InfoPath 2010 Essentials Training Course - Lesson 8 **Working with Data Sources**

- Viewing Data Source Information



- Using the Control Properties Dialog
- Adding Data Validation Rules
- Applying Conditional Formatting
- Running the Logic (Rule) Inspector

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

InfoPath 2010 Essentials Training Course - Lesson 9  
**Creating a View**

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

InfoPath 2010 Essentials Training Course - Lesson 10  
**Finishing the Form**

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

InfoPath 2010 Essentials Training Course - Lesson 11  
**Distributing Your Form**

- Understanding Saving vs. Publishing
- Using the Publishing Wizard
- Printing the Form Objects

InfoPath 2010 Essentials Training Course - Lesson 12  
**Wrapping Up**

- Words from the Wise

**Web Links:**

View this course online:

<http://pdtraining.com.my/courses/infopath-2010-essentials-training-course>

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