



Let's Reach For Excellence!

TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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Microsoft Office InfoPath 2003: Creating Info Path Forms

Duration: 02 days

You're a person who has information that you need to gather and share. Microsoft Office InfoPath 2003 is a product that gathers and shares information. This course will train you to use InfoPath.



COURSE OBJECTIVE

You will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.

TARGET STUDENT

Persons with Web design experience, forms administrators, information coordinators, Microsoft Office System power users, or Lotus Notes developers who need to gather and share information by using XML-based forms.

PREREQUISITES

Students enrolling in this class should have advanced Microsoft Office experience, concentrating in forms development, and experience working in a tagged environment (such as HTML or FrameMaker with SGML).

COURSE CONTENT

Lesson 1: Using InfoPath

- Topic 1A: Complete a Form
- Topic 1B: Save a Form
- Topic 1C: Export Form Data to Excel
- Topic 1D: Export Form Data to the Web
- Topic 1E: Edit Posted Data
- Topic 1F: Share Forms Through Outlook

Lesson 2: Creating Forms

- Topic 2A: Draft a Form
- Topic 2B: Add a Validation Rule
- Topic 2C: Test a Form
- Topic 2D: Create Forms from Templates
- Topic 2E: Delete Forms or Templates

Lesson 3: Distributing Forms

- Topic 3A: Publish a Form Template
- Topic 3B: Troubleshoot Publishing Problems

Lesson 4: Customizing Form Layout

- Topic 4A: Format a Form
- Topic 4B: Insert Pictures
- Topic 4C: Customize Tables

Topic 4D: Create Optional or Repeating Sections

Topic 4E: Merge Forms

Lesson 5: Managing Controls

Topic 5A: Customize Controls

Topic 5B: Populate Controls from a Data Source

Topic 5C: Bind Controls

Lesson 6: Managing Views

Topic 6A: Create Custom Views

Topic 6B: Set the Default View

Topic 6C: Modify a View

Topic 6D: Create a Print View

Lesson 7: Applying Security

Topic 7A: Protect InfoPath Forms

Topic 7B: Set Security Zones

Lesson 8: Working With a Database

Topic 8A: Develop a Form From a Database

Topic 8B: Use InfoPath Forms to Add Records to a Database

Topic 8C: Use InfoPath Forms to Query a Database

Lesson 9: Installing InfoPath

Topic 9A: Repair InfoPath Installation

Topic 9B: Check the Computer for Minimum Requirements

Topic 9C: Install InfoPath

Topic 9D: Uninstall InfoPath