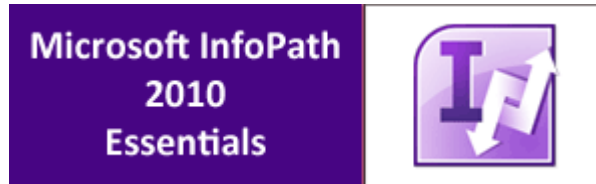


## MICROSOFT INFOPATH 2010 ESSENTIALS

Generate a [group quote](#) today



**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 organization streamline its information flow!

The PD Training 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 Hong Kong, including Central.

This Microsoft InfoPath 2010 Essentials Training Course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

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## MICROSOFT INFOPATH 2010 ESSENTIALS COURSE OUTLINE

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### 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?

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### 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
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives

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#### Lesson 2: Opening and Closing InfoPath

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

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#### Lesson 3: Using the InfoPath Filler 2010

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

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#### 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

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### Lesson 5: Adding Labels

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

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### Lesson 7: Formatting Controls

- ▶ Changing the Visual Properties of a Control
- ▶ Using the Control Properties Dialog
- ▶ Adding Data Validation Rules
- ▶ Applying Conditional Formatting
- ▶ Running the Logic (Rule) Inspector

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### Lesson 9: Creating a View

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

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### Lesson 11: Distributing Your Form

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

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### Lesson 6: Adding Controls

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

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### Lesson 8: Working with Data Sources

- ▶ Viewing Data Source Information
- ▶ Managing Fields and Groups
- ▶ Adding a Data Connection
- ▶ Manually Binding Controls

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### Lesson 10: Finishing the Form

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

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)