MICROSOFT INFOPATH 2007 ADVANCED

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MS InfoPath 2007 Advanced

COURSE LENGTH: 1.0 DAYS

This course extends on InfoPath's Office Fluent UI and SharePoint's customisation features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

The PD Training Microsoft InfoPath 2007 Advanced Training Course covers topics such as creating forms, customising InfoPath templates, how to publish on Windows SharePoint, creating custom task panes, template security and more.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

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MICROSOFT INFOPATH 2007 ADVANCED COURSE OUTLINE

FOREWORD

This course extends on InfoPath's Office Fluent UI and SharePoint's customisation features. In addition, it looks at other useful topics such as importing designs from other Office products, managing data connections and much more.

OUTCOMES

- Use buttons to switch views or simulate multi-page forms
- Apply conditional formatting
- Calculate fields
- Validate form data
- Import designs from Word or Excel
- Create cascading drop down lists
- Work with forms that can be merged
- Create and use a custom task pane with resource files
- Understand how InfoPath uses XML Technologies
- Understand InfoPath Form Events
- Manage data connections
- View and manage Add-ins
- Understand form security
- Set Form Template Security Level
- Publish forms to a network location
- Understand How to Host InfoPath Forms in Another Application
- Understand the use of SharePoint form libraries
- Promote fields to use as SharePoint columns
- Understand the use of email enabled document libraries
- Understand use of SharePoint workflow with InfoPath forms
- Publish to a SharePoint Form Library
- Publish to a SharePoint Site as a Content Type
- Publish Browser capable forms
- Publish Installable Form Template

MODULES

Lesson 1: Getting Started
- Workshop Objectives
- Pre-Assignment Review
- Action Plans and Evaluations

Lesson 2: Types of Controls
- Insert Controls on a Form Template
- Understanding Controls and the Data Source
- Standard Controls

- Repeating and Optional Controls
- File and Picture Controls
- Custom and Advanced Controls
- Remove a Control from a Form Template

Lesson 3: Repeating and Optional Controls
- Using Repeat Tables
- Using Repeating Sections
- Creating an Optional Section

Lesson 4: Actions
- Creating an Action Based on User Input
- Using Buttons to Switch Views
- Applying Conditional Formatting
- Calculating Fields
- Validating Your Form Input Data

Lesson 5: Importing Form Designs
- About Importing Designs from Other Applications
- Importing Word Forms
- Importing Excel Forms

Lesson 6: Advanced Topics
- Cascading List Box
- Merging Forms

Lesson 7: Custom Task Panes
- About Using a Custom Task Pane
- Adding Resource Files to Your Form Template
- Creating a Custom Task Pane

Lesson 8: Understanding Code
- How InfoPath uses XML Technologies
- InfoPath Form Events
- Working with Data Connections
- Using an Add-In

Lesson 9: Publishing Forms
- Understanding Form Security
- Setting Form Template Security Level
- Network Location
- Hosting InfoPath Forms

Lesson 10: SharePoint Integration
- Form Libraries
- Promoting Field Properties
- Email Enabling Document Libraries
- SharePoint Workflow

Lesson 11: Publishing Forms for Use with SharePoint
- Publishing To a SharePoint Form Library
- Publishing To a SharePoint Site as a Content Type
- Browser Capable Forms
- Installable Form Template

Lesson 12: Wrapping Up
- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote