




InfoPath – 2 days	
<p>Course Objectives</p> <p>Microsoft InfoPath is a powerful XML based form creation and delivery tool that allows you to gather and share information in your organisation. This course will teach you how to get the most out of this new Microsoft product.</p> <p>Prerequisites</p> <p>Delegates should have a good level of Microsoft Office and preferably have taken our Advanced Word or Advanced Excel course. Experience with HTML will also be of benefit although not essential.</p> <p>Exercises</p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<div style="text-align: right;"></div> <p>Using InfoPath</p> <ul style="list-style-type: none"> • Complete a Form • Save a Form • Export Form Data to Excel • Export Form Data to the Web • Edit Posted Data • Share Forms Through Outlook <p>Creating Forms</p> <ul style="list-style-type: none"> • Draft a Form • Test a Form • Publish a Form Template • Troubleshoot Publishing Problems • Create Forms from Templates • Delete Forms or Templates <p>Customize Form Layout</p> <ul style="list-style-type: none"> • Format a Form • Insert Pictures • Customize Tables • Create Optional or Repeating Sections • Customize Controls • Merge Forms <p>Managing Views</p> <ul style="list-style-type: none"> • Create Custom Views • Set the Default View • Modify a View • Create a Print View <p>Applying Security</p> <ul style="list-style-type: none"> • Protect InfoPath Forms • Set Security Zones