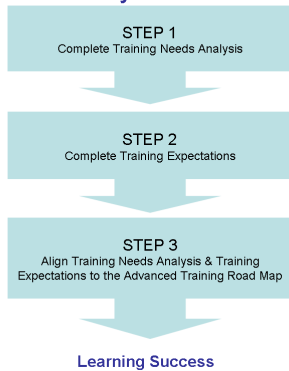


## Learning Management System



## Microsoft InfoPath 2003 - Module 1

# Creating Smart Business Forms

### Course Description

In this course, you will learn how to create, save and customise a form, as well as use forms to add records to a database.

### Pre-Requisites

Advanced Microsoft Office experience, concentrating in forms development, and experience working in a tagged environment (such as HTML or FrameMaker with SGML).

### Outcomes

At the completion of this course, participants will be able to:

- Use Microsoft InfoPath
- Create forms
- Distribute forms
- Customize form layout
- Manage controls
- Manage views
- Apply form security
- Work with a database
- Install InfoPath

### Course Details

Duration: 2 day  
Starting time: 9am  
Finishing time: 4.30pm  
Lunch and refreshments are provided.

### Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED  
TRAINING  
RTO No. 21932



( 1300 86 87246  
1300 TO TRAIN

# Course Outline

## ∅ Using InfoPath

- Complete a Form
- Save a Form
- Export Form Data to Excel
- Export Form Data to the Web
- Edit Posted Data
- Share Forms Through Outlook

## ∅ Creating Forms

- Draft a Form
- Add a Validation Rule
- Test a Form
- Create Forms from Templates
- Delete Forms or Templates

## ∅ Distributing Forms

- Publish a Form Template
- Troubleshoot Publishing Problems

## ∅ Customizing Form Layout

- Format a Form
- Insert Pictures
- Customize Tables
- Create Optional or Repeating Sections
- Merge Forms

## ∅ Managing Controls

- Customize Controls
- Populate Controls from a Data Source
- Bind Controls

## ∅ Managing Views

- Create Custom Views
- Set the Default View
- Modify a View
- Create a Print View

## ∅ Applying Security

- Protect InfoPath Forms
- Set Security Zones Using A Workspace File

## ∅ Working With a Database

- Develop a Form From a Database
- Use InfoPath Forms to Add Records to a Database
- Use InfoPath Forms to Query a Database

## ∅ Installing InfoPath

- Repair InfoPath Installation
- Check the Computer for Minimum Requirements
- Install InfoPath
- Uninstall InfoPath