



COURSE OVERVIEW

This course will teach you to create, manage, edit and fill out interactive forms. InfoPath (2010 and later) has great features such as the Office Fluent UI and the ability to customize SharePoint list forms in just a few clicks. Much emphasis is placed on the quickest and easiest ways to accomplish activities in InfoPath...

WHO SHOULD ATTEND THIS COURSE

Users who want to improve or sharpen their existing basic or intermediate skills in InfoPath.

COURSE DURATION AND VENUE

- **DURATION:** 1 full day (9am to 4pm)
- **VENUE:** Onsite (your premises) or Inhouse (our premises)

MINIMUM ATTENDANCE REQUIREMENTS

Please note that this course is not intended for brand new users to computing.

- Attendees should already have strong keyboard skills
- Attendees should already have strong mouse skills
- Attendees should already have a complete understanding of working in a Windows environment



COURSE CONTENT

PART ONE - INFOPATH FUNDAMENTALS

- The Microsoft InfoPath Interface
- Opening and Closing InfoPath
- Opening, Saving and Closing InfoPath documents
- Using the Available Form Templates Window
- Exploring the InfoPath Interface
- An XML Primer

PART TWO - FILLER AND FORM FRAMEWORK

- Launching Microsoft InfoPath Filler 2010
- Entering Data and checking Spelling
- Printing and Saving the Form
- Creating a Blank Form
- Adding Tables
 - Adding and Removing Rows or Columns
 - Merging and Splitting Cells
 - Formatting Tables
 - Changing Table Properties

PART THREE - LABELS AND CONTROLS

- Adding Labels
- Changing the Font Face and Size
- Changing the Font Colour
- Adding Effects
- Using the Font Task Pane
- Aligning Text
- Adding a Standard Control
- Adding Repeating and Optional Controls
- Adding File Controls
- Adding Picture Controls
- Advanced Types of 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

PART FOUR - DATA CONNECTIONS AND VIEWS

- Viewing Data Source Information
- Managing Fields and Groups
- Adding a Data Connection
- Manually Binding Controls
- Creating a Custom View
- Creating a Print View
- Setting a View as Default
- Deleting Views

PART FIVE - FINISHING AND DISTRIBUTION OF FORMS

- Changing Colour Schemes
- Check Spelling
- The Design Checker
- Protecting a Form
- Previewing
- Understanding Saving vs. Publishing
- Using the Publishing Wizard
- Printing Form Objects

WHAT WE PROVIDE AT YOUR VENUE...

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

CONTACT MOBILE MOUSE...

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