



Microsoft® Office InfoPath® 2007: Creating InfoPath Forms

Course Specifications

Course number: 084709

Software: Microsoft® Office InfoPath® 2007

Course length: 1.0 day(s)

Course Description

Information is a key to the success of any organization. Gathering and sharing information within your organization, with clients and customers alike, can also be an important task. Microsoft® Office InfoPath® 2007: Creating InfoPath Forms is a product that gathers and shares information. In this course, you will use InfoPath to streamline the process of gathering and sharing information.

Course Objective: You will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms.

Target Student: Persons with web design experience, forms administrators, information coordinators, Microsoft Office system power users who need to gather, reuse, distribute, and collaborate using XML-based forms.

Prerequisites: Students taking this class should have proficiency in Microsoft Office products, concentrating in forms development and experience working in a tagged environment (such as, HTML or FrameMaker with SGML).

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- Pentium IV 1.5 GHz processor (2 GHz recommended).
- Minimum of 256 MB of RAM; 512 MB of RAM is recommended.
- 10 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 1 GB of free hard disk space available for the Office installation.
- CD-ROM or DVD drive.
- Mouse or other pointing device.
- VGA or higher video adapter and monitor. Recommended monitor resolution is 1024 x 768.
- Network cards and cabling for local network access.
- Internet Explorer 6.0.

- Sound card.
- Microphone.
- Projection system to display the instructor's computer screen.

For this course, you will need one computer to be a classroom server:

- Pentium IV 2 GHz processor.
- 1 to 2 GB of RAM.
- 12 GB of free space.
- DVD drive, either local or network accessible.
- VGA or higher video adapter and monitor.
- Network cards and cabling for local network access.

Platform Requirements

- Windows XP
- Windows Server 2003, Enterprise Edition

Software Requirements

- Microsoft® Windows Server® 2003, Enterprise Edition.
- Microsoft® Office Professional Edition 2007.
- Windows XP Professional with Service Pack 2.
- SQL Server 2000.
- Microsoft .NET Framework Version 2.0.
- Windows PowerShell (for Exchange Management Shell).
- Microsoft Management Console (MMC) 3.0.
- Microsoft® Exchange Server 2007.
- Microsoft® Office SharePoint® Server 2007.
- Windows Rights Management Services with SP2.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create InfoPath forms.
- import and export form data.
- customize form layout.
- manage views.
- secure the forms.
- distribute forms.
- manage controls.
- work with databases.

Course Content

Lesson 1: Creating InfoPath Forms

Topic 1A: Explore the User Interface

Topic 1B: Draft a Form

Topic 1C: Add a Data Validation Rule

Topic 1D: Test a Form

Lesson 2: Importing and Exporting Form Data

Topic 2A: Import Forms into InfoPath

Topic 2B: Export Form Data to Excel

Topic 2C: Export Form Data to the Web

Lesson 3: Customizing Form Layout

Topic 3A: Format a Form

Topic 3B: Customize Tables

Topic 3C: Insert Graphic Objects

Topic 3D: Create Optional and Repeating Sections

Topic 3E: Merge Forms

Lesson 4: Managing Views

Topic 4A: Create Custom Views

Topic 4B: Modify a View

Topic 4C: Create a Print Version for a View

Topic 4D: Assign User Roles to a View

Lesson 5: Applying Security to Forms

Topic 5A: Protect InfoPath Forms

Topic 5B: Restrict Access to a Form

Topic 5C: Set Security Zones

Lesson 6: Distributing Forms

Topic 6A: Publish a Form Template

Topic 6B: Publish a Form to Email Recipients

Topic 6C: Troubleshoot Publishing Problems

Lesson 7: Managing Controls

Topic 7A: Data Source Concepts

Topic 7B: Customize Controls

Topic 7C: Bind Controls

Lesson 8: Working with a Database

Topic 8A: Develop a Form from a Database

Topic 8B: Use InfoPath Forms to Add Records to a Database

Topic 8C: Use InfoPath Forms to Query a Database

Topic 8D: Populate Controls Using a Database