



# InfoPath 2010

**Duration:** 1 Day

## **Course Content**

### **Lesson 1: Creating InfoPath Forms**

**Topic 1A:** Explore the InfoPath 2010 Interface

**Topic 1B:** Draft a Form

**Topic 1C:** Add Data Validation Rules

**Topic 1D:** Test a Form

### **Lesson 2: Importing and Exporting Forms**

**Topic 2A:** Import Form Data Using InfoPath Designer

**Topic 2B:** Export Form Data to Excel Using InfoPath Filler

**Topic 2C:** Export Form Data to the Web Using InfoPath Filler

### **Lesson 3: Customizing Form Layouts**

**Topic 3A:** Customize Tables

**Topic 3B:** Format a Form

**Topic 3C:** Insert Graphical Objects

**Topic 3D:** Create Sections

**Topic 3E:** Merge Forms

### **Lesson 4: Managing Views**

**Topic 4A:** Create Custom Views

**Topic 4B:** 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

**Topic 6B:** Publish a Form to Email Recipients

**Topic 6C:** Troubleshoot Publishing Problems

**Lesson 7: Managing Controls**

**Topic 7A:** Describe 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 Form Controls from a Database