

# Course Outline | InfoPath Introduction

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2 day(s)

## Overview

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

## Level

Introduction

## Version

2016

## Objectives

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).

## Course Outline

### Creating InfoPath Forms

- Explore the User Interface
- Draft a Form
- Add a Data Validation Rule
- Test a Form

### Importing and Exporting Form Data

- Import Forms into InfoPath
- Export Form Data to Excel
- Export Form Data to the Web

### Customizing Form Layout

- Format a Form
- Customize Tables
- Insert Graphic Objects
- Create Optional and Repeating Sections
- Merge Forms

### Managing Views

- Create Custom Views
- Modify a View
- Create a Print Version for a View
- Assign User Roles to a View

### Applying Security to Forms

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- Protect InfoPath Forms
- Restrict Access to a Form
- Set Security Zones

## Distributing Forms

- Publish a Form Template
- Publish a Form to Email Recipients
- Troubleshoot Publishing Problems

## Managing Controls

- Data Source Concepts
- Customize Controls
- Bind Controls

## 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
- Populate Controls Using a Database