

Microsoft InfoPath 2007 Advanced – 1 Day

This course assumes that you have a reasonable working knowledge of form design and creation.

The course will concentrate on the more advanced aspects of form design as well as InfoPath's interaction with other programs, e.g. Importing from Microsoft Word. Time will also be spent looking at the use of templates and customising InfoPath.

Section 1: Printing and Viewing Forms

- Using the Views Task Pane
- Opening the Views Task Pane
- Creating a View
- Choosing a View
- Creating a Print Version

Section Two: Using the View Properties Dialogue

- Opening the View Properties Dialogue
- Using the General Tab
- Using the Text Settings Tab
- Using the Print Settings Tab
- Using the Page Setup Tab

Section Three: Using Print Preview

- Opening Print Preview
- Using the Print Preview Toolbar
- Use the Zoom Feature
- Navigating Print Preview

Section Four: Printing a Form

Print Commands
Using the Print Dialogue
Setting Printer Options
Setting Copies and Page Ranges

Section Five: Doing More with Forms

- Working With Data
- About XML Schemas
- Using Data Bindings
- Adding Resource Files
- Managing Data Connections

Section Six: Importing and Publishing

- Importing a Form from Word
- Importing a Form from Excel
- Publishing a Form by E-mail
- Editing Forms After They Have Been Published

Section Seven: More on Form Templates

Anatomy of a Form Template
Editing an Existing Template
Inserting Images
Creating a Template Part
Adding a Template Part to a Form
Form Template Properties

Section Eight: Customizing InfoPath Options

- Using the Trust Center
- Customizing General Options
- Using Design Options
- Using Advanced Options
- Accessing the Form Options Dialogue



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