RARE IT

Microsoft InfoPath 2007 Foundation – 1 Day

Microsoft InfoPath is an application that is used to build and implement XML based data entry forms. These forms can be used to gather, share, and manage information at a team or department level, or as part of a company wide communication strategy.

InfoPath can be used to both build data forms and to complete them (fill them out). A form designer may use InfoPath to develop and implement a form, while another user will use InfoPath to enter data and submit the form results.

In this course, you will learn what InfoPath is and what is new in the 2007 version. You will also learn some basic XML concepts as background for later courses. Finally, you will get started with a gentle introduction to the InfoPath 2007 Interface.

Section One: Starting Out

- What is Microsoft InfoPath?
- What's New in InfoPath 2007?
- An XML Primer
- Opening InfoPath 2007
- Using the Getting Started Window
- Interface Overview
- Closing InfoPath 2007

Section Two: Interacting with InfoPath

- Using Menus
- Using the Standard Toolbar
- Using the Formatting Toolbar
- Using Task Panes

Section Three: Customizing InfoPath

- Moving Toolbars
- Hiding and Showing Toolbars
- Creating Toolbars
- Deleting Toolbars
- Modifying Menus
- Resetting Toolbars and Menus

Section Four: Working with Files

- Saving Files
- Opening Files
- Switching Between Open Files
- Window Controls
- Closing Files

Section Five: Getting Started with Forms

- Choosing a Form
- Form Tasks
- Creating a New Form
- Searching for Templates

Section Six: Getting Help in InfoPath

- Using the Help Menu
- Using the Help Window
- Type a Question for Help
- Getting Help in a Task Pane

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