Microsoft InfoPath 2007 Intermediate – 1 Day

InfoPath forms can be used in combination with InfoPath Forms Services (which comes with SharePoint Server 2007) to create a Web based form that users can fill out in a Web browser.

However, for this course we will assume that the you have InfoPath 2007 installed on your local computer and that you will use InfoPath to design and complete the forms.

It is the form design elements that are covered in more depth in this course.

Section 1: Working with Basic Forms

- Filling Out Forms
- Opening a Form
- Understanding the Form
- Entering Data
- Saving Your Form

Section Two: Designing a Form

- Using the Design a Form Window
- Using the Design Tasks Task Pane
- Setting the Layout
- Using the Tables Toolbar

Section Three: Basic Editing Commands

- Selecting Objects
- Using Cut, Copy, and Paste
- Undo and Redo
- Re sizing Objects
- Moving Objects
- Aligning Controls and Labels

Section Four: Colour and Formatting

Basic Text Effects
Changing Text Color
Changing Font Type and Size
Aligning Text
Applying a Background Color
Using Color Schemes

Section Five: Finishing your Form

- Adding Controls
- Using Data Sources
- Switching Controls
- Running the Design Checker
- Protecting a Form
- Using Security Levels
- Testing a Form
- Publishing to a Shared Network Folder

RARE IT

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