

# Microsoft InfoPath Introduction

## OBJECTIVES

Create InfoPath forms, import and export forms, customize a form layout, manage views, apply security to forms. distribute forms and manage controls.

**Duration:** 1 Day

### 1. CREATE INFOPATH FORMS

- InfoPath interface
- Draft a form
- Add data validation rules
- Test a form

### 2. IMPORTING AND EXPORTING FORMS

- Import form data using InfoPath designer
- Export form data to excel using InfoPath filler
- Export form data to the web using InfoPath filler

### 3. CUSTOMIZING FORM LAYOUTS

- Customize Tables
- Format a Form
- Insert Graphical Objects
- Create Sections
- Merge Forms

### 4. MANAGING VIEWS

- Create Custom Views
- Assign User Roles to a View

### 5. APPLYING SECURITY TO FORMS

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

### 6. DISTRIBUTE FORMS

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

### 7. MANAGE CONTROLS

- Describe Data Source Concepts
- Customize Controls
- Bind Controls