

**Soft-Train**



*At Soft-Train  
Technology Works*

# Microsoft InfoPath 2007 for End Users (1 Day) ST85078

**COURSE GOAL:** To provide the students with a working knowledge of InfoPath 2007.

**PREREQUISITES:** None.

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Digitally Sign Forms
- Create forms for Digital Signature
- Create Control Properties on Forms
- Create Multiple Form Views
- Publish Forms on the SharePoint Network

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Digitally Sign Forms
<input type="checkbox"/>	<input type="checkbox"/>	Create forms
<input type="checkbox"/>	<input type="checkbox"/>	Create Control Properties on Forms
<input type="checkbox"/>	<input type="checkbox"/>	Publish Forms on the SharePoint Network
<input type="checkbox"/>	<input type="checkbox"/>	Create Multiple Form Views

If you answered NO to three or more of these questions, you should attend this class

**KEY TOPICS:**

**I. Getting Started with Microsoft InfoPath 2007**

- A. Starting Microsoft InfoPath 2007
- B. InfoPath 2007 Windows Elements
- C. Getting Help

**II. InfoPath 2007 Client**

- A. InfoPath Client
- B. Digitally Signing a Form
- C. Form Settings
- D. Saving and Sending Forms

**III. The InfoPath Designer**

- A. Creating a New Form
- B. Designing the Form
- C. Repeating Tables
- D. Control Properties
- E. Data Source

**IV. InfoPath Views**

- A. Creating Multiple Views
- B. Switching Between Views
- C. Read Only
- D. Linking Controls
- E. View Settings and Buttons

**V. Publishing InfoPath Forms**

- A. Publishing Explained
- B. Form Security
- C. Xcopy Publishing
- D. E-Mailing Forms
- E. Network Publishing
- F. SharePoint Publishing

## **VI. Advanced InfoPath Topics**

**A.** Importing Forms

**B.** Merge Forms