

InfoPath Essentials

This one-day workshop is aimed at IT Professionals responsible for creating and publishing InfoPath forms within their organisation. During the course, attendees will learn how to use Microsoft Office InfoPath 2007 to create, format and publish forms using a variety of methods. In this course, you will learn how use InfoPath to streamline the process of gathering and sharing information and how to publish forms to Microsoft Office SharePoint. The course is designed as a hands-on workshop so that attendees have an opportunity to apply their knowledge as soon as they get back to the workplace.

Who Should Attend:

This course is aimed at Information Workers and Power Users.

Pre-requisites:

- No previous experience with InfoPath is required
- Attendees should be competent Office users

Course Objectives:

After completing the course, students will be able to:

- Identify key benefits of InfoPath and what it can offer an organisation
- Use InfoPath 2007 to create business forms.
- Format and print business forms.
- Use Form templates as well as import and publish forms.
- Integrate InfoPath forms with Microsoft Office SharePoint Server

Course Outline:

Module 1: Introducing InfoPath

Module 2: InfoPath form basics – Adding controls and formatting

Module 3: Printing and viewing forms – Creating and managing views

Module 4: Using Form Templates – Importing and publishing forms

Module 5: Advanced Form Tasks – Integrating InfoPath and SharePoint

Call **1300 774 878** to register for this course today as places are strictly limited.

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