



PISKIE IT

EDUCATION & TRAINING

InfoPath 2007 Foundation & Intermediate Combined

Version 2007

Overview

This course is designed to help you to obtain the basic skills required to create and use forms using Microsoft InfoPath. You will learn to enter and edit data, create forms, format elements of a forms, and use the toolbar and menus.

Course Objective

You will create basic forms in Microsoft InfoPath 2007 and build personalised forms in Microsoft InfoPath 2007.

Target Student

This course was designed for persons who need to create and modify standard business forms in Microsoft InfoPath 2007, and who need to learn how to use Microsoft InfoPath 2007.

Prerequisites

Students should be able to use a personal computer to open and close programs from the start menu and have a basic understanding of using a mouse and keyboard.

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

InfoPath 2007 Foundation and Intermediate combined are part of a series of Piskie IT courses that addresses Microsoft Certified Applications Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create, open and save a form,
- Do basic layout and formatting of forms,
- Change text fonts and colours,
- Layout, view and print forms,
- Create forms from templates.



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Course Content

Foundation: Getting Started

Lesson 1.1: Starting Out

Lesson 1.2: Interacting with InfoPath

Lesson 1.3: Customizing InfoPath

Lesson 1.4: Working with Files

Lesson 1.5: Getting Started with Forms

Lesson 1.6: Getting Help in InfoPath

Intermediate: Managing your Documents

Lesson 2.1: Filling Out Forms

Lesson 2.2: Designing a Form

Lesson 2.3: Basic Editing Commands

Lesson 2.4: Color and Formatting

Lesson 2.5: Finishing your Form