



InfoPath 2003

Course Outline



Course Synopsis:	InfoPath versus Paper Forms, Text Documents, Web Forms or Custom Solutions; Building a Form; Data Sources; Formatting a Form; Editing a Form; Color Schemes; Form Design Controls; Publish Forms (AM Session)
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of InfoPath 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	This hands-on class covers everything you need to build interactive InfoPath forms, including repeating and optional tables and sections, conditional formatting, form controls including drop-down lists, and list boxes.
Time:	Class time is 9:00 a.m.—4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 11-12. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	Excel Beginning, Access Intermediate Part 2
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



InfoPath 2003

Course Outline

COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Getting Started with InfoPath 2003

- What is InfoPath?
- Filling Out a Form
- The InfoPath Environment
- Completing the Form
- Saving the Form
- Exporting Form Data to Excel
- Exporting Form Data to the web
- Edit Posted Data

Creating and Distributing Forms

- Create a Form
- Add a Validation Rule
- Previewing and Testing a Form
- Sample Data
- Creating Forms from Templates
- Deleting Forms or Templates
- Publishing a Form
- Modifying A Published Form

Customizing A Form Layout

-

Creating Web Pages and Web Sites

- Creating a Blank Web Page
- Creating a Web Page from a Template
- Creating a New Web Site using a Template
- Creating a New Web Site using a Wizard
- Importing Files and Folders
- Importing an Existing Web Site from the Internet
- Inserting and Deleting Text
- Understanding How Web Pages are Saved
- Saving a Web Page
- Cutting, Copying, and Pasting Text
- Moving and Copying Text with Drag and Drop
- Finding and Replacing Text
- Finding and Replacing HTML
- Working with Paragraphs and Line Breaks
- Inserting Text from a File and using the Office Clipboard
- Correcting Your Spelling
- Using Undo and Redo

Working with Web Pages

- Working with Views
- Working with Web Pages in Different Page Views
- Using the Folder List and the Navigation Pane
- Navigating Web Pages
- Printing a Web Page
- Displaying a Web Page in a Web Browser
- Changing the Size (Resolution) of a Web Page
- Changing the Title of a Web Page
- Renaming a Web Page
- Deleting a Web Page
- Using Quick Tag Tools

Formatting Web Pages

- Using Bold and Italics
- Changing Font Types
- Changing Font Size
- Changing Font Color
- Using the Font Dialog Box
- Changing Paragraph/Alignment
- Using the Format Painter
- Indenting Text
- Creating Bulleted and Numbered Lists
- Changing the Background Color
- Applying a Theme