

## INFOPATH 2010/2013: BASIC

Available Dates: **Call For Dates**

Class Length: **1 day**

Cost: **\$399**

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### **Class Outline:**

Course Outline:

Section One: Starting Out

Lesson 1.1: Meeting Microsoft Office InfoPath Designer 2010

Lesson 1.2: Working with Form Files

Lesson 1.3: Creating a Form

Lesson 1.4: Using Basic Editing Tools

Lesson 1.5: Adding Controls

Lesson 1.6: Getting Help in InfoPath Designer 2010

Section Two: Understanding and Customizing the Interface

Lesson 2.1: Getting Acquainted

Lesson 2.2: The Quick Access Toolbar

Lesson 2.3: Tabs and Groups

Lesson 2.4: Customizing the Ribbon

Section Three: Command Tab Overview

Lesson 3.1: The Home Tab

Lesson 3.2: The Insert Tab

Lesson 3.3: The Page Design Tab

Lesson 3.4: The Data Tab

Lesson 3.5: The Developer Tab

Section Four: Creating a Basic Form

Lesson 4.1: Using Templates

Lesson 4.2: Getting Started with Tables

Lesson 4.3: Modifying Tables

Lesson 4.4: Formatting Tables

Section Five: Doing More with Your Form

Lesson 5.1: Formatting Text

Lesson 5.2: Advanced Text Tools

Lesson 5.3: Managing Controls with Sections

Lesson 5.4: Advanced Control Tasks

Lesson 5.5: Applying the Finishing Touches

Section Six: Publishing and Printing Your Form

Lesson 6.1: About the InfoPath Filler

Lesson 6.2: Setting Global Form Options

Lesson 6.3: Preparing a Form for Sharing

Lesson 6.4: Printing Your Form