

Course Title	Introduction to InfoPath Designer 2013 and SharePoint Designer 2013 Workshop
Course Code	SP2013_IPSPD-012018-001
Objective	<p>Introduce the Microsoft InfoPath Designer and SharePoint Designer tool to better appreciate and understand in detail.</p> <p>This workshop is design to ensure the attendee will benefit from the theory and concept as well as the hands-on experience.</p>
Benefits	<p>You WILL Learn How To ...</p> <ul style="list-style-type: none"> • Integrate InfoPath forms into SharePoint applications • Rapidly create dynamic custom forms for deployment to SharePoint • Build interaction into complex forms without writing code • Add intelligence to forms with Quick Rules • Customize a SharePoint list form in InfoPath • Capture external data and convert Office forms to InfoPath <p>Hands-On Experience. You are provided with an in-class</p> <ul style="list-style-type: none"> • Designing a form from a pre-existing template • Adding controls to a blank form • Validating a form with the Design Checker • Conditionally formatting fields on a form • Performing a calculation based on input controls
Date	To be determined. 2.5 days session
Time	<p>10.00 am to 1.00 pm (break for 15 minutes)</p> <p>1.00 pm to 2.00 pm (lunch break at own expenses)</p> <p>2.00 pm to 5.00 pm (break for 15 minutes)</p>
Venue	<p>Microsoft Office</p> <p>1 Marina Boulevard #22-01</p> <p>One Marina Boulevard Singapore 018989</p>
Class Size	Limit to 8 attendees to have an effective learning experience

Technology	Microsoft SharePoint Online or Microsoft SharePoint 2013
Notes to Attendee	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p>
Workshop Agenda	<p>Introduction to InfoPath</p> <p>Leveraging InfoPath forms</p> <ul style="list-style-type: none"> • Defining the benefits and functionality • InfoPath Designer • Forms Services • InfoPath Filler <p>Centralizing data collection for business processes</p> <ul style="list-style-type: none"> • Replacing disparate forms throughout your organization • Exploring SharePoint lists and libraries • Submitting results to SharePoint <p>Designing InfoPath Forms</p> <p>Customizing form templates</p> <ul style="list-style-type: none"> • Extending templates to meet business requirements • Adding input controls to enhance the user experience • Setting default values in fields or controls <p>Creating new forms from scratch</p> <ul style="list-style-type: none"> • Defining page layout with tables • Building user-friendly forms • Applying a consistent look and feel • Adding repeating tables for many values <p>Enabling Dynamic Form Interaction</p> <p>Verifying user input based on business rules</p> <ul style="list-style-type: none"> • Configuring control properties • Validating fields required and format conditions <p>Conditionally formatting fields</p> <ul style="list-style-type: none"> • Changing background colors or fonts • Hiding form sections in response to user actions • Executing a query from an action rule

Defining form actions

- Dynamically setting the value of a field
- Querying and submitting data
- Setting field properties to read-only

Accessing External Information

Retrieving data from multiple sources

- Integrating data with the Data Connection Wizard
- Connecting to data sources and SharePoint lists

Creating a user interface for business data

- Modifying information inside an InfoPath form
- Submitting changes to the data source
- Loading a repeating table with data

Publishing Forms to SharePoint

Replacing default SharePoint forms

- Submitting to a document library
- Substituting a list default form with an InfoPath form
- Sending a form to SharePoint as a content type

Assessing deployment options

- Promoting items to a form library to extend reporting

Deploying InfoPath forms

- Replacing SharePoint lists with InfoPath forms
- Making new form libraries with form templates
- Creating content types based on forms
- Adding Web Parts to a page to display forms

Enhancing Business Processes with Workflow

Initiating workflow actions

- Building a form to trigger a workflow
- Adding a workflow to a form library

Integrating e-mail and tasks

- Coordinating and delegating tasks to information workers
- Embedding the People Picker into forms

Workflow Actions

- Core Actions
- Task Actions
- List Actions
- Utility Actions
- Conditional Actions

	<p>Types of Workflows</p> <ul style="list-style-type: none"> • Sequential Workflows • Parallel Workflows • Stages Based Workflow <p>Question & Answer Sharing of experience in production environment Tips in building an InfoPath Form with SharePoint Designer workflow.</p>
<p>Workshop Facilitator Profile</p>	<ul style="list-style-type: none"> • Has 9.5 Years of work Experience in information technology. Poses extensive experience in Design, Development and Implementation of information systems using Microsoft Technologies. • Has experience in development and implementation of various applications using Microsoft Technologies included .Net Framework, C#, ASP.NET, ADO.NET, Sql Server and other components of .Net Framework. • Has 6.5 years of experience in Application Design, Development and Deployment using Microsoft Office SharePoint Server 2010/2007. • Has very good experience in building Collaboration portals (Team sites), ECM Portals, DMS Portals, Extranet and Internet Portals. • Has good experience in Designing & Architect solutions for Integration SharePoint with non-Microsoft systems. • Expert in developing asp.net 2.0 webparts for SharePoint sites using SharePoint 2007/2010 server side & client side object model. • Good experience in Visual Studio & SharePoint Designer 2007/2010 workflows and customization. • Good experience in Automatic Deployment using Solution packages, features, STSADM & Power shell. • Experience in InfoPath 2007/2010 form designing and publishing.

Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.