



Microsoft InfoPath 2007 Basic

1.0 InfoPath Basic

- 1.1 Using the Getting Started Window
- 1.2 Interface Overview
- 1.3 Closing InfoPath 2007

2.0 Interacting with InfoPath

- 2.1 Using Menus
- 2.2 Using the Standard Toolbar
- 2.3 Using the Formatting Toolbar
- 2.4 Using Task Panes

3.0 Customizing InfoPath

- 3.1 Moving Toolbars
- 3.2 Hiding and Showing Toolbars
- 3.3 Creating Toolbars
- 3.4 Deleting Toolbars
- 3.5 Modifying Menus
- 3.6 Resetting Toolbars and Menus

4.0 Basic Editing Commands

- 4.1 Selecting Objects
- 4.2 Using Cut, Copy, and Paste
- 4.3 Undo and Redo
- 4.4 Resizing Objects
- 4.5 Moving Objects
- 4.6 Aligning Controls and Labels

5.0 Text Formatting

- 5.1 Basic Text Effects
- 5.2 Changing Text Color
- 5.3 Changing Font Type and Size
- 5.4 Aligning Text
- 5.5 Applying a Background Color
- 5.6 Using Color Schemes

6.0 Working with Files

- 6.1 Saving Files
- 6.2 Opening Files
- 6.3 Switching Between Open Files