

**Certification Courses**

# Microsoft InfoPath Forms Design and Automation

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2995**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

This **Microsoft InfoPath Forms Design and Automation** course by **Magna Skills** is designed to equip professionals in government, NGOs, and the private sector with the skills to design, develop, and manage dynamic electronic forms. The course focuses on creating efficient, user-friendly forms that streamline data collection, improve workflow automation, and enhance organizational productivity.

Participants will learn how to build smart forms using Microsoft InfoPath, integrate them with platforms such as SharePoint, automate approval processes, and ensure data accuracy and security. Through practical exercises and real-world case studies, delegates will gain hands-on experience in transforming traditional paper-based systems into efficient digital solutions.

## Course Outcomes

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By the end of this course, participants will be able to:

1. Design professional electronic forms using Microsoft InfoPath.
2. Automate workflows and approval processes using form logic and rules.
3. Integrate InfoPath forms with SharePoint and other data sources.
4. Improve data collection, validation, and reporting within organizations.
5. Develop secure and user-friendly forms for various organizational needs.

## Course Outline / Curriculum

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1. **Introduction to Microsoft InfoPath**
  - Overview of InfoPath features and capabilities
  - Benefits of electronic forms in organizations
2. **InfoPath Interface and Tools**
  - Understanding the design environment
  - Key tools and controls in InfoPath
3. **Creating Basic Forms**
  - Designing simple forms from templates
  - Adding text fields, dropdowns, and controls
4. **Advanced Form Design**
  - Working with repeating tables and sections
  - Creating dynamic and responsive form layouts
5. **Data Connections and Integration**
  - Connecting forms to databases and external data sources
  - Integrating InfoPath with SharePoint
6. **Form Rules and Logic**
  - Implementing validation rules
  - Using conditional formatting and actions
7. **Workflow Automation**
  - Designing automated approval workflows
  - Sending notifications and alerts
8. **Security and Data Validation**

- Protecting sensitive information
- Ensuring data accuracy and integrity

### 9. **Publishing and Deployment**

- Publishing forms to SharePoint and email
- Managing versions and updates

### 10. **Practical Case Studies and Applications**

- Real-world use cases in government and NGOs
- Hands-on exercises and group projects

## **Target Audience**

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## **Key Course Benefits**

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### **Work-Ready Skills**

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### **Better Institutional Results**

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### **Sponsor-Friendly**

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### **Professional Recognition**

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi,

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flex

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Microsoft InfoPath Forms Design and Automation
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

\_\_\_\_\_  
Date