

Nintex O365 Forms Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

The Nintex O365 Forms Training by Multisoft Systems is designed to equip professionals with the skills needed to design, customize, and manage powerful electronic forms within the Microsoft Office 365 environment. This hands-on training provides a comprehensive understanding of how to use Nintex Forms to capture data, automate workflows, and improve business efficiency across departments.

Module 1: Introducing Nintex Forms

- ✓ Exploring Nintex form solutions
- ✓ Presenting the form case study
- ✓ Building Nintex Forms with the Nintex Responsive Designer vs. Nintex Classic Designer

Module 2: Setting up the SharePoint environment

- ✓ Configuring lists and libraries for information gathering

Module 3: Initializing the Nintex environment

- ✓ Adding the Nintex Forms App
- ✓ Saving and publishing the form

Module 4: Customizing form layout and design

- ✓ Translating manual forms to Nintex forms
- ✓ Tailoring the look and feel of the form
- ✓ Improving the design with images, borders and labels
- ✓ Constructing Forms with Form Controls

Module 5: Managing user input

- ✓ Gathering information with buttons, choices and yes/no controls
- ✓ Obtaining data with single text boxes, multiline text boxes, rich text controls, and date/time controls
- ✓ Capturing multiple values with the repeating section control

Module 6: Manipulating form data

- ✓ Calculating numeric values in the form
- ✓ Concatenating text-based data

Module 7: Retrieving data from alternative sources

- ✓ Retrieving information with the list lookup control
- ✓ Selecting and identifying users with the people control