



## Improved Data

**Accuracy:** Lightning Forms allows you to create forms with validation rules and data validation checks. This ensures that users enter accurate and consistent data, reducing errors and data quality issues.

## Enhanced

**Productivity:** Custom forms designed with Lightning Forms can streamline data entry processes, making it quicker and easier for employees to submit and access information. This leads to increased productivity and efficiency within the organization.

## Integration with

**SharePoint:** Seamless data capture and storage, making it easier to manage and retrieve information.

## Mobile-Friendly Forms:

Lightning Forms supports responsive design, making your forms accessible on various devices,

## Customization and

**Branding:** Lightning Forms offers extensive customization options, allowing you to tailor forms to your organization's specific needs and branding requirements.

**Automation:** Through Lightning Forms & List Actions, add automated actions to streamline processes.

## Training Outline

### Lightning Forms - Designer

#### Course Outline

- Navigating Lightning Forms
  - Form Customization Dialog
  - Form Design Experience
    - Form Settings
    - Actions
    - Version History
    - Import/Export
  - Adding Controls
    - Sections
    - Rich Text
    - Tabs
    - Fields
    - Data Lookups
    - Sublists
  - Working with Expressions
    - Initial Value
    - Calculated Value
    - Validation Rules
    - Validation Text
  - The Expression Builder
    - Templates
    - Assignment
    - Functions
  - Actions
    - Command Bar Actions
    - Buttons
    - Form Load Actions
  - Styling
    - Adding generic styles
    - Adding conditional formatting
- Building an Expense Claim Form
  - Creating your initial list
  - Creating a child list
  - Form layout
    - Form size
    - Tabs
    - Sections
  - Adding automation for approval through Actions
  - Adding Advanced Calculations
  - Adding Conditional Styling
  - Adding Cross Site Data Lookups