

INTRODUCTION TO MAPINFO PROFESSIONAL®

Two Day Course Outline

Realise the benefits of mapping statistics for your organisation; Convert your statistical data onto a Northern Ireland Map; Bring mapped statistics back to your own office or organisation; Use free GIS software to show colleagues in your office the benefits of GIS mapping. The **Introduction to MapInfo** training course will include the following hands-on, problem-solving training modules:

- Creating maps and visualising your statistics or data on them
- Acquiring and Improving Map Window Skills
- Understand and using the layering system, ie. superimposing several maps or data layers on top of each other at once
- Bringing your statistical and data files into Map format (.xls, .txt, .dbf, etc)
- Selecting particular records from your spreadsheet
- Getting your Data onto a Map through geo-coding addresses by postcode or X, Y Coordinates
- Perform tabular and geographical statistical and data queries on your spreadsheet table
- Create ranged and thematic maps and geographical statistics using excel or database tables
- Use the layout window to print map for presentations
- HotLinks – Automatically launching files, eg. word documents or Excel Spreadsheets, from geographical points or objects on the map
- Use MapInfo's labelling features to annotate your map automatically
- Setting up catchments / boundary areas to perform buffering operations

In addition: If you wish, specific data to be included within the Introductory Course, i.e. data which you use on a daily basis, then please contact us or discuss while booking training.

MapInfo Professional – Introduction Course

Training Dates

Month	Training Dates	Introductory Level
Please email mail@centroidsystems.com for further information		
Each course participant receives a 110 page Introductory MapInfo GIS Training Manual		

Course Content (Introduction to MapInfo Professional)

Displaying your data in MapInfo

- Geographic Information Systems (GIS) and MapInfo
- Displaying Your Data in MapInfo
- Visualising Your Data: In a Map Window
- Visualising Your Data in a Browser Window
- Visualising Your Data: In a Graph Window
- Subsets of Tables illustration the relationship between tabular and mapped data
- Using the Help Menu
- Section 1 Exercise

Acquiring and Improving Map Window Skills

- The Zoom Level
- Using Buttons to Change a View
- Changing the Zoom Level
- Changing the View Button
- Returning to a Previous View
- Using the Grabber Button
- Select Button, Viewing a Table in Two Different Map Windows at Once, Understanding Workspaces.
- Section 2 Exercise.

Layered Mapping in MapInfo

- Working with Layers
- Using the Layer Control
- Reordering a Layer
- Adding a Layer
- Viewing an Entire Layer
- Removing a Layer
- Changing a Layer's Appearance
- Changing the Zoom Layering Feature
- Cloning a Map Window
- Section 3 Exercise

Opening External Data Files

- Understanding MapInfo Tables
- Opening a Database (.dbf) File
- Opening an Excel Spreadsheet
- Opening a Delimited ASCII file
- Opening an Access Table
- Working with a Browser Window (Ordering Columns, Resizing Columns, Adding Removing Columns, Changing Column Names).
- Section 4 Exercise

Introduction to MapInfo Professional - Course Outline (continued)

Selecting Records

- Selection Options
- Using the Select Tool
- Using the Marquee Tool
- Using the Radius Select Tool
- Using the Boundary Select Tool
- Inverting a Selection
- Unselecting Map Objects
- Selecting Via the Query Command
- Saving Queries and Selections
- Section 5 Exercise

Selecting Records

- Using the Find Command
- Refining a Search
- Indexing Tables
- Section 6 Exercise

HotLinks - Launching Files from Map Objects

- Active Objects
- Setting HotLink Options
- Using the HotLink Tool
- Section 7 Exercise

Getting Your Data On a Map

- Principles of Georeferencing
- Using the Create Points Command
- Geocoding to Postcodes
- Section 8 Exercise

Thematic Maps

- Creating Thematic Maps
- Creating a Ranged Thematic Map
- Creating an individual Value Thematic Map
- Editing a Legend
- Saving a Thematic Map and Understanding Thematic Layers
- Joining Tables: Using Data from a Different Table
- Geographic Joins
- Comparing Multiple Values: Using Pie Charts.
- Section 9 Exercise

Introduction to MapInfo Professional - Course Outline (continued)

Labelling

- Label Design
- Labelling Interactively Labelling Automatically.
- Editing, Moving, Removing and Saving Labels
- Creating a Title
- Saving the Cosmetic Layer
- Section 10 Exercise

Buffering

- Creating New Tables
- Buffering Around Point Objects
- The Boundary Select Tool
- Saving Buffer Results
- Buffering Line Objects
- Section 11 Exercise

Creating Hardcopy Output Using The Layout Window

- Designing a Map Layout
- Creating Output
- Using the Layout Window
- Working with Frames
- Adding Text to a Layout Window
- Adding a Scalebar
- Adding an Image to the Layout Window
- Section 12 Exercise

Creating Hardcopy Output Using The Layout Window

- Saving a Window in Picture Format
- Embedding a Map in Another Application
- The Drag Map Window Button
- Section 13 Exercise

Also included in the Manual:

- Quick reference guide of the standard/ Main and Drawing Toolbars
- Data Structure of the files used in the GIS Training Course
- On line MapInfo and GIS Resources: MapInfo Test Drive Centre
- Glossary