

INTRODUCTION TO MAPINFO PROFESSIONAL FOR CHURCH OF ENGLAND

DURATION: 1 DAY
PREREQUISITES: NONE

Course Overview

MapInfo Professional is a powerful Microsoft Windows based mapping application that enables business analysts and GIS professionals to visualise the relationships between data and geography. Aimed at the day-to-day user, this course introduces the basic concepts of MapInfo Professional and will take you through all the functionality you will need to be familiar with to get started with the software.

The course is aimed at new users or those who wish to refresh their skills, so there are no prerequisite skills required to attend this course.

Through Dotted Eyes involvement with the Church of England Dioceses and the Church Commissioners, our GIS Consultants have an in depth understanding of both the datasets used by staff working within the Dioceses and the type of analysis that they wish to undertake. As a result the course data and examples have been specifically tailored to demonstrate how MapInfo Professional can be used by Diocesan staff. [The modules highlighted in blue within the course outline are just some of the many Church of England examples included within the introductory training course.](#)

Visit www.dottedeyes.com/training for more information. Visit www.dottedeyes.com/buytraining to book this course.

Course Content by Session (09:15 – 17:00):

Welcome to Dotted Eyes

A brief introductory module:

- Course Overview
- Course Resources & Amenities
- About Dotted Eyes

Getting Started

By the end of this session you will be able to:

- Start up MapInfo Professional and utilise the Quick Start function
- Access functions using toolbars and drop-down menus
- Adjust software settings such as directory preferences and the default coordinate system

Viewing Tables in MapInfo Professional

By the end of this session you will be able to:

- View tables using mapper and browser windows
- Retrieve information from a mapper window
- Find a selected record in all open windows

Moving Around Mapper Windows

By the end of this session you will be able to:

- Move around mapper windows using a number of methods
- Display the map scale and zoom window width for a mapper window
- Obtain coordinates from a mapper window using the cursor
- Control the view of a mapper window by specifying the zoom, map scale or by re-centring on specific coordinates
- View the extent of a table

Changing Map Scale

By the end of this session you will be able to:

- Change the units used in a map scale
- Display and use the cartographic scale

Workspaces & MapInfo File Types

By the end of this session you will be:

- Able to create and use Workspaces
- Aware of the various files that build up a MapInfo Professional table and understand their content

Appearance of Map Layers

By the end of this session you will be able to do the following in a mapper window:

- Add, remove and reorder layers
- Change the display style and visibility of layers
- Add labels to map features using Auto Label and label map objects with chosen attributes [to generate diocese and parish maps](#)

Finding & Selecting Records

By the end of this session you will be able to:

- Manually select records using the selection tools and keys – [selecting all parishioner points within a parish boundary](#)
- Using Query Select to find selections based on - [church type, area of glebe land use and census information](#)
- View and save a selection

Importing External Data (Excel & Access)

By the end of this session you will be able to:

- Create map objects using XY coordinates – [to plot parishioner locations](#)
- Use geocoding to create map objects - [representing CofE assets](#)
- Manually create map objects for – [parsonage locations](#)
- Import Census data and attach – [deprivation data to Census Output Areas](#)

Thematic Mapping

By the end of this session you will be able to:

- Select appropriate thematic types and templates to create thematic maps
- Range thematics – [showing parishes by average giving](#)
- Point thematics – [showing churches and parishioners by type](#)

- Modify and customise thematic maps
- Embed legend windows
- Save your thematic maps

Printing

By the end of this session you will be able to:

- Save the content of a mapper window as a file (*.jpg, *.tif etc)
- Drag & drop the content of a mapper window into a Word document
- Create customised Layout Windows

To view course dates, or to book this course, visit www.dottedeyes.com/buytraining. To request more details about this course please call our Training Co-ordinator on 01527 556920 or email training@dottedeyes.com

Training Facilities

Our custom built training suite at Hanbury Court in North Worcestershire provides purpose built facilities for up to 10 delegates. Each delegate has the use of an up to date individual computer with TFT screen and the latest edition of the relevant software.

Disabled access - There is full disabled access to the building with dropped kerbs offering easy access. All training is conducted on the ground floor where a dedicated disabled washroom is also situated for your convenience. We are especially keen to welcome disabled guests and make their visit as comfortable as possible.

Car parking - There is free car parking on site.

Dietary requirements - All courses include lunch as well as mid morning and afternoon refreshments. We are happy to cater for vegetarians and those with other dietary requirements, providing we have advance notification.

Opening hours - Access to the building is available from 8:15am to 5:45pm on training days.

Internet access - Delegates can use the internet or check webmail on their training machine during breaks.

Taxis - Dotted Eyes staff are happy to help arrange a taxi for your return journey to your hotel or the train station if required.

Accommodation – The training section of the website carries information about local hotels and B&Bs.

About Dotted Eyes

Dotted Eyes provides a range of products and services to its wide customer base including web mapping, spatial data loading, consultancy, training, data and software. The company is now producing a range of solutions which will revolutionise the way in which GIS departments deliver their services, removing the repetitive low value items from a GIS Manager's task list so they can focus instead on real, high value GIS services and analysis.

The organisation is one of Ordnance Survey's Premier Partners, and a trusted partner of NAVTEQ, Pitney Bowes Business Insight (MapInfo) and Safe Software. The organisation is accredited by Buying Solutions, and has recently won three major public sector procurements, including the contract to supply digital maps to the NHS in England.