

# INTRODUCTION TO MAPINFO PROFESSIONAL

DURATION: 2 DAYS  
PREREQUISITES: NONE

## Course Overview

This hands-on training course is designed to help you get maximum value from your investment. Let our experts and professional training help you use the full potential of MapInfo Professional.

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. Please note that this training course is for version 9.5.1 of MapInfo Professional. If you are using MapInfo Professional version 10 then please enquire about our version 10 specific training course.

Visit [www.dottedeyes.com/training](http://www.dottedeyes.com/training) for more information. Visit [www.dottedeyes.com/buytraining](http://www.dottedeyes.com/buytraining) to book training places online.

## Day One Modules (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 projection

### 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 re-centre 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 fields

### Finding & Selecting Records

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

- Manually select records using the selection tools and keys
- View and save a selection
- Find and select one specific record
- Find and select multiple records meeting specified criteria

### Tools in MapInfo Professional

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

- View the attribute data of a record by clicking on map features
- Calculate statistics about a selection or table
- Measure distances in a mapper window
- Load extra MapBasic tools using the Tool Manager

## Day Two Modules (09:15 – 17:00):

### Digitising

By the end of this session you will:

- Be able to make a layer editable
- Be familiar with the MapInfo drawing tools
- Be able to draw lines and regions that snap exactly to existing features

### Table Structure & Creating Tables

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

- Add, remove, index and rename table fields

- Create a new table by saving a copy of an existing table
- Create a new table by defining the table structure first
- Create a new table from objects in the cosmetic layer

### Importing External Data (Excel & Access)

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

- Create map objects using XY coordinates for a registered database file
- Use geocoding to create map objects for a registered database file
- Manually create map objects for a registered database file
- Import Census data and attach values to existing tables

### Linking to External Files

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

- Set up links to external files e.g. \*.jpg, \*.pdf, \*.mp3, etc
- Launch the hotlinks through a mapper and browser window

### Thematic Mapping

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

- Select appropriate thematic types and templates to create thematic maps
- 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 and save as templates for printing

To request more details about this course please feel free to call our Training Co-ordinator on 01527 556920 or email [training@dottedeyes.com](mailto:training@dottedeyes.com)

To book this course visit [www.dottedeyes.com/buytraining](http://www.dottedeyes.com/buytraining).

## 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 a dedicated machine in the Dotted Eyes reception area.

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

## Certification

Dotted Eyes public courses are accredited by the Association for Geographic Information (AGI) and contribute toward achieving Chartered Geographer status. Delegates who attend are therefore eligible to receive CPD points towards their Continual Professional Development. A certificate is provided to each delegate upon completion of the course.

### **MapInfo Professional – Public Introduction Course– 6 CPD Points**

MapInfo Professional – Public Advanced Course– 7 CPD Points

MapInfo Professional – Public Refresher Course – 3 CPD Points

Vertical Mapper – Public Course - 4 CPD Points

FME – Public Introduction Course – 6 CPD Points

Addressing PAI with ShiftWiz – 3 CPD Points

Processing OS MasterMap with InterpOSe – 3 CPD Points

If you require a bespoke course especially to suit your organisation's requirements we can also apply to have your customised training materials accredited by the AGI.

**Chartered Geographer** - CPD Points - In order to meet the requirements laid down by the Royal Geographical Society - Institute of British Geographers (RGS-IBG), a minimum of 35 CPD hours (known as points) must be collected each year to gain and maintain Chartered Geographer (GIS) status. Of these, 20 hours should be sourced from external training/development, and the remaining 15 hours from internal training and development. Although these hours can be made up of any number of different activities, the RGS-IBG and AGI insist that annual CPD submissions are both balanced and relevant in their make-up.



## Bespoke Training

In addition to Dotted Eyes public training course offerings we also offer you the flexibility to tell us exactly how you would like to be trained! We'll customise a course based upon your unique requirements. For example we could dedicate a course to staff from your organisation, condense/extend the course content, customise the course to use your own data or even deliver the course material on a one-to-one basis... The choice is yours!

## About Dotted Eyes

Dotted Eyes is a GIS solution provider. Our mission is to help organisations use GIS to facilitate achievement of their wider objectives.

Our modular portfolio consists of GIS products and training/consultancy services that have been carefully chosen or developed in-house to meet a wide range of client requirements. Whether a client is a SME, a multi-national enterprise, a public sector body or a not-for-profit organisation, we are confident we can build a competitive solution for their needs.

We can provide a wide range of software and digital maps from Partners e.g. Pitney Bowes Business Insight, Ordnance Survey, Safe Software and NAVTEQ, in addition to our own software and services.