

## MapInfo Introduction / Intermediate - 2 days

### Course Objectives

Understand the principles of GIS (Geographical Information Systems) by learning the fundamentals of using MapInfo. This course has been designed to include a maximum amount of hands on, problem solving work. You will use MapInfo to show maps and visualise data on them.

### Prerequisites

It is recommended that students have basic experience with the Windows operating system.

### Exercises

The course is designed for users new to MapInfo, who have some knowledge of using other Windows based packages.

### Topics

#### Displaying MapInfo Data

- Basic concepts to using MapInfo
- Opening MapInfo tables
- Viewing data in a Map, Browser, Graph & Layout windows

#### Developing Map Window Skills

- Basic concepts to working with Map windows
- Zooming in and zooming out
- Panning the map to change what area you are looking at
- Viewing multiple map windows at once
- Using workspaces to save your maps

#### Selecting from a Map

- Using the select tools to makes selections
- Selecting objects within a radius, rectangle, region or custom polygon
- Viewing the selected data in a Browser window
- Using the statistics window to analyse the selection
- Reversing or inverting a selection

### Mapping in Layers

- Using MapInfo Layer Control features
  - Setting and changing the colours and styles of your map
- Adding, removing and reordering layers in a Map window

### Opening your Data Files in MapInfo

- How to open common data file formats including:
  - MS Access tables
  - Spreadsheet files
  - DBF files
  - Delimited ASCII files
- Using MapInfo Create Points command to get your data on to a map
- Understanding and using British National Grid coordinates
- Understanding Longitude / Latitude coordinates

### Creating Output Using the Layout Window

- Using the layout window to create hardcopy output
- Placing multiple maps, browsers, legend windows or other windows on a page in preparation of printing
- Work with Frame Objects
- Add your own logos and graphics to your Layout window

### Creating Output: Placing Maps in Other Applications

- Place maps from MapInfo into other software
- Save a window as a bitmap to be used in another software package

### Using the Query > Select Command

- Using the Query > Select command to filter your tables for data that meets a certain condition

## **Getting Your Data On a Map:**

### **Geocoding**

- Using Postcodes to plot your data on a map
- Automatic and Interactive Geocoding

### **Creating Points**

- Using coordinates in your data to plot

### **Creating Thematic Maps**

- Colouring maps according to associated data
  - Ranged value maps
  - Individual value maps
  - Graduated symbol maps
- Explore various options for each of the types of thematic map created
- Themes from Joining tables
- Customise legends of thematic maps
- Save thematic templates to produce different maps using the same settings

### **Labelling**

- Manually creating and editing labels using the label tool
- Automatically labelling an entire layer
- Controlling label options for an entire layer
- Changing the data column used for labels
- Adding annotations on to a map

### **Additional Topics - Time Permitting**

- Sources of Data
- Alternatives to Geocoding
- Creating Tables