Mapchester Ltd

MapInfo Standard 32 Bit Course - Full Outline

1. **The Basics**

- **the theory** – understanding how a GIS system works and the relationship between a map and it's linked information
- **the terminology** – an explanation of the terms used by MapInfo and common phrases and expressions used by the GIS
- **the data** – descriptions and details of all the different types of data MapInfo consumes
- **starting off** – how to open data into MapInfo, both individually or as a set of layers

2. Map and Browser windows

- **menus, toolbars, defaults** – brief explanation of the menus and toolbars and setting a few default settings
- **opening layers** – tables, workspaces and tile-servers
- **browser views** – opening a browser, setting the views, default settings
- **workspaces** – using, saving and data management
- **navigating the maps and data** – using the spatial tools and the Finding by attributes
- **co-ordinate systems** – setting projections and the British National Grid explained
- **basic user tools (info, labels, hotlinks) -** using the basic tools and how they work

3. Map Layers

- **layer control** - positioning the layer control box, auto-hide, merging with other dialogue boxes
- **different types of layer –** vector or rasters, seamless tables
- **layer properties, symbology and labels** – setting properties, style over-rides and setting labels content and styles
- **zoom layering –** automatically turning layers on or off to increase performance
- **grouping layers -** adding groups to assist with layer management

4. Presentation of Data

- **saving text data** – exporting and copy/paste options
- **maps as images –** saving images and image formats
- **layered PDFs** – adding layer information and data to a PDF document
- **layout window, frames and dynamic frames –** adding data to a plot
- **scales and legends** – explaining scale types and methods, creating and adding a legend to the plot
- **templates** – creating, saving and using templates

5. Mapping your Data (1). Existing digital data

- **handling existing data** – Excel files, Access DBs. Pros and Cons of both data sources. Saving copies, dos and don'ts.
- **creating points** - from co-ordinate values in the data, projections and styles
- **creating points** - from address data (e.g. postcodes), look up databases, solving common data issues

6. Mapping your Data (2). Creating New Data Layers

- **new table structures** – adding columns, defining field types, projections, etc.
- **plotting data** - adding information to the map, drawing techniques and tips
- **editing objects** – moving points, reshaping polygons and polylines
- **adding attribute data** – adding text and data to the browser or via the info tool
- **batch updates** - using update column function, copy and paste, grabbing spatial information, updates from a separate layer

7. Spatial selection methods

- **selection tools** – select, marquee select, polygon select, radius select. Boundary select.
- **using queries** – adding as a new layer, managing queries
- **buffers** – creating buffers, multiple buffers, cosmetic layer or new layer

8. Basic SQL

- **browser filters and sorting** – basic SQL functions directly through the browser, different results than a query
- **an overview of the SQL dialogue box** – what goes in each box, what drop down list value can be used in each box
- **querying for text, dates and numbers –** query structures and types, what's different in each type of query
- **wildcard searches** – how to find data from only a part match
- **operators –** AND, OR, LIKE. How they work and what they do.
- **database joins –** linking data together through database values. Saving workspaces with join queries.

9. Thematic Maps

- **what is a thematic map?** – what data structure requirements are there and when to create a thematic
- **numerical and text based maps** – ranges or individual. Examples of both main types.
- **modifying thematic styles and legends** – changing colours, symbology and the legend descriptions
- **saving thematics and thematic templates** – dynamic data via a workspace or templates within the Thematic dialogue box.