

# MapInfo Pro 64 bit Training

## Level 1 – Foundation skills and Map Creation

Duration | 1 day | 9:30 – 17:00

Prerequisites | None

### Course Overview

Aimed at the day-to-day user, this course introduces the basic concepts of MapInfo Pro 64-bit and will take you through all the functionality that you will need in order to get started with the software. Learn how to navigate around your tables, control the appearance of the map and prepare map outputs.

This 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 the current version of MapInfo Pro 64-bit, if you are using an earlier version please enquire about a bespoke course.

### Modules

#### Welcome to **miso**

- Course overview, resources and amenities

#### Getting started

- Understand the MapInfo Prof 64-bit user interface
- Adjust important software settings such as directory preferences and the default coordinate projection

#### Viewing Tables

Learn how to view tables (layers) using Mapper and Browser windows:

- Navigating around the mapper windows
- Use browser windows to display a table's attribute data
- Interrogate map objects to retrieve attribute data and object size/location information
- Make the map centre on a selected record
- Control the view of a mapper window by specifying the zoom, map scale, re-centre on specific coordinates or view the extent of a table

#### Changing units and map scale

- Change the units used for distances and areas
- Display and use the cartographic scale

#### MapInfo file types and workspaces

- Understand the files that build up MapInfo table
- Create and use Workspaces

#### Appearance of map layers

Controlling the content and appearance of layers within the map:

- Add, remove and reorder layers within a mapper window
- Change the display style of map layers
- Add labels to map features using auto label and label map objects with chosen fields

#### Selecting and sorting records

- Select records using the manual selection tools
- View and save a selection
- Apply Sorting and Filters to records from the browser window

#### Digitising

The drawing tools can be used to draw map objects and also when designing print Layouts:

- Discover drawing tools used to create point, line, region and text objects
- Use the Snap function when drawing to snap exactly to existing features

#### Printing and output of maps

There are a number of ways to design and output maps:

- Save the map as an image file
- Design a page Layout which includes logos, text, borders and legends
- Print to Layered PDF

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