

Microsoft MapPoint 2002 Introductory Level

Course Objectives:

This course is designed for new users of Microsoft MapPoint and for users with limited experience. It is an intensive course covering the main features of this powerful mapping software package.

Prior Knowledge Required:

No prior knowledge of MapPoint is assumed but delegates should be competent computer users.

Course Duration: 1 day, but course contents can be tailored if required.

Introduction

- Overview of MapPoint features
- The user interface

MapPoint Essentials

- Map Files and Templates
- Choosing and navigating around a Basemap
- Finding specific locations & places of interest
- Drawing on the map and editing drawn objects
- Creating Pushpins
- Creating and using customised Symbols
- Printing a map
- Help features and resources

Data Mapping

- Preparing data for mapping
- Creating the data map
- Using the bundled demographic data
- Creating and working with Territories
- Importing or linking to external data
- Using the Import/Link Wizards
- Working with mapped data
- Troubleshooting

Using MapPoint for Travel Planning

- Creating and personalising Driving Routes
- Drivetime Zones
- Using the travel planning resources
- Using GPS with MapPoint



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