



# Introduction to MapInfo Pro™ Online

## Course Overview

The Introduction to MapInfo Pro online training course has been designed for new users of MapInfo Pro.

This instructor-led course will provide you with the skills and knowledge to use the key functionality of MapInfo Pro to create maps and analyse your spatial data.

Our instructors are both product experts and qualified in teaching adult learners. We pride ourselves on the fact that our training standards are high and we have consistently achieved the Gold Standard Award from the Learning & Performance Institute who have monitored and assessed our training materials, course delivery and methodologies over many years.

## Course Details

The training course is taught in live instructor-led online sessions using web conferencing software blended with self-guided study sessions & exercises. Throughout the training course your trainer will be available online to help and support you.

This 2 day course costs £695 per person and lunch is provided.

The course is taught using the version of MapInfo Pro currently being shipped.

## To Book a Course

To book a place on a training course, please contact us via email: [UKtraining@pb.com](mailto:UKtraining@pb.com)  
Or via telephone: 0800 840 0001

If you require a bespoke private course either run at your company site or using our training facilities please contact us. We will be happy to discuss your training requirements.

## Viewing Data in MapInfo Pro (Live Online Session)

Basic concepts of MapInfo Pro, including understanding map & browser windows. Opening & closing MapInfo tables. Filtering & making data selections.

## Map Window Skills & Workspaces (Self-Guided)

Learn to navigate around your map. View multiple map windows at once. Use workspaces to save your maps.

## Mapping in Layers (Live Online Session)

Understand how to use MapInfo Pro's Layer Control features to change the behaviour and look of your maps. Change colours & styles of your map. Adding, removing and reordering layers in a map window. Setting your map so that different data shows at different zoom levels. Making the cosmetic layer editable & adding a title.

## Labelling (Live Online Session)

A comprehensive look at the labelling features of MapInfo Pro. Manually creating & editing individual labels including placing them, moving them & deleting them. Labelling an entire layer automatically & changing label settings. Changing the data column used for labels, including using expressions for labels.

## Selecting Using Tools (Live Online Session)

Discover how to use tools to make spatial selections from a map. Select data within a radius, rectangle, region or a custom polygon. View the selected data and analyse using summary statistics.

## Selecting Using Queries (Live Online Session)

Learn to use simple queries in MapInfo Pro to filter your tables to identify data that meets a certain criteria. Use multiple select conditions & make selections with wildcards. Understand the different ways you can save a selection and display the selected data on a map.

## Opening Data Files in MapInfo Pro (Live On-line Session)

Learn how to open common data files into MapInfo Pro, including MS Access® tables, MS Excel® spreadsheets, DBF files & delimited ASCII files.

## Displaying Your Data on a Map: Creating Points & Geocoding (Live On-line Session)

Using MapInfo Pro's Create Points and Geocode command to display your data on a map and using coordinates and postcodes.

## Finding (Self-Guided)

Use MapInfo Pro's search capabilities to find a geographic location or a record in your data.

## Buffering (Self-Guided)

Learn to create buffers around both single and multiple locations to perform proximity analysis. Select & analyse your data inside the buffer(s).

## Thematic Maps (Live Online Session)

Colour your maps to show trends in the associated data. Learn to create several different types of thematic maps including ranged maps, individual value maps & graduated symbol maps. Shade a table based on information from a different table (joining).

## Using the Layout Designer Window (Self-Guided)

Use the layout designer window to create hardcopy (printed) output. Place multiple maps, browsers, legends and images on a page including your company logo. Add additional text & drawings on the layout window to create a customised report.

## Creating Electronic Output (Self-Guided)

Creating cartographic legends. Saving your map as an image to be used in another software-package. Creating a PDF using MapInfo's PDF printer. Placing Scale Bars & North Arrows.

## After completing the course, you will be able to:

- Use MapInfo Pro's different views of data (Maps, Browsers, and Layout windows) and its user interface.
- Understand and use the layering system.
- Perform querying and geographic searching of maps and data.
- Use MapInfo Pro's buffering capabilities to perform proximity analysis.
- Bring spreadsheet files, delimited ASCII files, dbf files and Microsoft Access database tables into MapInfo Pro.
- Use the Geocoding and Create Points functionality to get your own data on a map.
- Use MapInfo Pro's labelling features to annotate your map.
- Change the colours and styles of your maps to reflect under-lying data (thematic mapping).
- Use the layout designer window to create effective hardcopy output.
- Place your maps into other applications such as Microsoft Word documents, spreadsheets or presentation applications.