

Introduction To MapInfo

| Lesson | Description | Details |
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| Lesson 1 | Tables & Workspaces | <ul style="list-style-type: none"> ▪ How Files Make Up A Table ▪ Opening Tables ▪ Opening Workspaces ▪ Saving Tables ▪ Saving Workspaces-How renaming effects workspaces ▪ Saving Copy As |
| Lesson 2 | Desktop Tools | <ul style="list-style-type: none"> ▪ Zoom In ▪ Zoom Out ▪ Change View ▪ Pan Information Tool ▪ Ruler ▪ Drag & Drop ▪ Status Bar- Zoom Width, Map Scale, Cursor Location ▪ Map Options ▪ Set Clip Region ▪ Clip Region On/Off |
| Lesson 3 | Selecting | <ul style="list-style-type: none"> ▪ Select ▪ Marquee Select ▪ Radius Select ▪ Polygon Select ▪ Boundary Select ▪ Unselect ▪ Invert Select |
| Lesson 4 | Layer Control | <ul style="list-style-type: none"> ▪ Layer Visibility ▪ Layer Editable ▪ Layer Selectable ▪ Labelling Objects ▪ Adding and Removing Layers ▪ Ordering Objects in a Layer ▪ Display Options ▪ Zoom Layering |
| Lesson 5 | Queries and Generating Statistics | <ul style="list-style-type: none"> ▪ Query Select ▪ Calculate Statistics ▪ Query Find |
| Lesson 6 | Thematic Mapping | <ul style="list-style-type: none"> ▪ Types of Thematic maps ▪ Creating Thematic maps ▪ Ranged Maps ▪ Bar Chart Maps ▪ Pie Chart Maps ▪ Graduated Maps ▪ Individual Value maps ▪ The Legend Window |
| Lesson 7 | Importing & Exporting Files | <ul style="list-style-type: none"> ▪ Creating Points From an Excel or Lotus Table- Creating Point ▪ Opening a Microsoft Access Table in MapInfo ▪ Saving a MapInfo Table as an Access Table ▪ Importing DXF Files ▪ Exporting DXF Files ▪ Universal Translator |
| Lesson 8 | Creating Layouts | <ul style="list-style-type: none"> ▪ Moving Frames ▪ Aligning Layout Objects ▪ Ordering Overlapping Objects ▪ Cartographic Legends ▪ Creating Drop Shadows ▪ Saving Layout Windows ▪ Electronic Output ▪ Adding Graphics |

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| Lesson 9 | Creating New Table Maps & Objects | <ul style="list-style-type: none"> ▪ Viewing or Modifying a Table ▪ Auto scrolling ▪ Adding Tabular Data ▪ Adding Map Objects ▪ The Cosmetic Layer ▪ Adding Text /Symbols/ Lines/Polygons ▪ Removing Cosmetic Shapes ▪ Saving Cosmetic Objects |
| Lesson 10 | Combining and Splitting Objects | <ul style="list-style-type: none"> ▪ Aggregating/ Disaggregating Data ▪ Combining Objects with Set Target ▪ Splitting Objects ▪ Erasing Objects |
| Lesson 11 | Table Maintenance | <ul style="list-style-type: none"> ▪ Packing a Table ▪ Renaming a Table ▪ Deleting a Table ▪ Modifying Table Structure ▪ Column Update |