



- Section 1: **An Introduction to MapInfo**
Spatial Concepts and Terminology
Products Overview
- Section 2: **The MapInfo Interface**
Opening Tables and Displaying MapInfo Data
Developing Map Window Skills
Understanding Map Options (Coordinate Units, Distance Units, Area Units, Projections)
- Exercise: 1 (Part 1 & Part 2)**
- Section 3: **Mapping in Layers**
Preferred View Option (opening more than 1 table)
Layer Control
Display Settings and Style Override
Labelling (Auto Label and Custom Labels)
Zoom Layering
Workspaces
- Exercise 2: “Layer Control”**
- Section 4: **Introduction to Browser Windows**
Opening Data Files in MapInfo
Customising Browser Windows
- Exercise 3: “Browsers”**
- Section 5: **Selecting**
Selecting Records and Objects Using the Buttonpad (Boundary Select, Radius Select, Marquee Select, Polygon Select)
Using Find to Search and Locate by Attribute
Finding a Selection in a Map Window / Browser Window
Saving Selections and Temporary Tables
- Exercise 4: “Selecting”**
- Section 6: **Getting your Data onto the Map**
Creating Points
Introduction to Geocoding
Geocoding to Street / Suburb Level
Using Boundary Layers to Refine Geocoding
Interactive Geocoding
- Exercise 5: “Spatially Enabling Tables”**

Section 7: **Getting Added Value from Your Data**
Creating a Thematic Map
Customising Thematic Maps
Using and Creating Theme Templates
Advanced Mapping: Creating Prism and 3D Maps
Modifying Prism and 3D Maps

Exercise 6: “Thematic Mapping”

Section 8: **Working with Tables**
Appending Rows from One Table to Another
Updating Columns
Data and Field Types
Creating New Tables
Indexing Columns
Modifying Existing Tables

Exercise 9: “Appending Rows, Updating Columns, Creating New Tables, Modifying Tables”

Section 9: **Data Capture and Digitising**
Manual Data Capture / Digitising
Exploring Different Object Types
Creating / Editing Object and Attribute Data
Voronoi, Buffers, Enclosing and Convex Hulls
Aggregating / Disaggregating Objects and their Data
Checking Data (Overlaps, Gaps and Self-Intersections)
Advanced Data Manipulation (Erase, Split, Polyline Split, Node Snap, Node Thinning, Polygon Thinning)

Exercise 10: “Part 1: Creating Objects; Part 2: Editing Objects”

Section 10: **Querying your Data (SQL Query)**
Introduction to SQL and Basic Querying
Understanding Arithmetic and Logical Operators
Querying on Multiple Fields
Using Group by / Order By
Deriving New Data
Geographical Queries
Joining Tables
Saving your Queries and using Query Templates

Exercise 7: “Query > SQL Select; Query > Select”

Exercise 8: “Joins”

Section 11: **Redistricting and Territory Management**
Using the Redistrict Window
Data Aggregation Techniques
Combine Objects Using Column

Exercise 11: “Redistricting”

Section 12: **Other File Types**
Viewing / Registering Raster Images
Modifying the Raster Image Registration
Universal Translator
Importing / Exporting Tables

Exercise 12: “Registering Raster Images; Translating Other File Types”

Section 13: **ODBC**
Relational databases (Access)
Mapping Database Tables
Connecting to SQL Servers
Uploading TAB files into a SQL Server Database

Exercise 15: “ODBC”

Section 14: **Tools**
Discussion of Various Tools (including Distance Calculator, Concentric Ring Buffers, Spider Graph, Rotating Labels, Disperse Points, Delete Duplicates, Seamless Table Manager, Workspace Packager etc.)

Exercise 16: “Tools”

Section 15: **Producing Hard Copy Maps**
Introduction to Layout Windows
Creating Cartographic Legends
Adding Frames, North Arrows, Scale Bars and Text

Exercise 17: “Printing”

Section 16: **Behind the Scenes**
Saving Windows
Options > Preferences Dialogue
MapBasic Window
OLE Capability of MapInfo
Creating Custom Symbols
Crystal Reports
MapInfo Discovery