



## MICROSOFT MAPPOINT – ONE DAY COURSE

*Course Duration: 1 Day*

### 1. Getting Started

- Getting Started in MapPoint
- Shortcut Icons

### 2. The MapPoint Workspace

- Hiding a Toolbar
- Relocating a Toolbar
- Resizing a Task Window
- Changing the Font Size
- Reversing an Action
- Navigating in a Map
- The Concept of Zoom
- Panning Your View
- Changing the MapStyle

### 3. Setting Up Your Data

- Setting Up Your Data
- Importing vs Linking Data
- Range Types
- Data Types

### 4. Locating Places

- Locating Places on a Map
- Finding Addresses
- Determining Latitude & Longitude
- Plotting Intersections
- Working with Pushpins
- Find Nearby Places
- Placing Points on the Map

### 5. Route Planning

- Route Planning
- Setting up Drive Times & Speed Limits
- Road Construction
- Setting Drive 'Time Zones'

### 6. MapPoint Output

- Working with MapPoint Output
- E-mailing your Maps
- Copying & Pasting into Other Applications
- Placing a MapPoint Map on a Website
- Copyright Information

### 7. Analyzing Data

- Analyzing Data
- Preparing Your Data
- Creating New Territories
- Manipulating Territories
- Exporting Data

### 8. The Data Mapping Wizard

- Using the Data Mapping Wizard
- Running the Data Mapping Wizard
- Data Information