

Microsoft MapPoint Introduction

OBJECTIVES

View, edit and integrate maps, whilst locating places and planning routes.

Duration: 1 Day

1. GETTING STARTED

- What is 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 Map Style

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. ANALYSING DATA

- Analysing 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