

MapPoint 2010 Course Outline

Lesson 1: Getting Started

The MapPoint Workspace
The Map Window
The Legend Window
The Overview Window
Standard Toolbar & Icons

Lesson 2: The MapPoint Workspace

Hiding a Toolbar
Relocating a Toolbar
Resizing a Task Window
Changing the Map Font Size
Reversing an Action
Changing the Map Settings
Navigating in a MapPoint Map
Jumping to a Region
Panning Your View
Setting Your Workspace Options

Lesson 3: Locating Places on a Map

Finding an Address on the Map
Finding a Business Point on the Map
Plotting an Intersection
Working with Pushpins
Find Nearby Places

Lesson 4: Setting Up Your Data

Importing Data vs. Linking Data
Data Types

Lesson 5: Route Planning

Planning Your Route
Setting up Route Options
Road Construction
Creating Drivetime Zones

Lesson 6: Working with MapPoint Output

E-mail your Maps
Copying and Pasting into Applications
Send to Mobile Phone
View in Bing Maps
Placing a MapPoint Map on a Website
Copyright Information

Lesson 7: Analyzing Data

Preparing Your Data
Working with Territories
Generate Territories from Your Data
Adjusting Existing Territories
Creating New Territories
Exporting Data Out of MapPoint

Lesson 8: The Data Mapping Wizard

Using the Data Mapping Wizard
Shaded Area Map
Pie Chart Map
Data Information