



## MapPoint 2013 Course Outline

### **Lesson 1: Getting Started**

- The MapPoint Workspace
- The Map Window
- The Legend Window
- The Overview Window
- Toolbars
- 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
- Data Information

### **SpatialPoint**

We're All About Mapping