



Course Prerequisites

This is a beginner course in MindGenius. It is designed for those who have little or no experience of the application. This course will start MindGenius from the very start. It will take you through the main features of the application and give you enough information and practice to use the application, efficiently.

D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer



MindGenius Core Level

MindGenius is a business mind mapping software tool that will help you to get your ideas out of your head, gain clear understanding on what needs to be done, and be able to action it successfully. MindGenius was designed specifically to meet business needs and is a mature and proven mind mapping software solution, having been tried, tested and developed within a real-life environment for at least 10 years. With its simple, intuitive user interface, business aligned functionality and tight exporting to a suite of desktop applications, MindGenius gives you power over your information.

The course will specifically cover the following areas:

- Understanding the screen and moving around it.
- Creating new mind maps and new branches.
- Adding notes to branches.
- Rearranging branches.
- Creating links to files.
- Using the Map Explorer.
- Changing views and layouts.
- Formatting your mind map.
- Inserting pictures.
- Creating mental connections.
- Working with categories and resources.
- Filtering your data.
- Setting up the mind map for printing and exporting.

Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course

Course Details

*½ Day Course
Start Time: 9:30am
Finish Time: 1:00pm*