

MindManager[®] Advanced



Take your
Mindjet
MindManager 7
mind mapping[®] skills
to the next level.
Collaborate, integrate,
customise.

What you will learn:

- ✓ Collaborating with MindManager
- ✓ To integrate with MS Outlook
- ✓ To link with MS Outlook
- ✓ To integrate with MS Project
- ✓ Manage large maps
- ✓ Manage multiple maps
- ✓ Customisation options



Ithaki Consulting Ltd specialises in the provision of high quality IT, Funding, Management Consulting, Business Development and Training Services.

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Course Overview

Now that you have learned how to use Mindjet MindManager to create mind maps that help you plan, manage and organise anything from meetings to seminars, documents, web sites, marketing strategy and brainstorming sessions you are ready to take your MindManager technique further. During this half-day course you will learn how to further customise MindManager, to use multiple maps, manage large maps, collaborate with your colleagues and learn how MindManager seamlessly integrates with Microsoft's popular tools Outlook and Project.

Course Objectives

The aim of this half-day course is to teach the participants how to use the MindManager software to further increase their business productivity. The course will provide you with the necessary techniques to be able to integrate your MindManager mind maps with Microsoft Outlook and Microsoft Project, share and review your maps with your collaborators and teach you how to create and manage more complex maps.

Target Audience is anyone that

- ▶ Develops company strategy and products
- ▶ Plans and runs meetings
- ▶ Manages projects
- ▶ Runs and/or participates in brainstorming sessions
- ▶ Organises seminars
- ▶ Prepares and delivers presentations
- ▶ Prepares and participates in negotiations
- ▶ Prepares reports
- ▶ Sells to customers

Course Prerequisites

- ▶ Working knowledge of MS Outlook
- ▶ Basic understanding of MS Project
- ▶ **Attended the MindManager Fundamentals course or equivalent**

The instructors

Ithaki Consulting instructors are expert users of the Mindjet MindManager software as well as experienced managers having worked in the USA, UK and Cyprus. Ithaki Consulting is the only Mindjet Premier Sales Solution Partner in Cyprus and Greece.

What you get:

1. 4 hrs course.
2. Course presentation handouts.

MindManager® Advanced

Detailed course syllabus

The course topics will be illustrated by practical, hands-on exercises with MindManager software, so that participants get direct experience on applying course know-how.

Topics to be covered are:

Advanced Customisation

- ▶ Creating and using Styles
- ▶ Creating and using Templates
- ▶ Marker Groups & Lists
- ▶ Package Folders
- ▶ Other Customisation options

Multimaps and Large Maps

- ▶ Using multiple map features
- ▶ Managing and viewing large maps

Integration with MS Outlook Tasks

- ▶ Importing MS Outlook tasks
- ▶ Adding new tasks in MS Outlook or MindManager
- ▶ Synchronising

Using the MS Outlook Linker

- ▶ Map Parts
- ▶ Using MS Outlook Linker to link with MS Outlook contacts, notes, appointments and tasks

Integration with MS Project

- ▶ Project Planning stage in MindManager
- ▶ Using Task Info
- ▶ Exporting to MS Project
- ▶ Import part of project plan from MS Project to MindManager
- ▶ Integration with other project management software

Collaborating with MindManager

- ▶ Using the Review features
- ▶ Sending maps to collaborators

Other advanced features

- ▶ Map Parts
- ▶ My Maps Task Pane
- ▶ Search facility
- ▶ Pasting topic as a Bitmap
- ▶ Save filtered map as copy
- ▶ Using Bookmarks

Please note that Ithaki Consulting reserves the right to amend the course content based on audience and time availability.