



## Training Checklist

### Mindjet MindManager

DATE:	Tick when complete
Briefly outline purpose, benefits and usage	
Introduction Different views	
Starting Mind Manager Familiarisation of toolbars/screen Look at existing templates (map view and outline view) Look at hard copy mind maps	
Create a Mind Map Add a topic Add a sub topic Add a floating topic Add a parent topic Selecting topics Move topic Remove topic	
Working with your map Background Change map format Format map parts Number topics Change space between topics Align topics	
Add Extended Information Add a note Attach a link Add a hyperlink Add Icon Markers Add task information Add an alert/reminder Insert date and time	
Add Visual Cues Add a boundary Add a relationship between ideas Annotate a relationship	
View Map Parts	

Filter,show/hide, zoom, fit to page, show levels of map Move map	
Working in Outline View Familiarisation	
Maps and Microsoft Office Export map to Word Export selected topics to Word Import Word document Import part of a Word document	
Include Outlook items on your map Send an Outlook item from Outlook	
Export a PowerPoint Presentation	
Printing Set page layout options Print from Outline	
Help	

**X**

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Client