

COMPUTER COURSE MAPS

(For Dummies)

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Central KY Region

**A simple technique
to produce site and
course maps
using Microsoft Excel**

WHY DO IT?

- **Make accurate drawings of event sites.**
- **Design course maps in advance.**
- **Email maps to others for review.**
- **Provide course maps for event entrants.**
- **Save course designs for the future**

And...

- **Identify and promote the event sponsor.**
- **Use for site owner and potential sponsor presentations.**

ARE YOU CONVINCED?

**Open an Excel spreadsheet.
It will probably look like this:**

Microsoft Excel - Book1

Arial 10 B I U

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Book1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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Sheet1 Sheet2 Sheet3

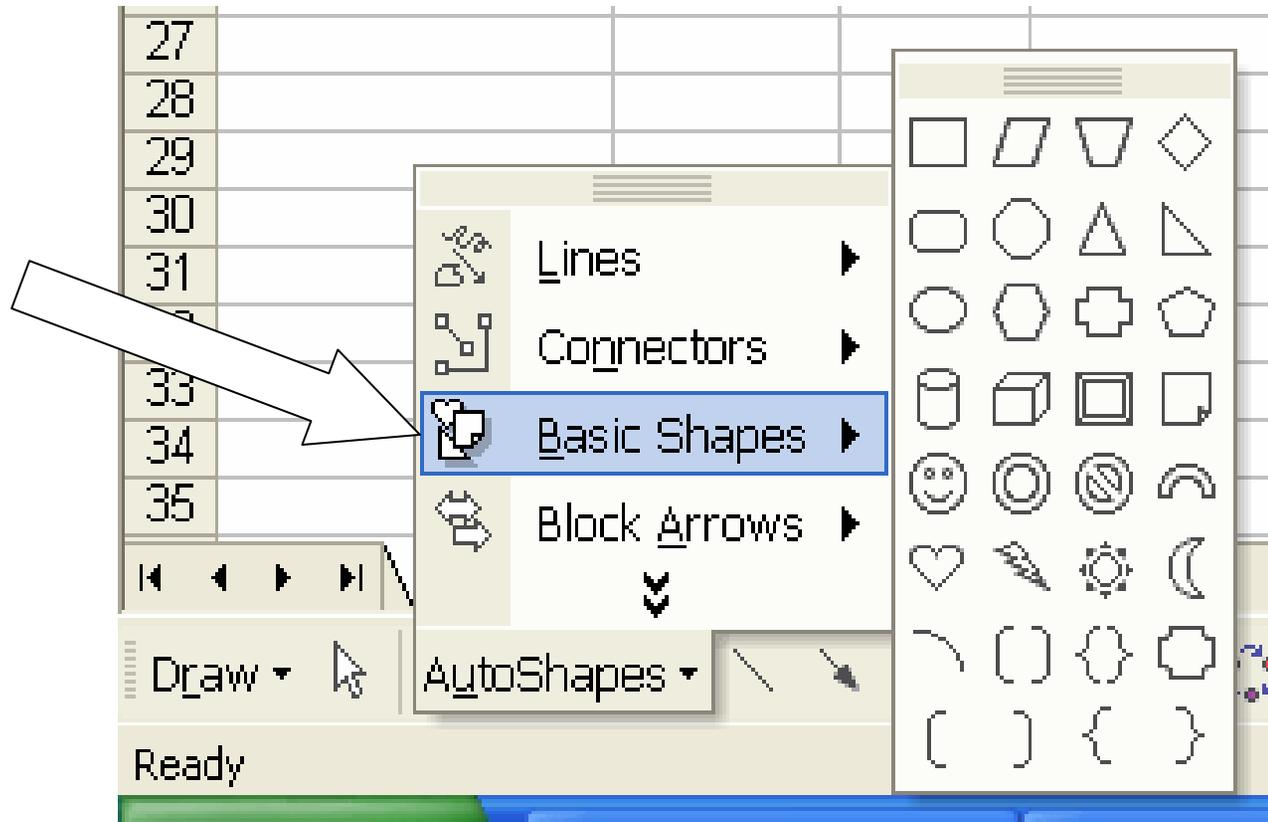
Ready

start PC Course Map Microsoft PowerP... Microsoft Excel - ... Norton 10:06 AM

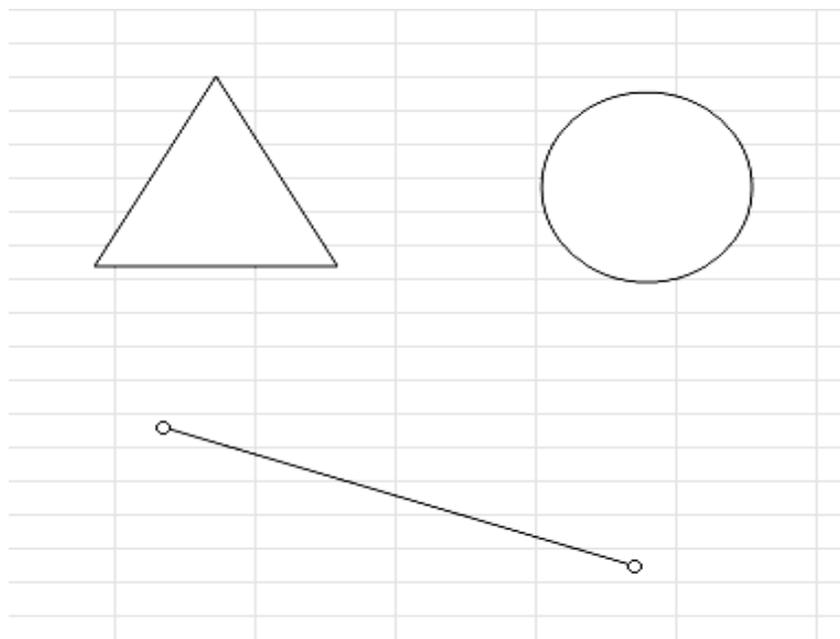
- Under VIEW, click TOOLBAR, then check the square for DRAWING.
- This adds a toolbar at the bottom of the spreadsheet.



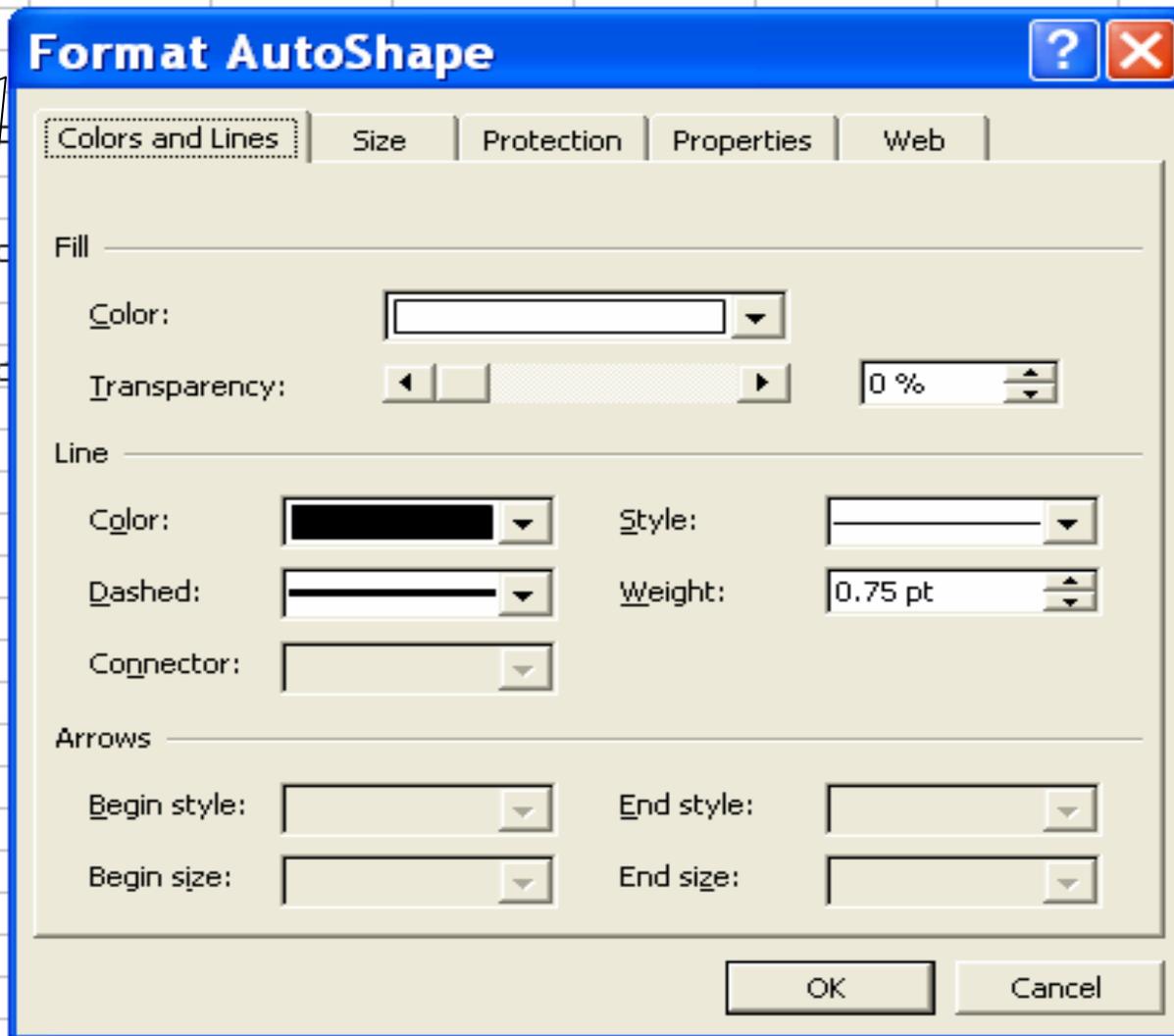
Get your PYLONS, POINTERS & COURSE LINES here:



Click on **BASIC SHAPES** for a triangle or circle, or click on a straight line. Then click anywhere on the spreadsheet to add the **AUTOSHAPE**.



Click on **FORMAT**, and use this box to edit the autoshapes you just created.



The image shows a 'Format AutoShape' dialog box with a blue title bar and a light beige background. A white arrow points to the 'Colors and Lines' tab. The dialog is divided into several sections: 'Fill', 'Line', and 'Arrows'. The 'Fill' section includes a 'Color' dropdown menu and a 'Transparency' slider set to 0%. The 'Line' section includes 'Color' (black), 'Style' (solid), 'Dashed' (solid line), 'Weight' (0.75 pt), and 'Connector' (none). The 'Arrows' section includes 'Begin style', 'End style', 'Begin size', and 'End size' dropdown menus. At the bottom are 'OK' and 'Cancel' buttons.

Format AutoShape [?] [X]

Colors and Lines | Size | Protection | Properties | Web

Fill

Color: [Color Selection Box]

Transparency: [Slider] 0%

Line

Color: [Black] Style: [Solid]

Dashed: [Solid Line] Weight: 0.75 pt

Connector: [None]

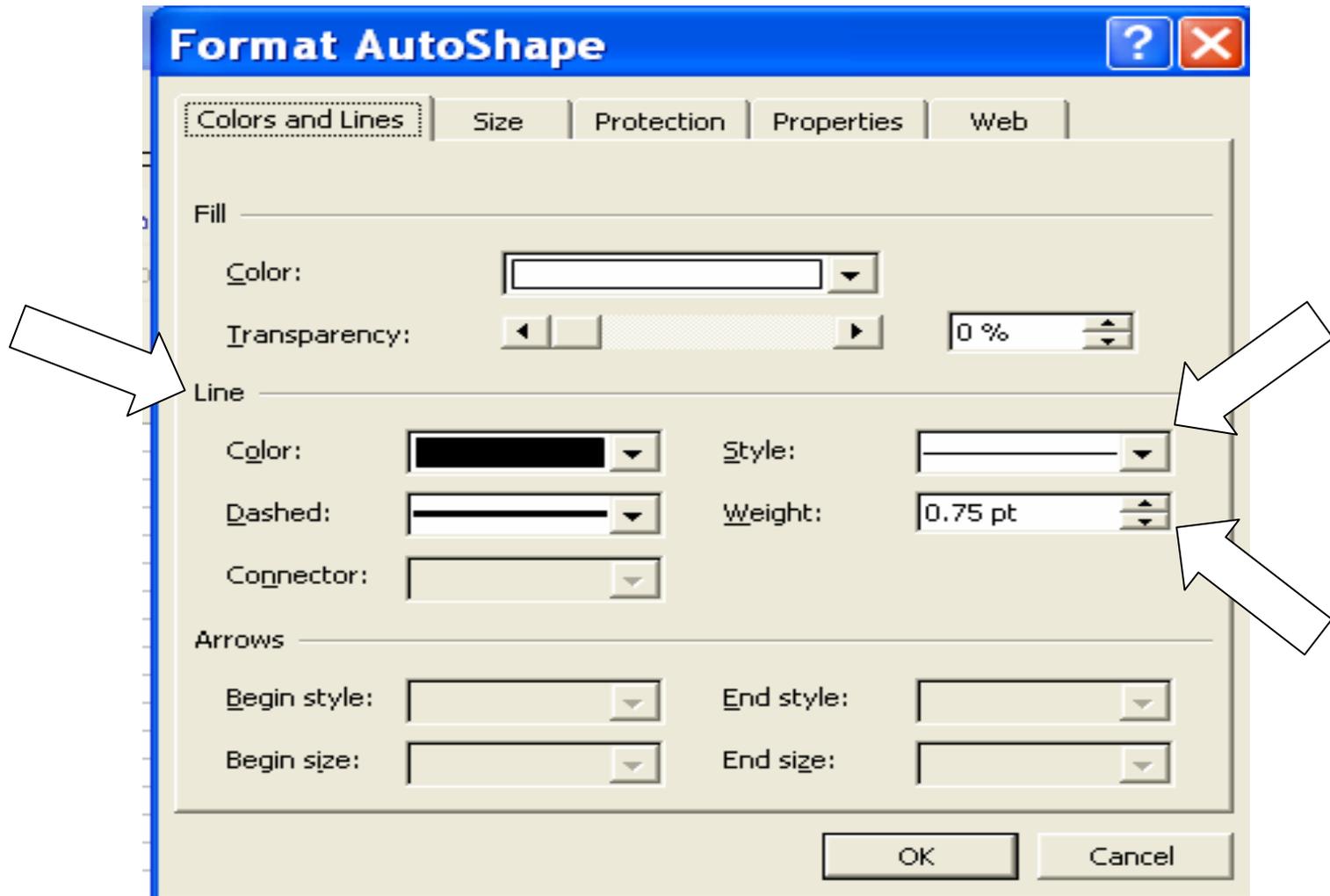
Arrows

Begin style: [None] End style: [None]

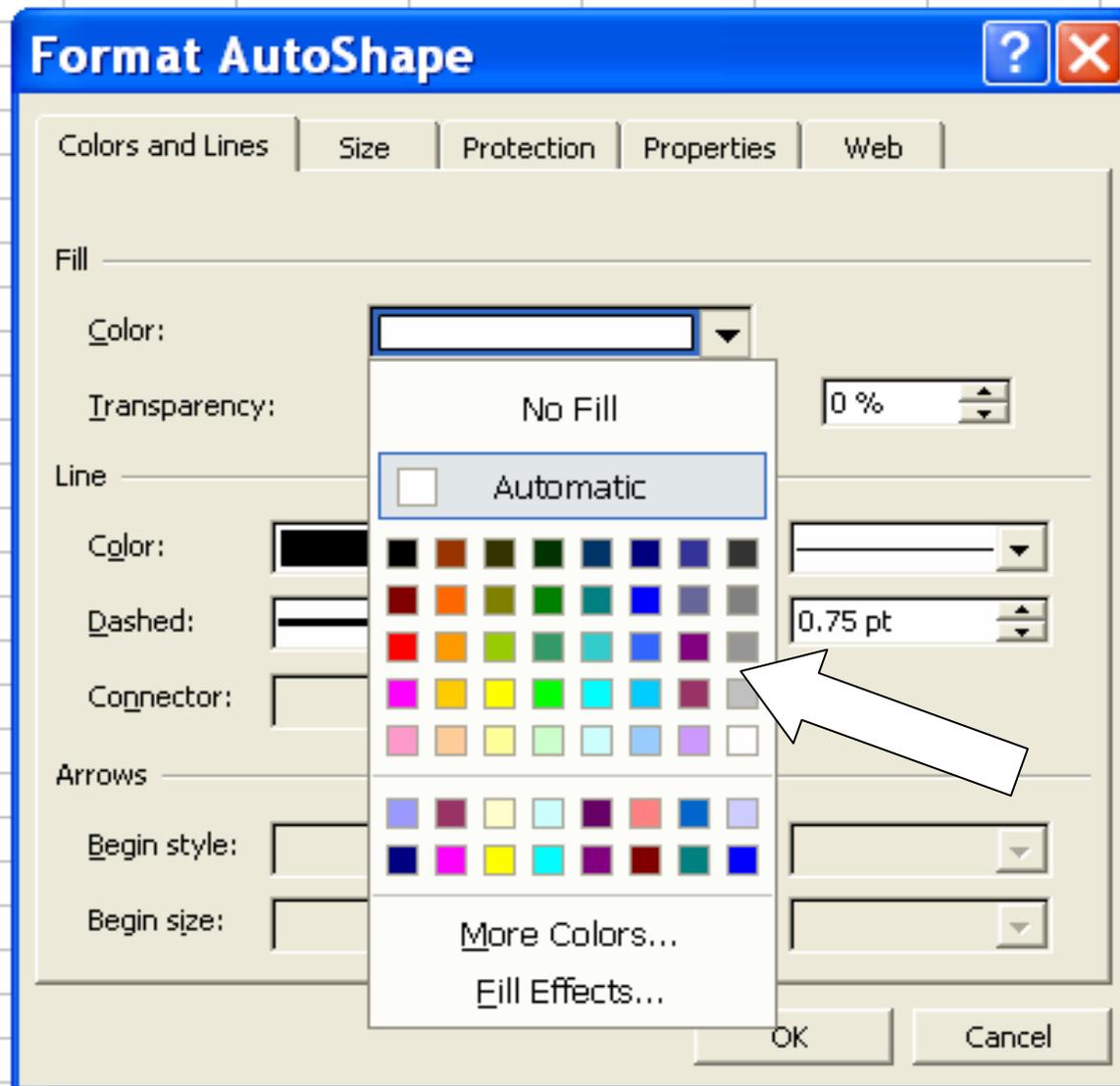
Begin size: [None] End size: [None]

OK Cancel

Use **LINE**, **STYLE**, and **WEIGHT** TO edit these elements.

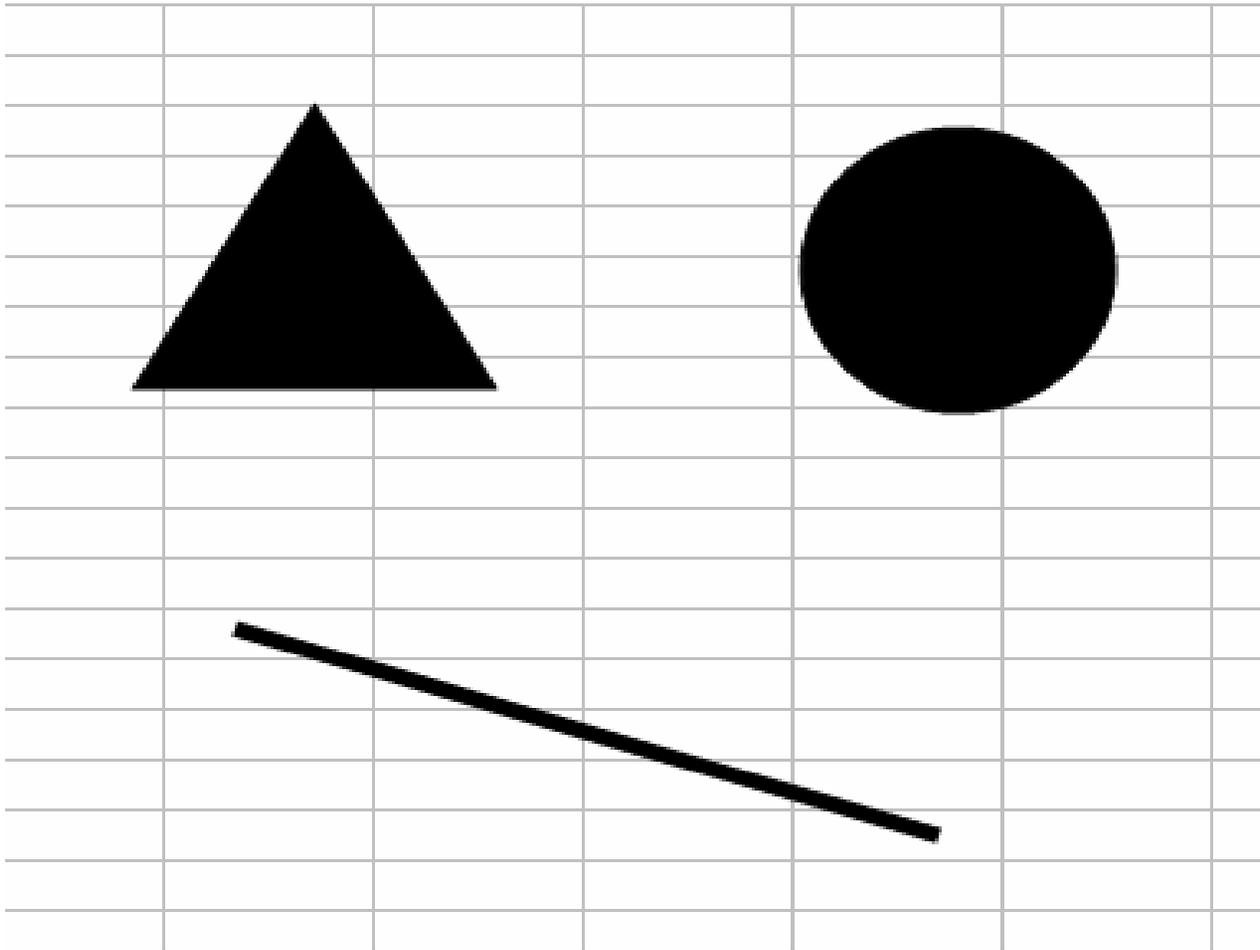


And add "fill" to an autoshape



You can fill in the autoshapes
with solid color, and change the
Style and width of the lines...

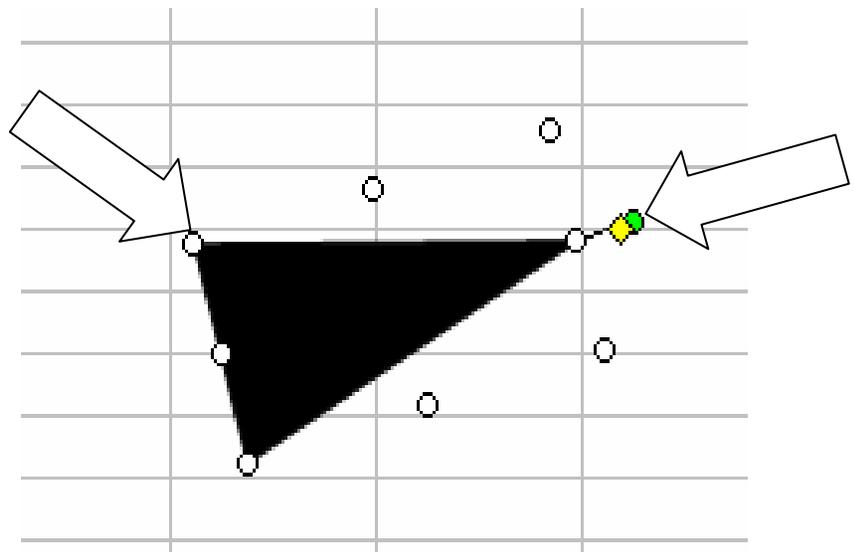
Like this:



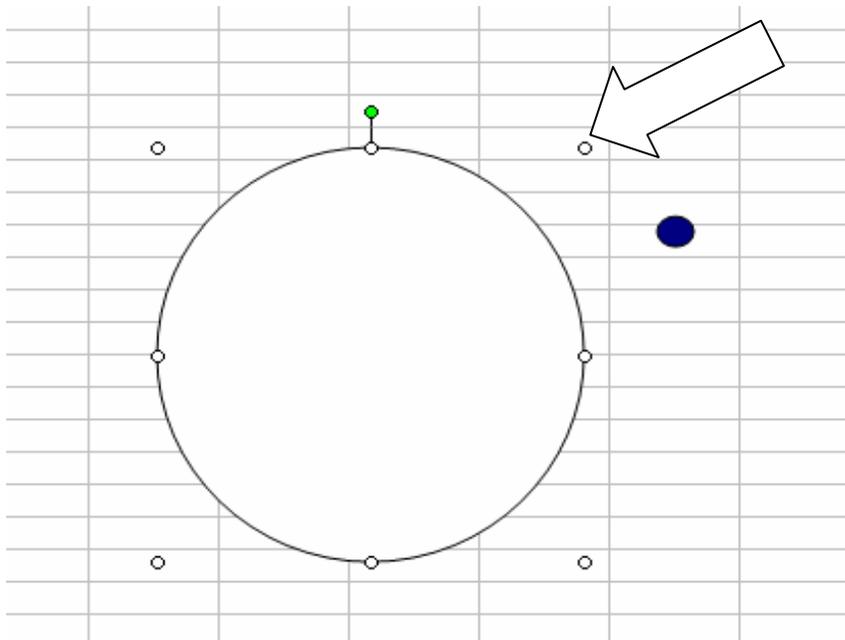
I DON' SEE NO
STINKING PYLONS???

Patience....click on one of the autoshapes again, and drag the edges or corners to elongate a triangle to a *POINTER CONE*. Note that you can rotate the autoshape by scrolling the green dot.

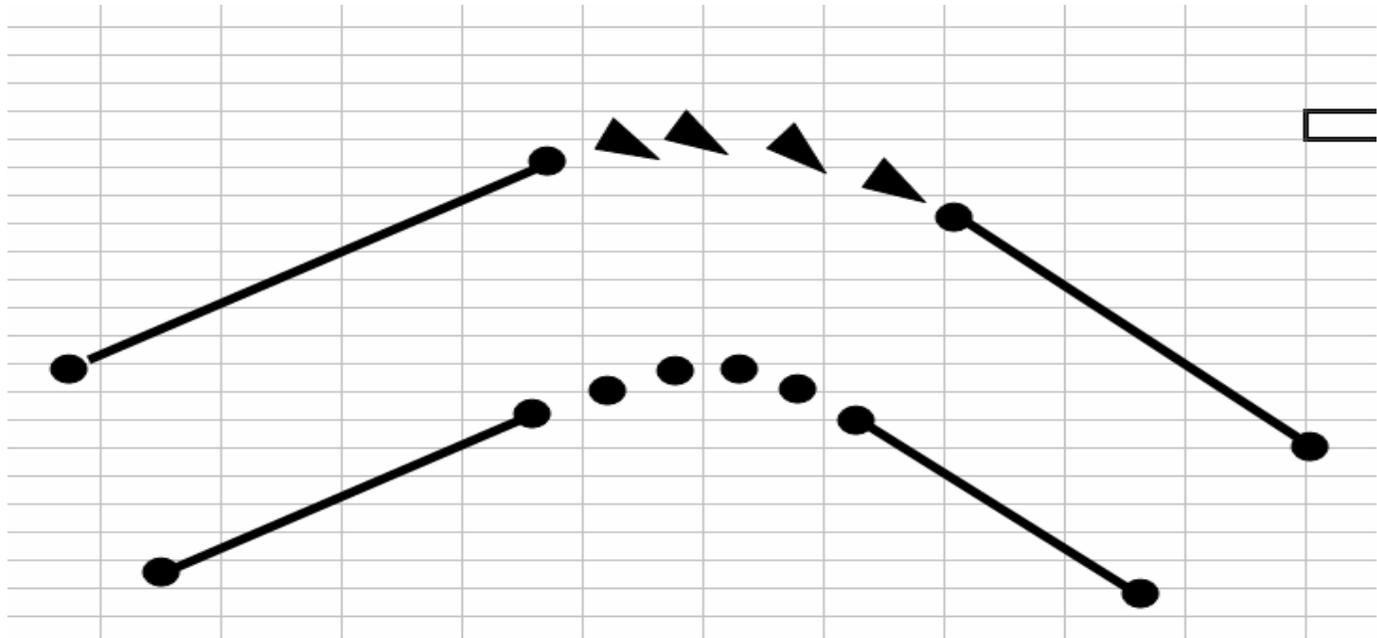
(also drag the corners to change size)



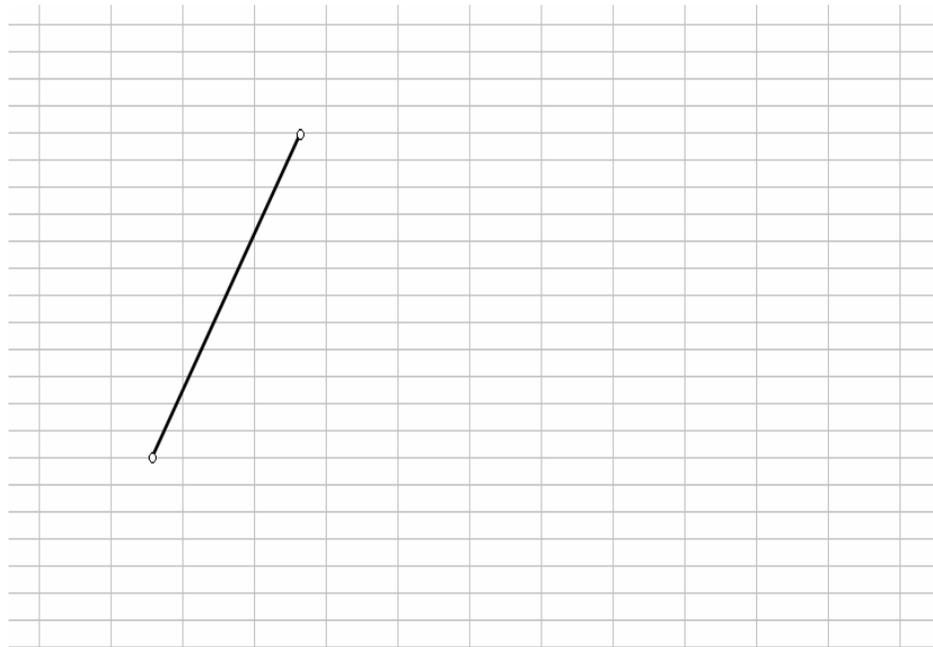
And...create a *PYLON* by changing a big open circle to a small one with a black fill:



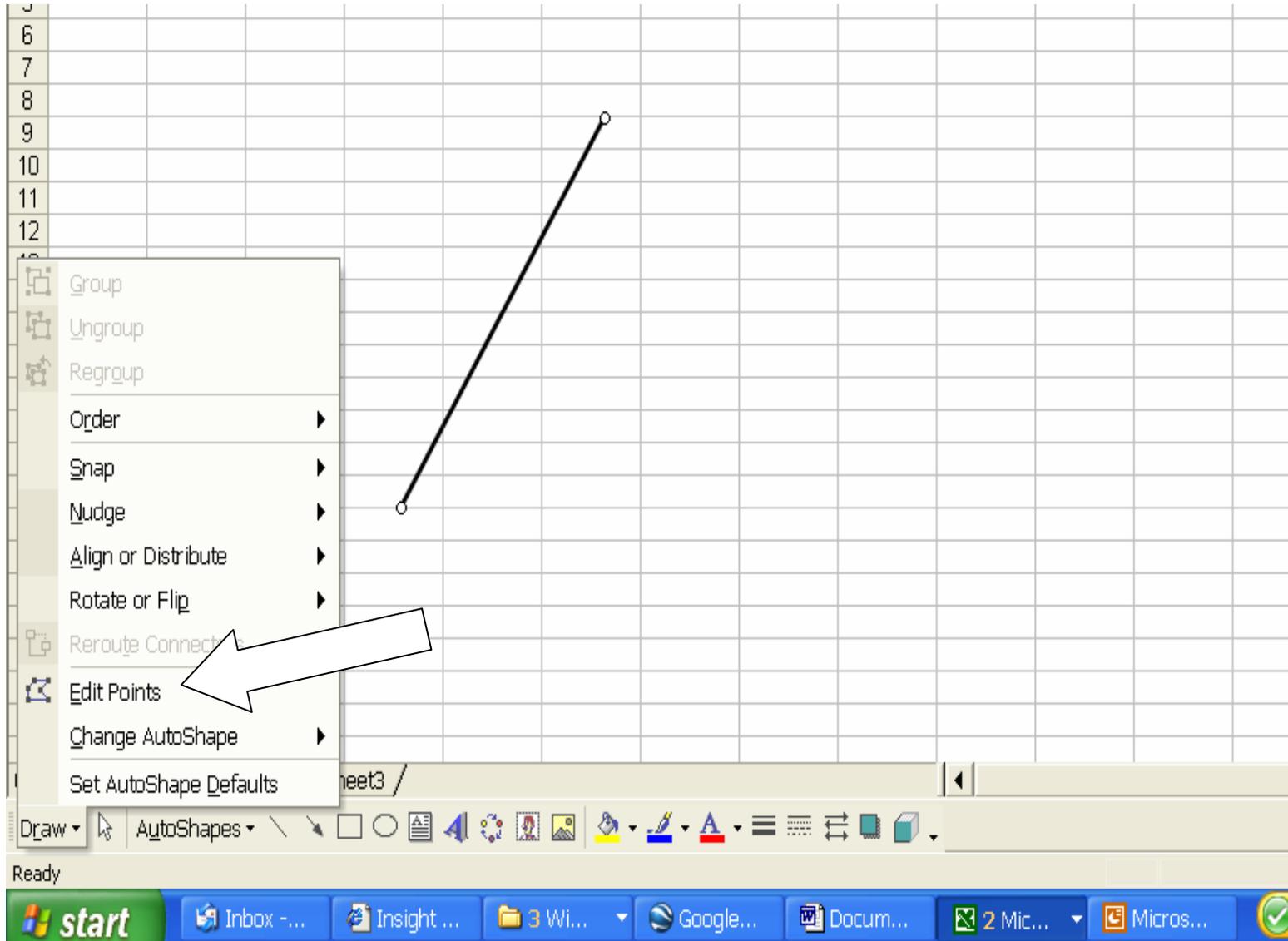
So...you can now create round dots for pylons, triangles for pointer cones, and use lines to outline the course.



If you want to show the *COURSE OUTLINE*, there's a technique to speed up the process. Start by drawing a line:



Click on DRAW and EDIT POINTS



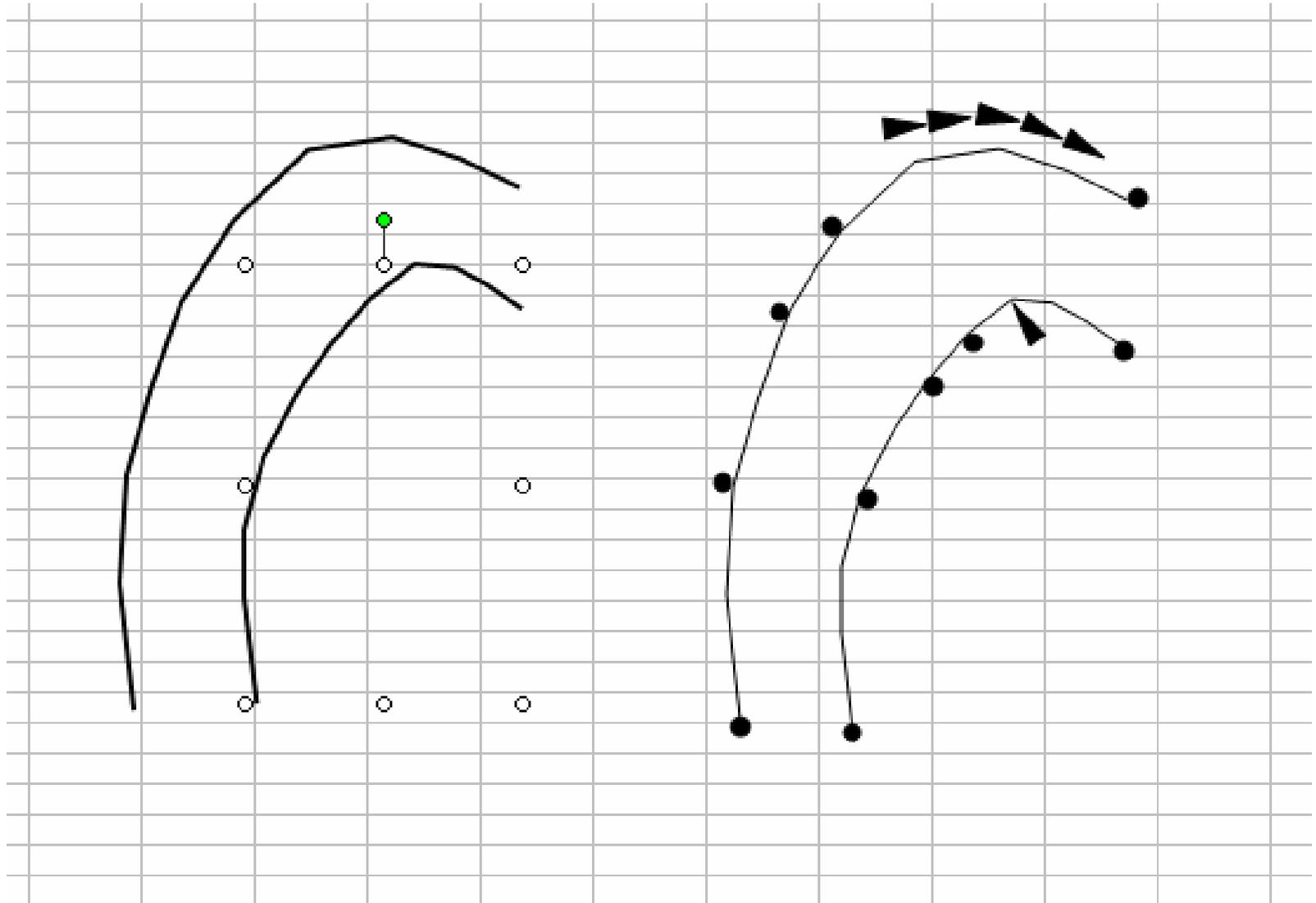
Click on different points of the *same line*. Drag and stretch to make longer sections of the course without drawing a new line.



Once you create cones, pointer cones and lines, these can be copied, pasted and drug around the site map.

You can just illustrate the *COURSE ROUTE*, or also add *PYLON LOCATIONS*.

Like this:



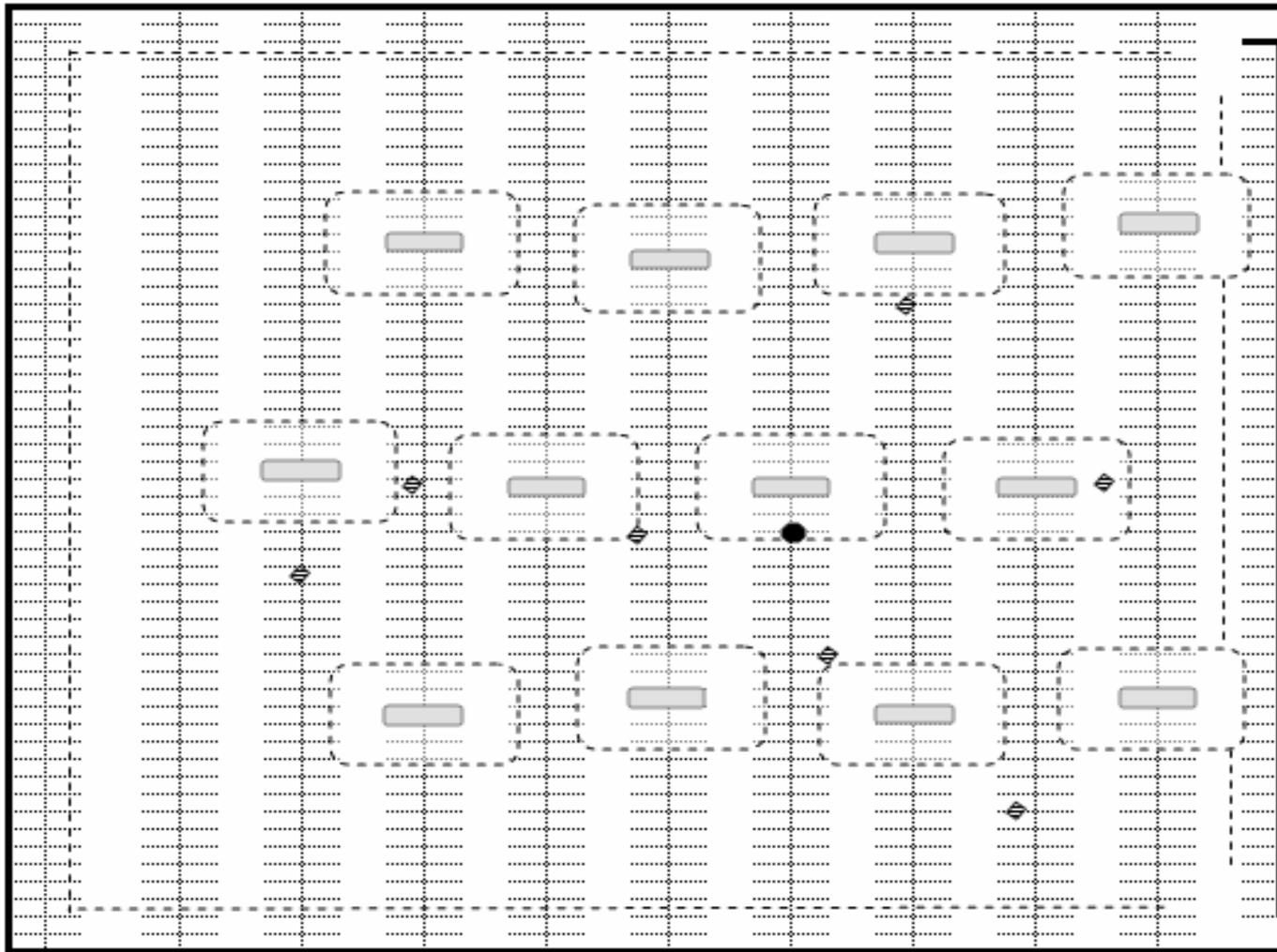
Hmmm....we can't have a course
without a *site map*..

There are two formats:

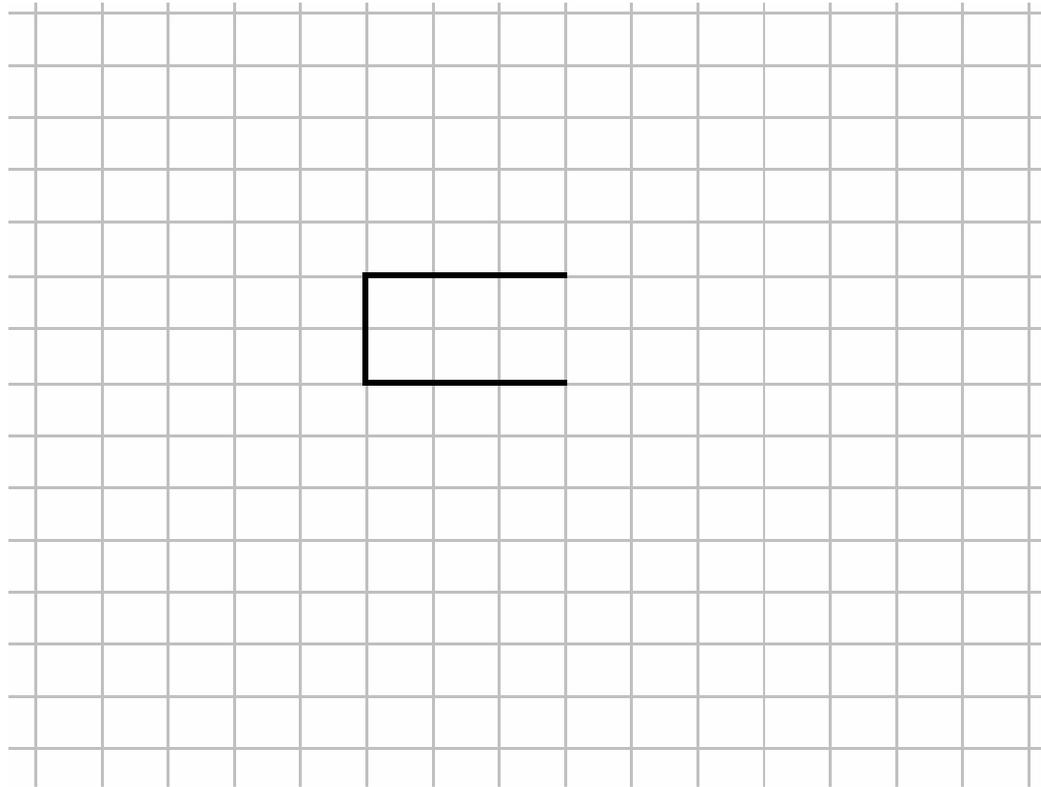
Use an aerial image (from Google Earth)



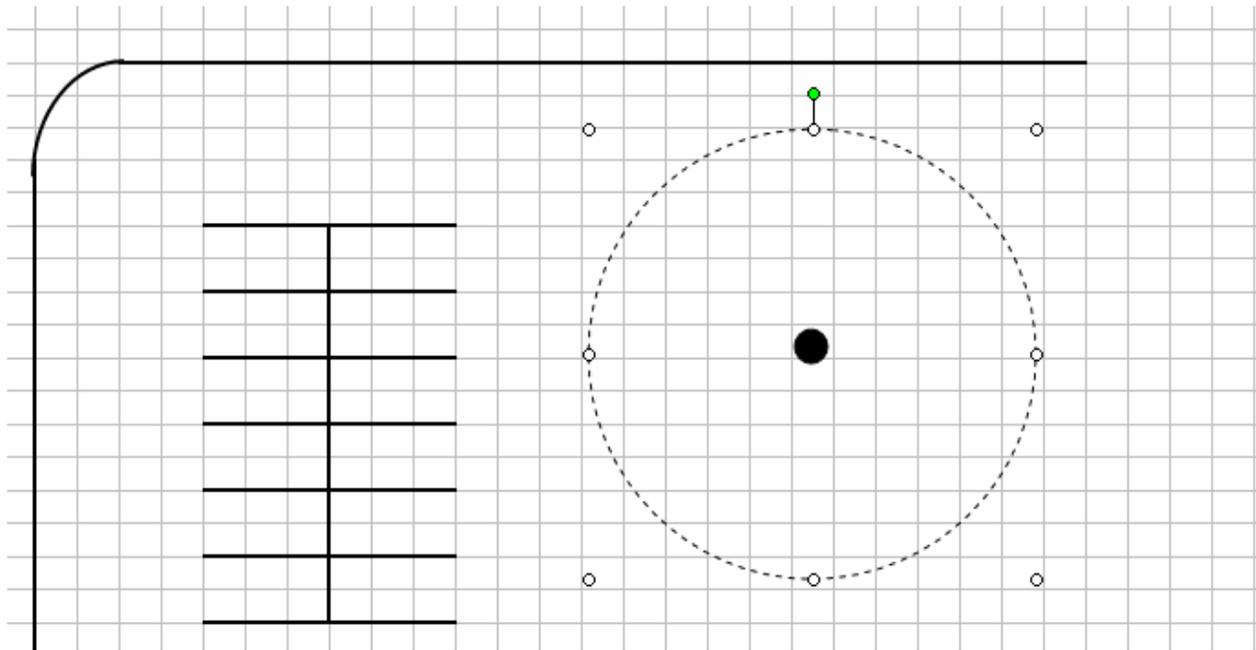
Or draw a map..



Use **FORMAT**, **CELLS** & **BORDER** to add likes to the cells, and create an outline of a **PARKING SPACE**.

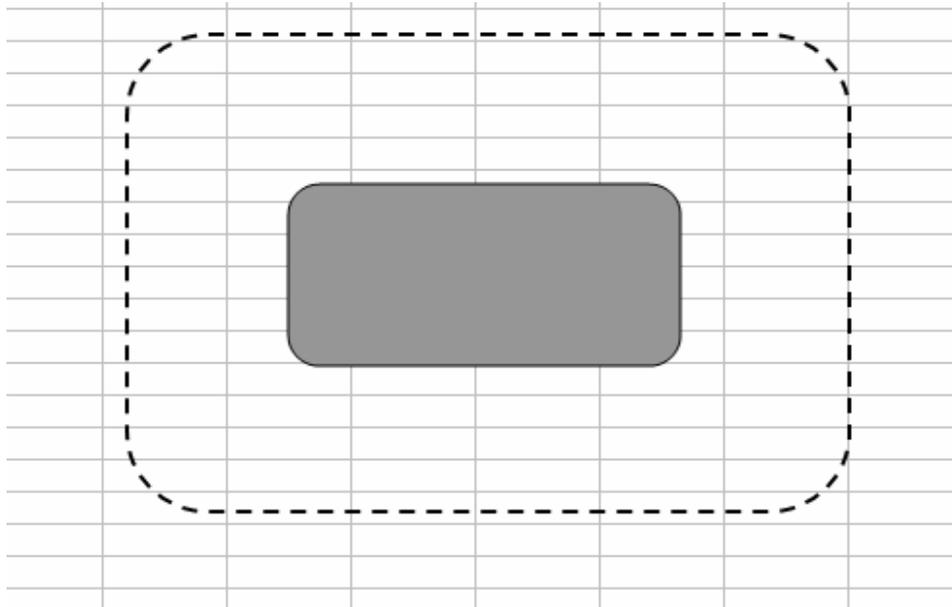


The basic elements can be used to draw a parking lot with parking spaces, black dots for light poles, and identify "Safety Distances" with dotted lines.

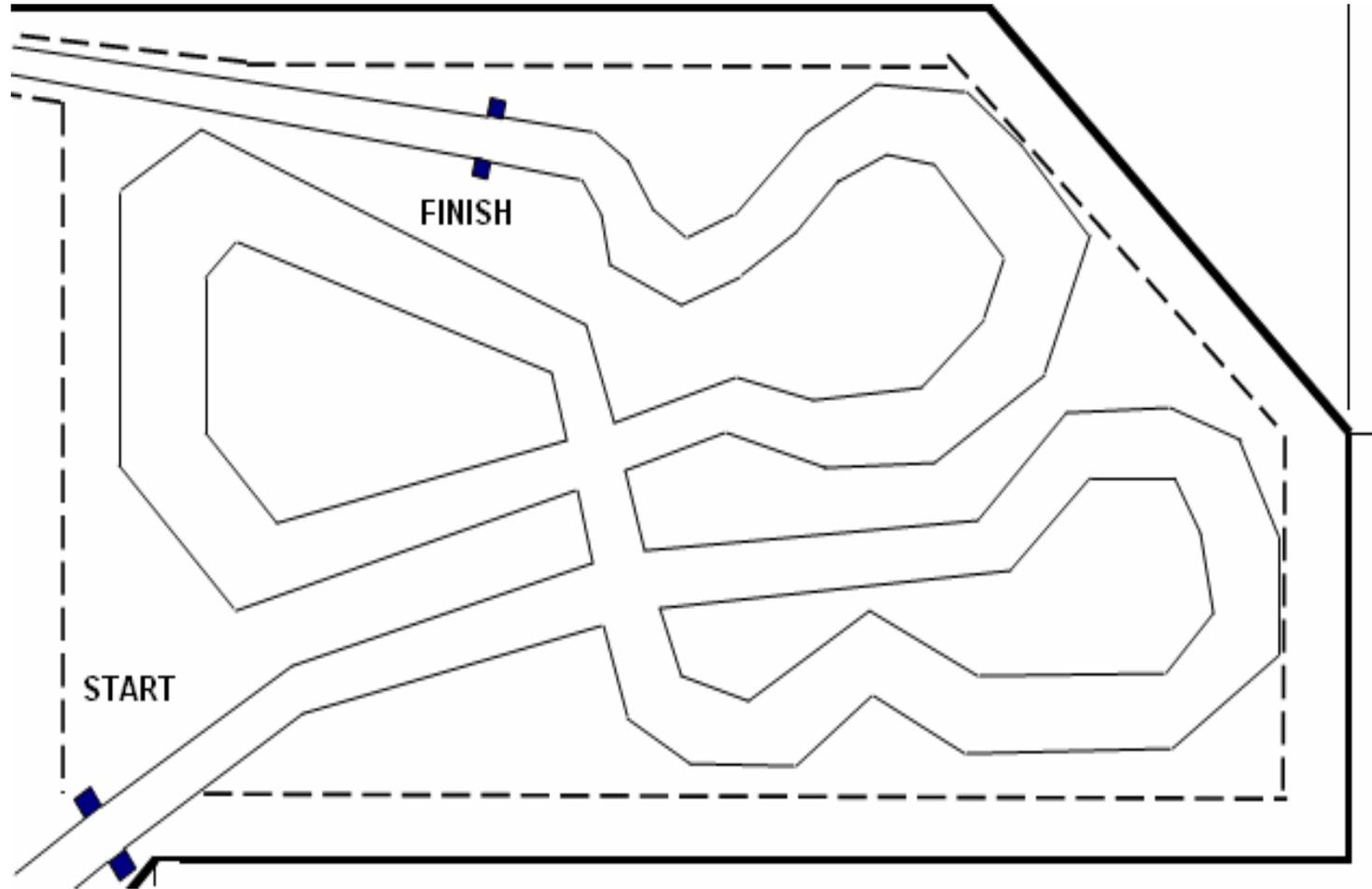


Use your imagination...

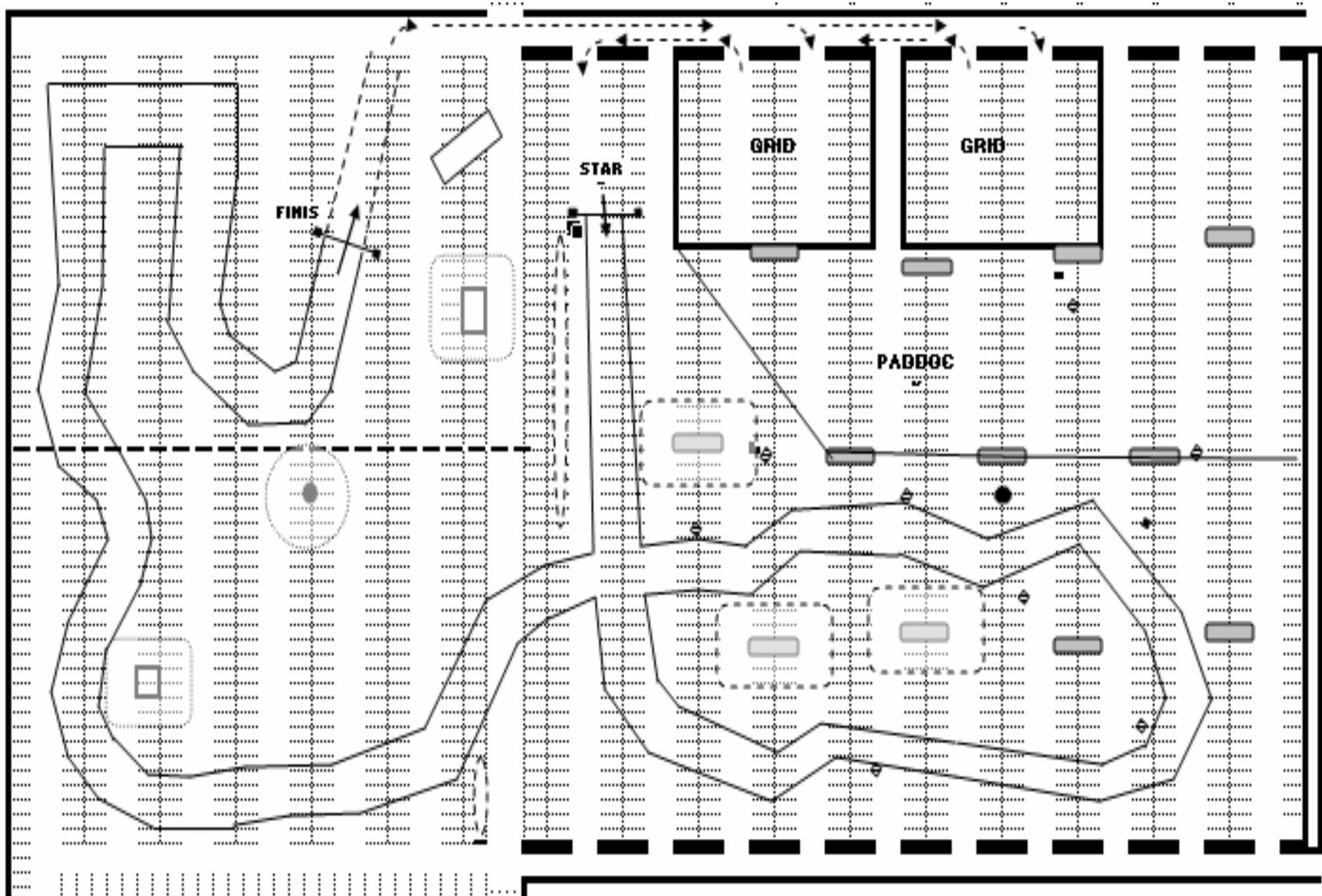
A traffic island is a filled AUTOSHAPE.
The 25 FT. SAFETY DISTANCE is
another with a dotted line, designated
as "100% transparent" and placed over
the first AUTOSHAPE.



Or this:



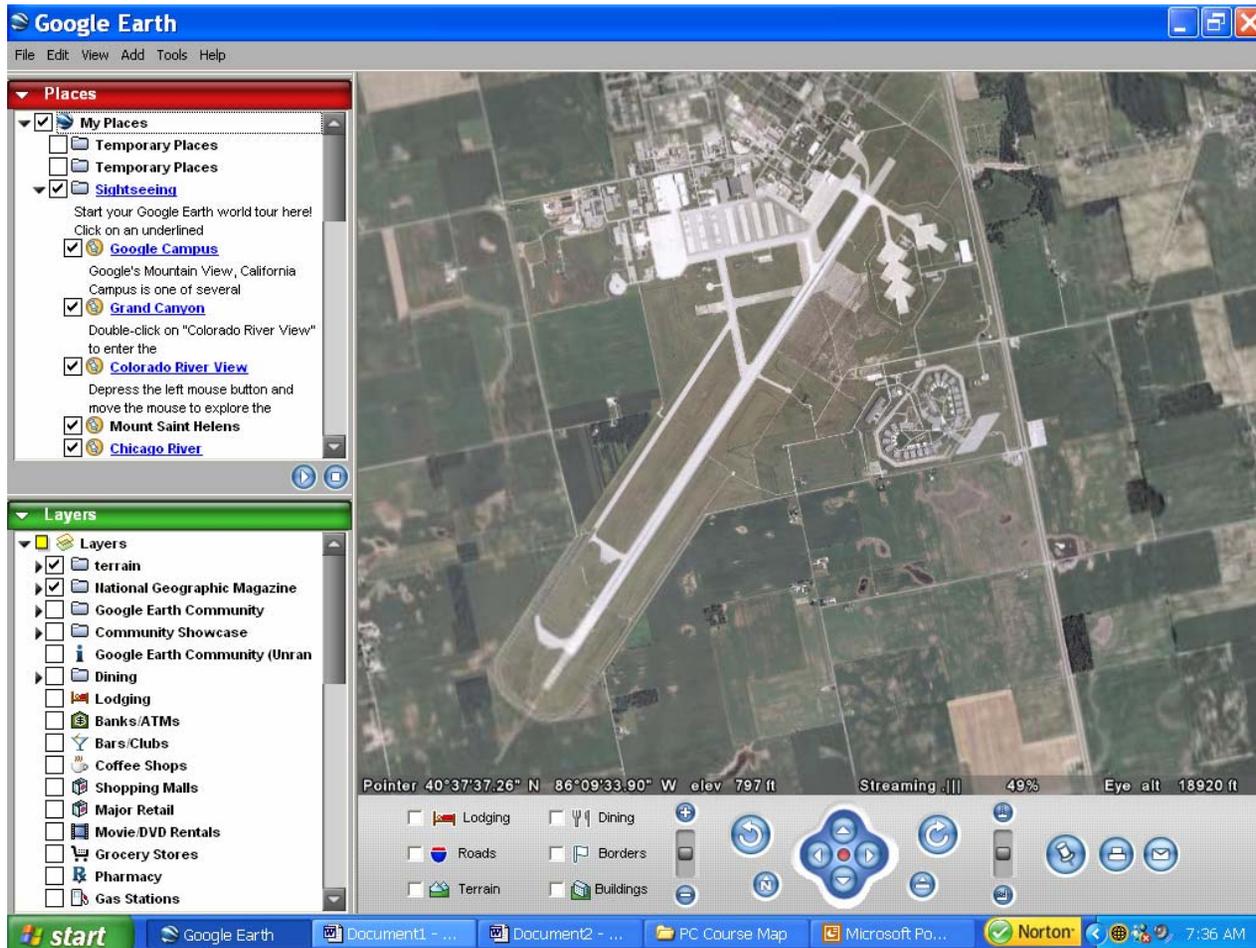
Or like this:



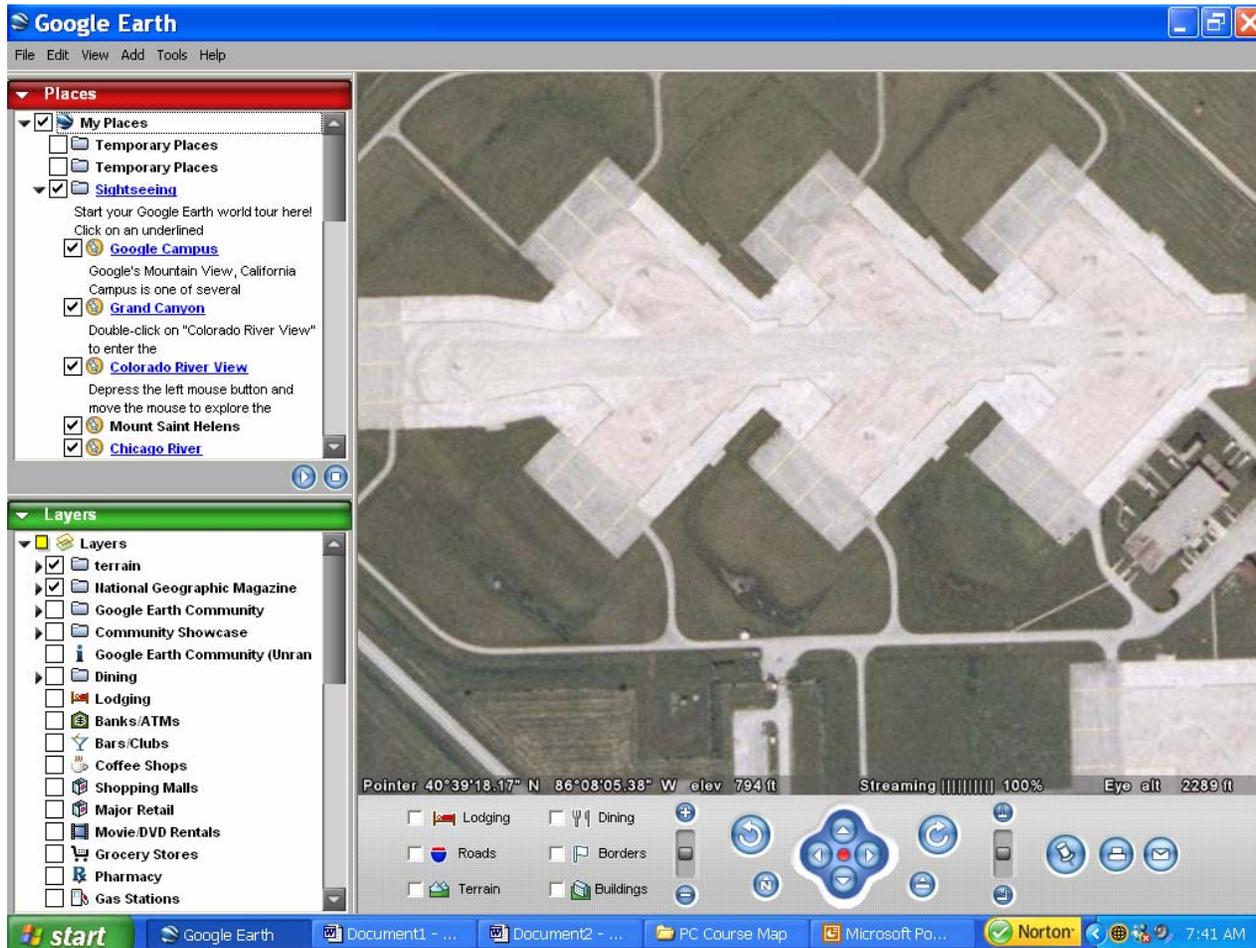
To make an aerial map, open "Google Earth"



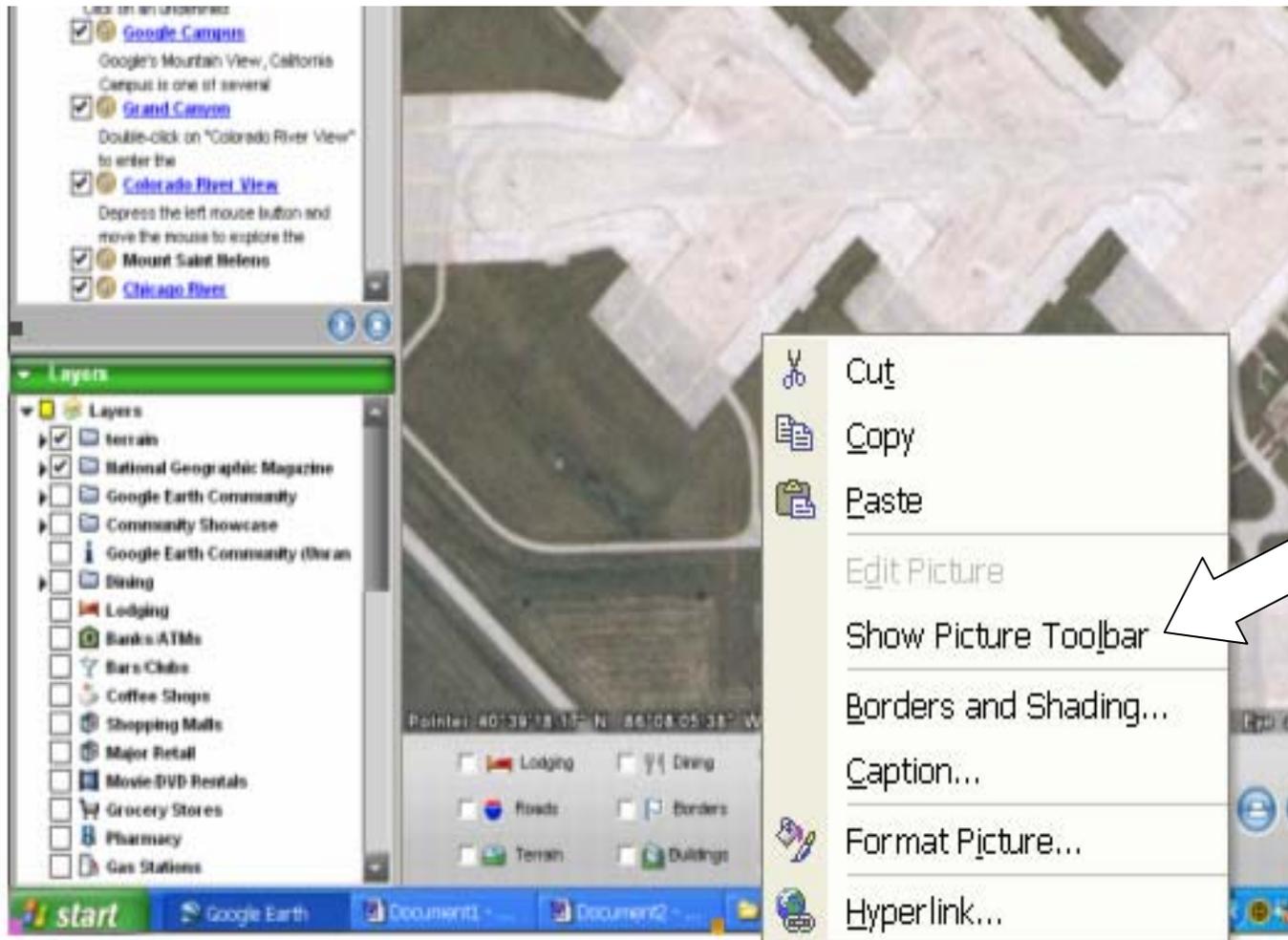
Zoom in to find your location (You may have to search around...)



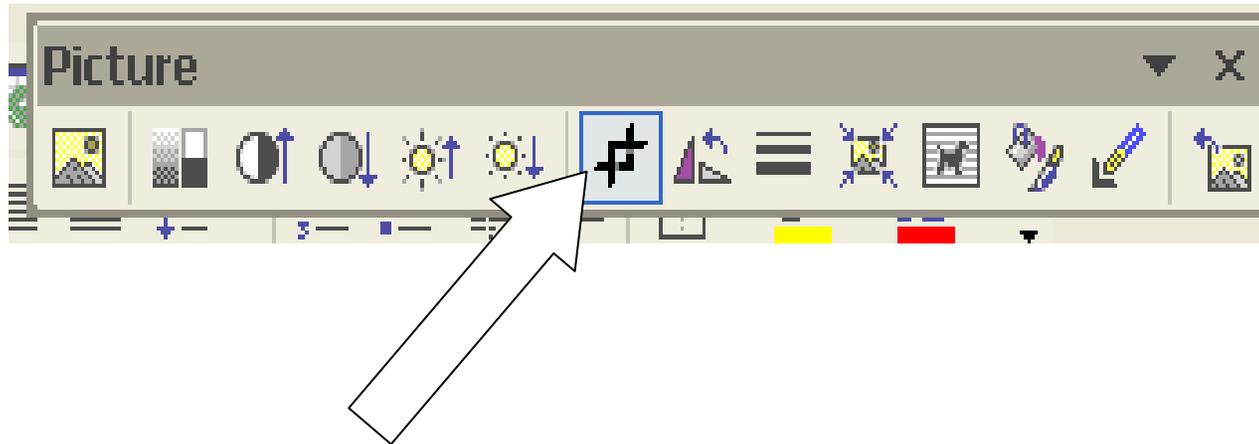
Once you have the desired image, press **PRINT SCREEN**. Open a blank **WORD DOCUMENT**, and **PASTE** the image.



Right click, then "Show Picture toolbar"



The picture toolbar pops up. Use "CROP" to eliminate everything except the image you want for the course map. (Click on crop, then drag inward at the small black square on each side of the image)

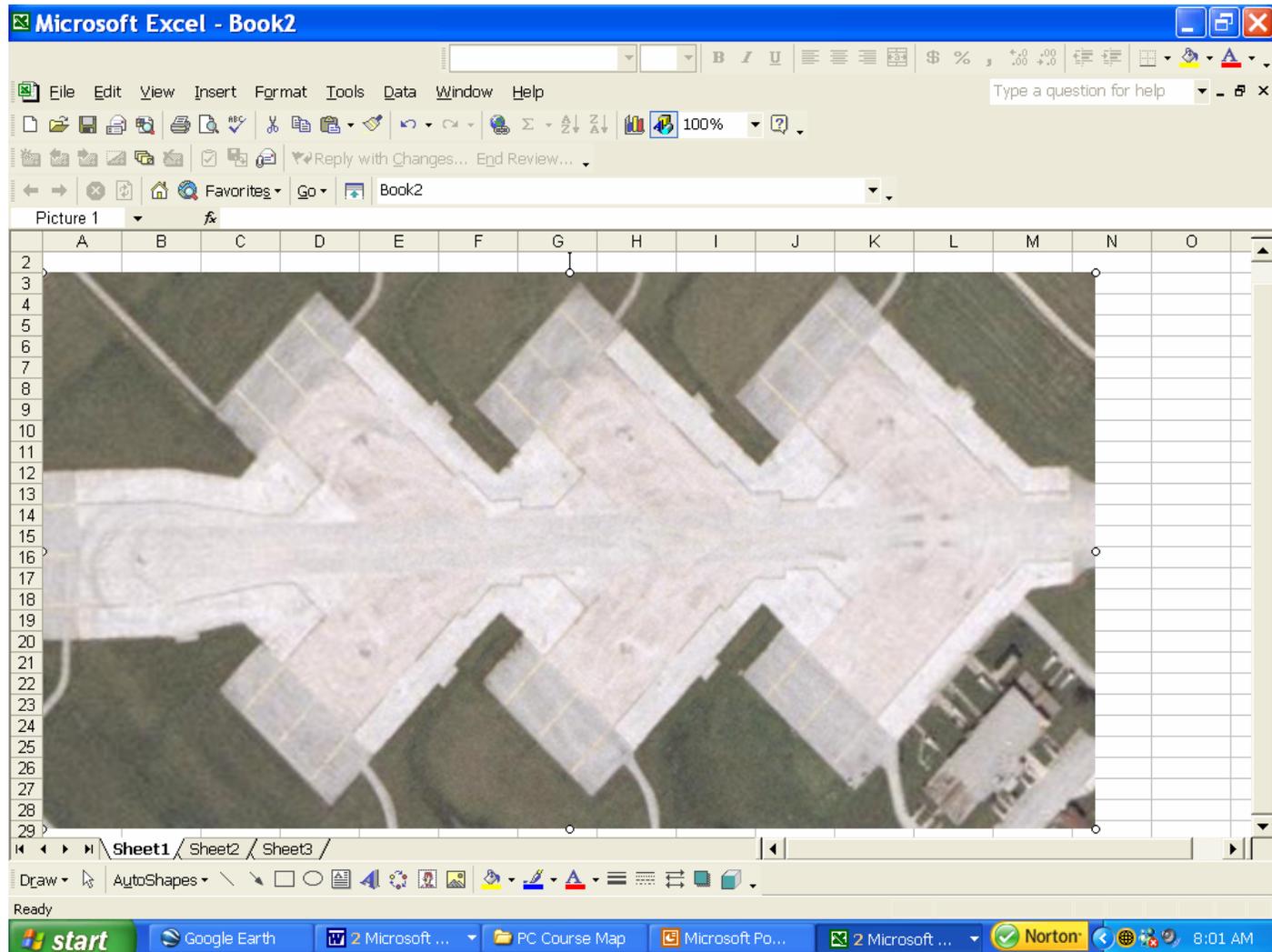


Like this:

(Remember, this is still a WORD document)



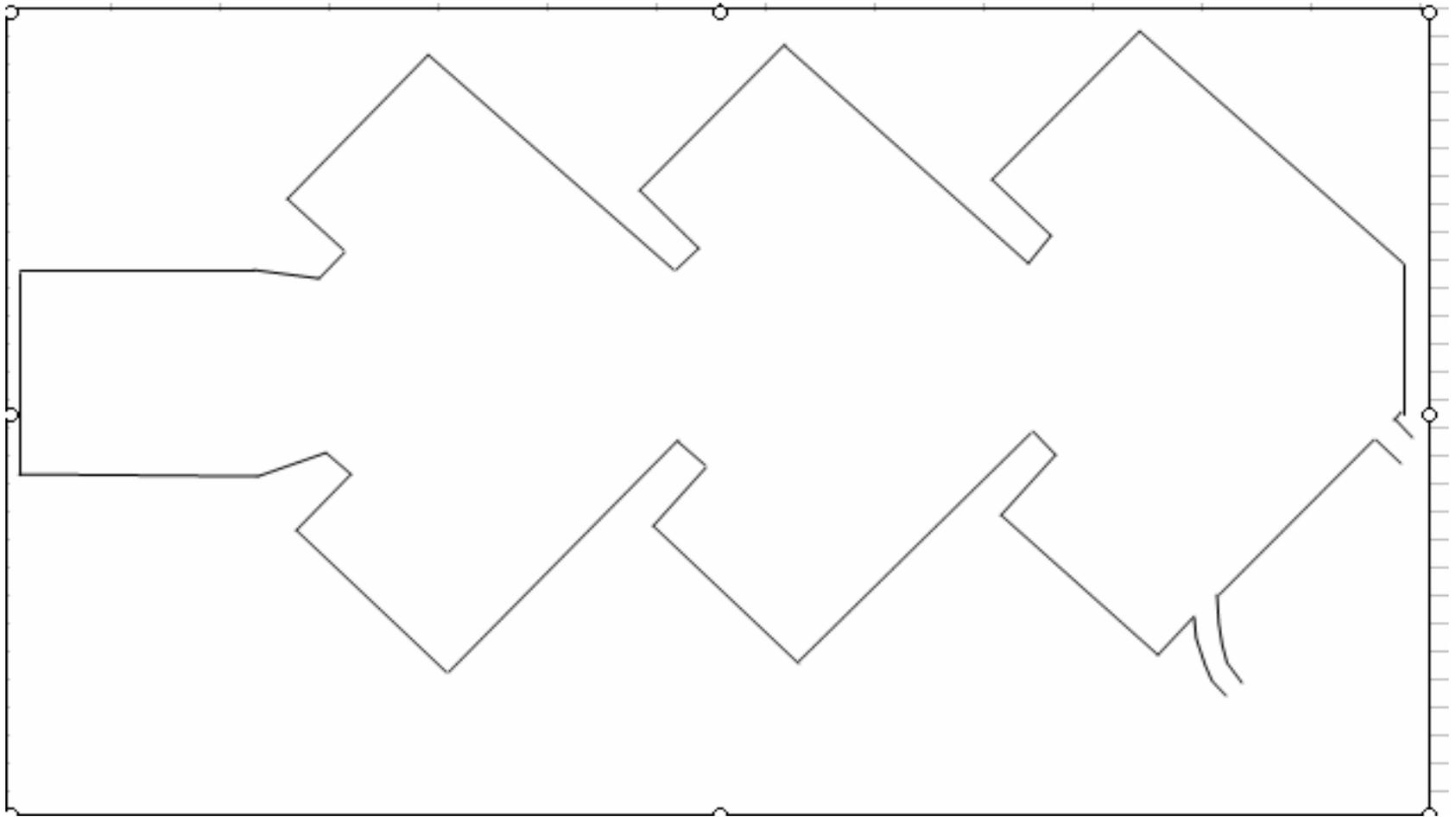
Copy & paste into an EXCEL worksheet



Using FORMAT, PICTURE, you can edit brightness to show the image outline and add the site outline as needed.



Like this:

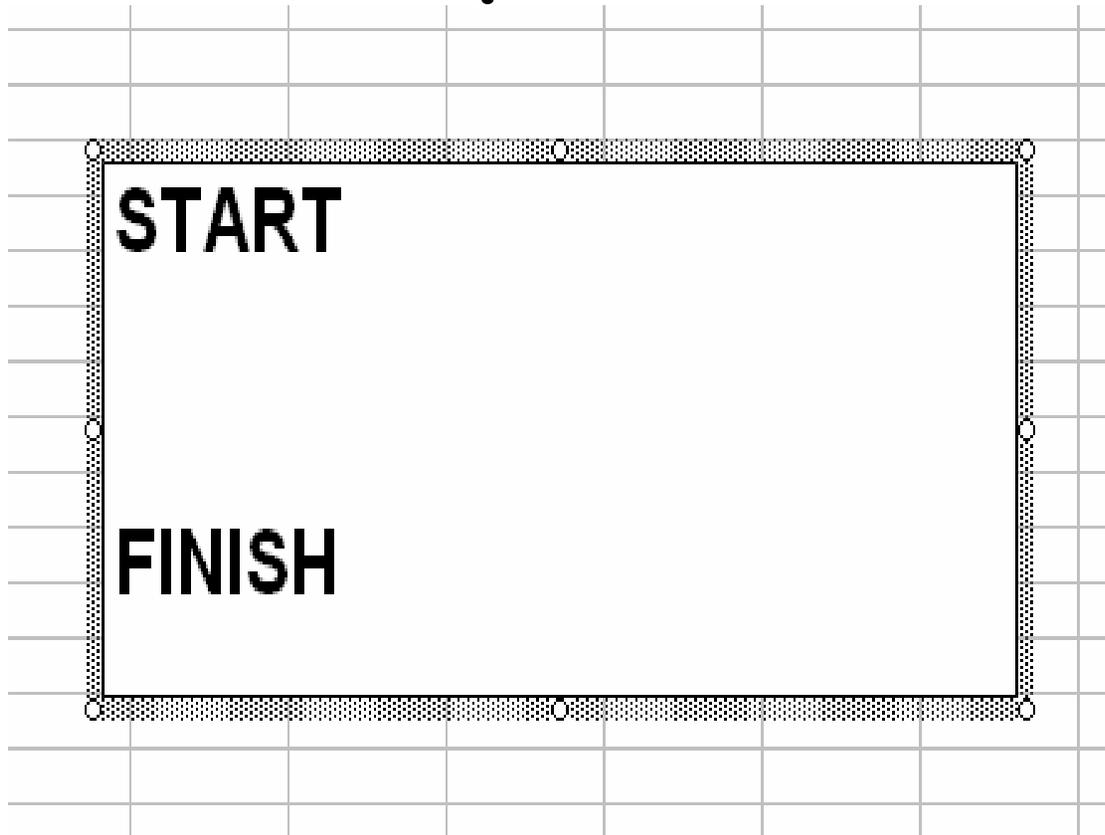


For the finishing touch...

Open a TEXT BOX by clicking on the icon in the DRAW toolbar.



This can be placed anywhere on the spreadsheet. Use this for titles or copy & paste images to complete your course map.



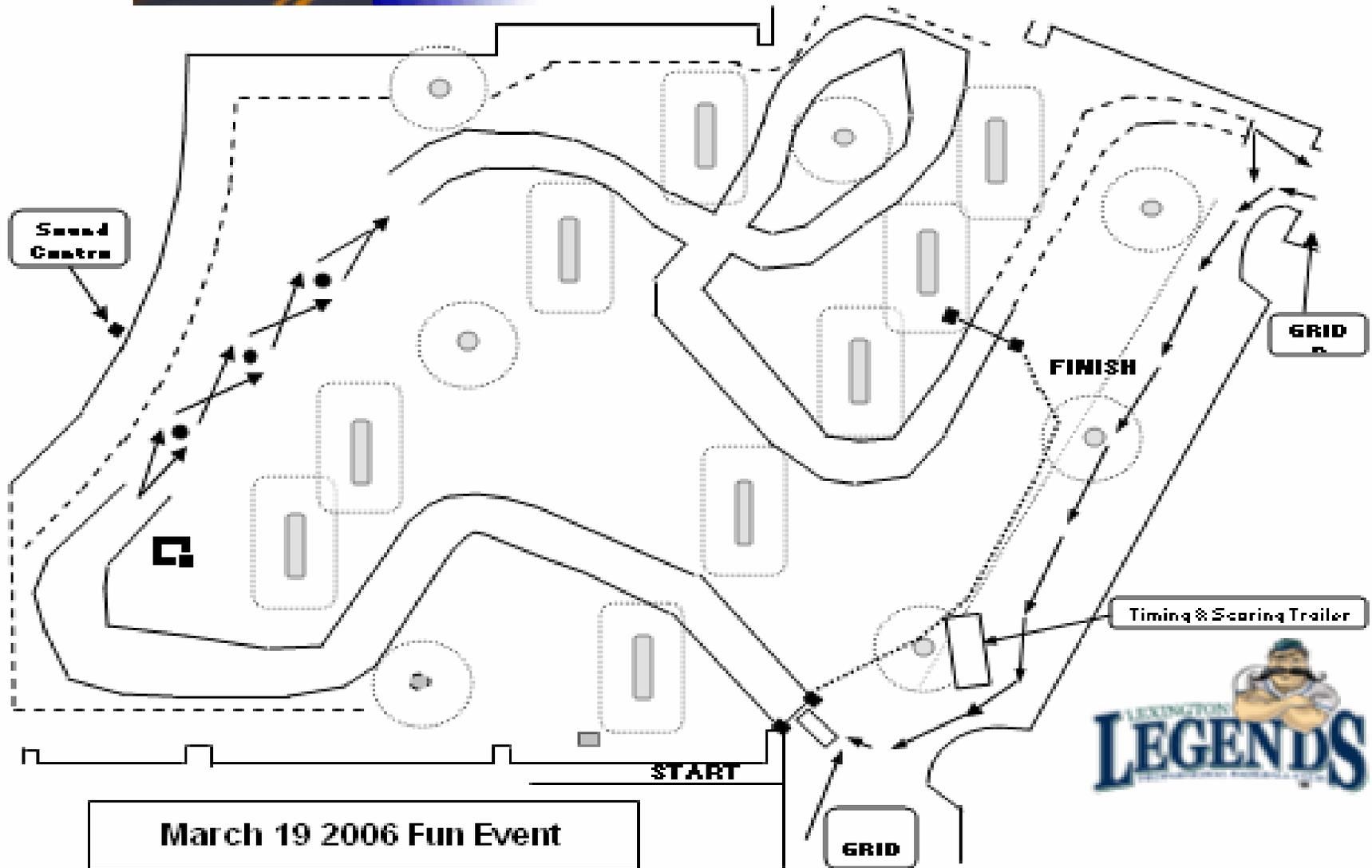
One of the best uses of a text box is to include an **EVENT SPONSOR'S** logo on every course map:





1 paul miller

MAZDA



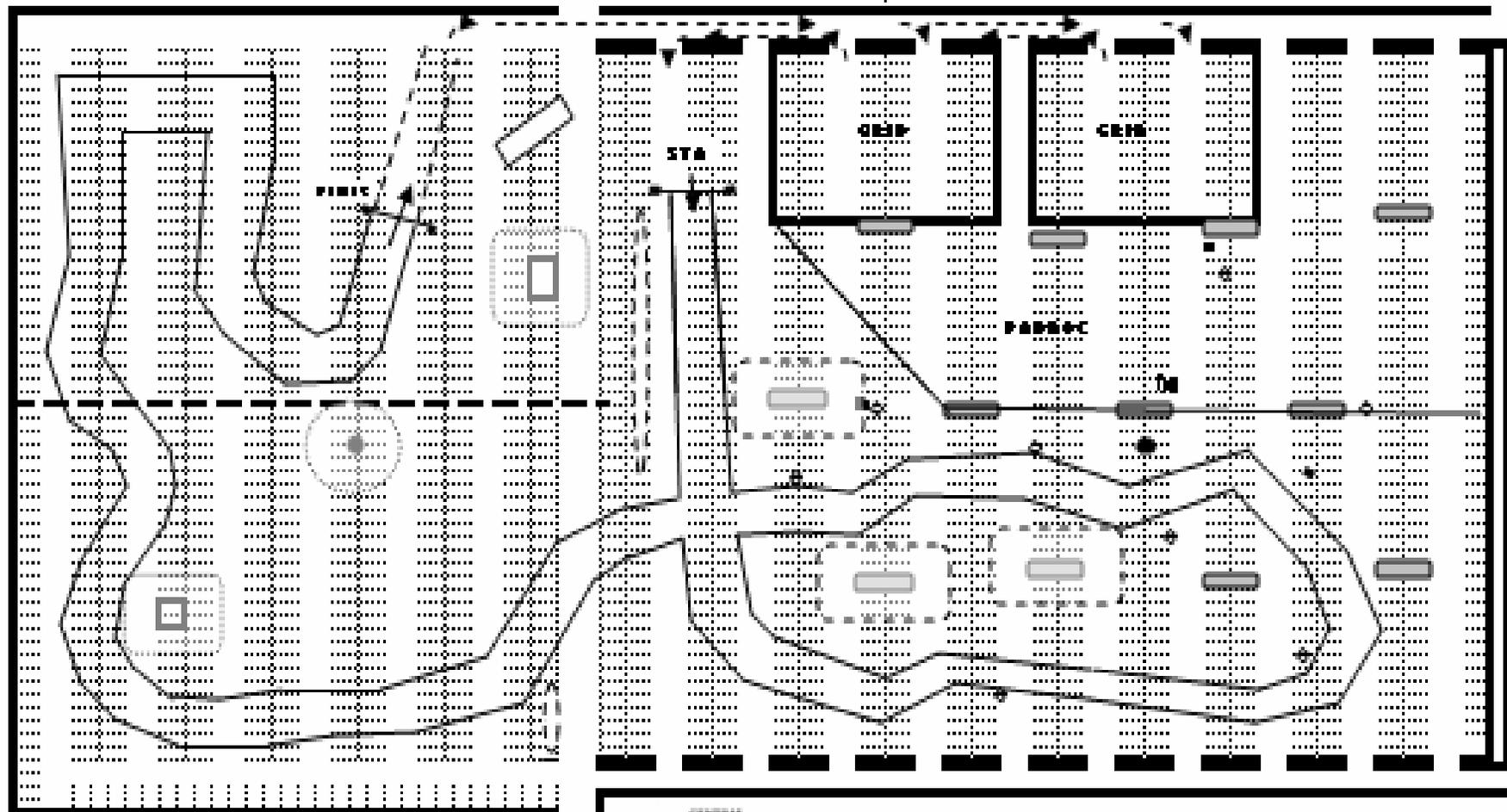
March 19 2006 Fun Event





1 paul miller mazda

2004 SOLO II SERIES



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SAWYER'S
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Thanks for watching...

Happy course designing