ArcGIS® Desktop v10

2-day Introduction

Course Prerequisites

Delegates must be confident in the use of the Windows operating system functions such as copying, deleting & moving files, navigating to a file or folder, use of Mouse and Keyboard.

N.B. The course is based on the ArcGIS Desktop "Basic" licence without extensions.

1. Introduction to GIS
- introduction to GIS
- basic GIS concepts
- coordinate systems
- data types and possible sources
- introduction to ArcGIS

2. Getting Your Bearings
- getting started with ArcMap
- menus and toolbars
- accessing help
- using the Catalog
- table of contents
- map navigation tools
- data views & layout views
- layer files and map documents
- layer properties

3. Interacting with the Map
- Map Tools
    - Identify, HTML PopUp, Find
- Measure Tool
- Spatial Bookmarks
- Select Features Tool

4. Working with Map Layers
- types of layer
- setting scale dependency
- data sources and repair of broken links
- setting symbology
- symbology with categories/quantities
- saving and importing symbology
- adding labels and text to the map

5. Presenting Your Data
- introduction to the layout view
- layout toolbar
- changing layout style
- adding layout components
- using data frame properties
- adding an extent indicator
- previewing, printing & exporting
- layout templates

6. Selections and Queries
- selecting features by attributes
- selection features by location
- creating selection layers
- selection context menu

7. Mapping Existing Data
- creating points from x,y values
- coordinate transformations
- joining and relating tables
- working with Excel data
- postcode geocoding

8. Creating and Editing Data
- introduction to editing
- feature templates
- editing toolbar
- constructing features
- snapping
- modifying features
- creating a new shapefile

9. Working with Attributes
- sorting and reordering
- adding new attribute fields
- field calculator (basics)
- summary statistics
- spatial join
- exporting data