

ESRI ArcGIS® Desktop v10

Beginners

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
- ESRI data formats

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
- symbology with 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

What's Next?

Now you know the basics, why not try the **Intermediate course**? You can choose to attend this immediately following the Beginners, or allow a little time for consolidating what you've just learned.