

ArcGIS Training Course Outline: Foundation

Course requirements

To gain the most from this course, participants should be familiar with desktop computers and have a good knowledge of Windows. They should be at ease with such tasks as moving & re-sizing of windows, switching between applications and loading applications. They should appreciate that files or programs of similar types can be stored together under an appropriate directory structure. Ideally participants will be able to create directories and locate files using Explorer.

Course objectives

The objective of this course is to provide participants with a basic understanding of the theory of databases, and Geographic Information Systems (GIS) in general, and of ArcGIS in particular.

Day One:

- Database and GIS theory
- Map projections
- Working with British National Grid
- Starting ArcMap and ArcCatalog
- Opening map documents
- Setting map document properties and options
- ArcGIS feature classes and layer files
- Data view and layout view
- Moving around a map and making measurements
- Making use of graphic elements
- Adding spatial data to an existing feature class
- Adding text attributes to an existing feature
- Modifying an existing feature class
- Creating a new feature class
- Labelling
- Other editing skills
- Managing GIS data
- Saving map documents

Day Two:

- Recap on day 1
- Making selections
- Using attribute tables
- Complex graphic objects – merge, split and intersecting of features
- Labelling and annotation
- Selecting objects using Attributes (SQL)
- Field calculations
- Hyperlinks
- Creating buffers
- Importing data from other applications
- Creating thematic maps saving and applying symbology
- Creating a map template and printing a site plan
- Georeferencing raster images
- Creating 'user friendly' map documents
- Creating effective maps
- Any outstanding questions