

# Training the GIS Professional

## Desktop Foundation:

### ArcGIS 1 - Fundamentals of ArcGIS 10.x for Desktop

#### Overview

This two day course will introduce you to ArcGIS Desktop. It is the first of 3 courses designed to give the user a solid foundation in using ArcGIS Desktop. This course will introduce you to the main functions of ArcMap. This includes the creation and manipulation of a map document, basic geographic data management, selection and analysis of data and creation of a map for output. If resources allow you will also be introduced to ArcGIS Online and create an online map.

The course uses a combination of lectures, demonstrations and exercises that you will work through over the 2 days. You will be provided with the data and exercises so that you can work through again them in your own time.

#### Who should attend

This course is for those who are new to ArcGIS or to geographic information systems in general.

It can also be the entry point for those who have used other GIS systems or who are inexperienced ArcGIS users who require an introduction to ArcGIS 10.x.

#### Goals

This course covers the fundamentals of ArcGIS desktop. Our goal is to enable you to return to your workplace with enough knowledge and confidence to start using ArcGIS to explore your own data you should be able to create, manipulate and explore a map document using standard tools and techniques.

#### Topics Covered

##### Getting Started

What is a GIS?; What is ArcGIS?; How can ArcGIS be used

##### ArcGIS the platform

ArcGIS desktop; ArcGIS Online

##### Introduction to geographic data

Vector data & Raster data; coordinate systems

##### Data formats

The geodatabase; Shapefiles; Managing data in ArcCatalog

##### Open a map

Map document interface; Table of contents; layers and properties; context menus; help

##### Adding Data

Basemap layers; symbol search; Display symbols using attribute table values; Layer files

##### Finding Information

Bookmarks; Identify; Find; Selection Tools; Measure Tools

##### Spatial & Non Spatial Tables

Table Management; Table joins & relates; Summary tables; Graphs

##### Create Labels

Convert labels to annotation; Map annotation

##### Selecton Tools

Select by attribute; Select by Location; Select by graphic

##### Spatial reference

Create a feature class; Create a Shapefile; Create points from coordinates

##### Start an edit session

Editing templates; create features window; Perform basic edits

##### Map Output

Layouts; Insert elements; Output options; Templates

##### What comes next?

#### Prerequisites

- Use of Windows software and use of the mouse

#### Related Courses

This course is the first of a 3 part foundation in ArcGIS desktop. The ArcGIS 2: Essentials of ArcGIS 10.x for Desktop and ArcGIS 3 - Enhanced Skills for ArcGIS 10.x for Desktop courses should be taken after this course.

#### Contact Us

For GIS training enquiries and bookings visit [www.esriuk.com/training](http://www.esriuk.com/training), email us at [training@esriuk.com](mailto:training@esriuk.com) or call us on 01296 745504