

# Introduction to 10 2 Day Training Course

## Registration Form

Complete this form to register for the course. See below for more course information. Numbers are limited.

### Course Venue

To be advised, central Melbourne

### Course Dates

18 & 19 April, 2016

### Costs per person (GST included):

Registrations received before **14 March 2016**:- **\$1,120** for two days

Registrations received after **14 March 2016**:- **\$1,498** for two days

**BYO Discount:** Bring your own computer and **ArcGIS licence** to receive a \$150 discount.

### Register via:

**Email to:** [ContactUs@riamobilegis.com.au](mailto:ContactUs@riamobilegis.com.au) **Fax to:** RIA Mobile GIS (03) 6223 4381

**Post to:** RIA Mobile GIS, GPO Box 2014, Hobart, Tasmania, 7001



### More Information:

Telephone: (03) 6223 6444

Email: [ContactUs@riamobilegis.com.au](mailto:ContactUs@riamobilegis.com.au)

Surname:		Given Name:	
Organisation:			
Address:			
Postcode:			
Telephone		Fax	
Email:			
<input type="checkbox"/> I will bring my own computer and ArcGIS licence		Date:	Cost: \$
METHOD OF PAYMENT (Please make payments to DataVision GIS Pty Ltd)			
<b>Cheque No</b>		<b>Purchase Order No</b>	
<b>Credit Card:</b>		Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>
Card Number: _____		Expiry Date ____ / ____	
Name:		Signature:	

### Thank you

Thank you for registering.

Please do not make travel or accommodation arrangements until you receive confirmation from us.

You will receive confirmation via email at least 2 weeks before the course.



# Introduction to 2 Day Training Course


Melbourne

18 & 19 April, 2016

## Learn to use ArcGIS

This two-day robust course provides hands-on experience together with a conceptual overview of ESRI's ArcGIS software. The course teaches basic ArcGIS functionality and enables participants to quickly take advantage of the software's powerful display and analysis capabilities.

## You will learn how to

- Display and query all types of geographic data.
- Symbolise and classify data to discover new insights into your data.
- Analyse your data to discover important information.
- Integrate data from a variety of sources.
- Use coordinate systems, particularly the Geocentric Datum of Australia (GDA). 
- Create and edit your own geographic data.
- Map features from GPS coordinates.
- Work with a variety of databases.
- Create maps.
- Increase your skills and value to your organisation

## Learning Methods

- Instructor presentation of topics, concepts and techniques using slides and live demonstrations.
- Practice sessions; each student receives a work book that guides them through realistic ArcGIS activities.
- Questions and discussions.

This ArcGIS course is a stimulating and rewarding experience. There is a good mix of instructor presentation and practice sessions so that you can make the most of the two day course. The atmosphere is informal and friendly providing the ideal learning environment.

## Made in Australia

Many specialist software courses are designed for conditions in the USA. In Australia we often have a better way so our course has been built for Australian conditions. Rest assured that we do still adhere to the usual ESRI training standards. The practice sessions have an appeal to a broad cross section of users from Botanists to Engineers.

## Trainers with at least 10 years experience

Our trainers work with GIS every day and know how to apply the technology to a variety of situations. You can use us to bounce your ideas and help you better understand the software in your situation.

## Prerequisites

This course is for those with little or no desktop mapping or GIS experience; however, registrants should be familiar with Microsoft Windows.

## Added Value

Course participants will receive one month of free telephone support on the course material.

***“Fast learning, excellent course.”***

David Seymour, Mineral Resources Tasmania

***“As a teacher and workplace trainer, I was pleasantly surprised at the high quality of the training – the environment was also excellent, thank you.”***

Andy Baird, Greening Australia



# Course Outline

## Day One

### Introducing ArcGIS

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- What is ArcGIS and what can it do?
- ArcMap
- ArcCatalog
- ArcGIS product suite

**Practice Session 1:**

*A taste of ArcGIS; explore Australia*

### Spatial Data Display

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- Components of ArcMap
- Controlling the Map display
- Data Frames
- Layout View
- Symbols and Symbol Editing
- Thematic Mapping
- Adding labels

**Practice Session 2a:**

*Using ArcMap*

### Spatial Data Access

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- Modelling the real world
- Feature types and classes
- The attributes of features
- Metadata – data about data
- Supported data formats
- Mapping data from coordinate listings

**Practice Session 3:**

*Exploring World, Australian and Antarctic spatial data using ArcCatalog and ArcMap*

- Representing a round earth on a flat screen
- Map projections and coordinate systems
- Geocentric Datum of Australia

**Practice Session 3b:**

Setting coordinate system properties

### Spatial Data Editing

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- What can you edit
- The Editor Toolbar
- Edit Session Control
- Selecting the features to edit
- Sketches
- Spatial Editing Functions
- Editing Attributes

**Practice Session 4a:**

*Adding and editing polygon data*

- Distance and Intersection Tools
- Coordinate entry
- Snapping and tracing

**Practice Session 4b:**

*Creating and editing polygons using snapping and tracing*

## Day Two

### Tabular Data Access

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- What is a table?
- Field types
- Working with Tables
- Table relationships
- Links and Joins
- Useful Tools for Tables

**Practice Session 5:**

*Exploring tabular data using ArcMap and ArcCatalog*

### Querying and analysing

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- Finding features using the find tool
- Setting up maps tips
- The identify tool
- Hyper-linking to web pages
- Attribute selection
- Spatial selection
- Other selection tools
- Select by location
- Select across data layers
- Statistics
- Analysing selection results

**Practice Session 6:**

*Query your data in ArcMap*

### Presenting your Results

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- Producing a Map
- Layout view
- Zooming the layout and zooming the page
- Layout grids and rulers
- Components of a layout
- Grids and graticules
- Rotating maps
- Working with data frames
- Map templates
- Printing and plotting

**Practice Session 7:**

*Putting it all on Paper*



## TERMS AND CONDITIONS OF TRAINING COURSE PARTICIPATION

- 1 A completed registration form with preferred payment method indicated must be received fourteen days prior to the class to confirm attendance on a course.
- 2 If you reschedule or cancel your confirmed attendance at an RIA Mobile GIS scheduled training course (in writing) at least 21 or more business days prior to course commencement, no fee will apply.
- 3 If you reschedule or cancel your confirmed attendance at an RIA Mobile GIS scheduled training course (in writing) less than 14 business days but more than seven days prior to course commencement, a processing fee of \$250 (ex GST) will apply.
- 4 If you cancel your confirmed attendance at an RIA Mobile GIS scheduled training course (in writing) less than seven business days but more than two business days prior to course commencement then 50% of the full price of course attendance will be charged.
- 5 If you cancel your confirmed attendance at an RIA Mobile GIS scheduled training course (in writing) less than 48 hours or two business days of the course start date then the full price of course attendance will be charged.
- 6 Participants who do not cancel and fail to attend the training course will still be responsible for full payment.
- 7 If you are unable to attend a course, a substitute participant may attend in your place at no extra charge. Please provide written notification prior to or no later than on the start date of the course.
- 8 While all efforts are made to ensure training courses go ahead as scheduled, RIA Mobile GIS reserves the right to cancel or reschedule training courses.
- 9 RIA Mobile GIS is not responsible for non-refundable travel arrangement losses resulting from training course rescheduling or cancellation.
- 10 It is the participant's responsibility to ensure course prerequisites have been met, prior to attending a course.