



# ArcGIS Desktop 2 Tools & Functionality

An Official ESRI Developed Course  
Instructor Led

## Course Overview

This three-day course teaches the range of functionality available in the ArcGIS desktop software and the essential tools for visualizing, creating, managing, and analyzing geographic data. This hands-on course uses exercises to emphasize practice with ArcMap and ArcCatalog (the primary applications included with ArcGIS Desktop software) to perform common GIS tasks and workflows. The tools for creating and managing geographic data, displaying data on maps in different ways, and combining and analyzing data to discover patterns and relationships are highlighted, and students learn how ArcGIS Desktop provides a complete GIS software solution. By the end of the course, students will be prepared to start working with the software on their own.

## Target Audience: Beginner to Intermediate Level

This course is for those who have limited knowledge of GIS but little experience with ESRI's ArcGIS Software and wish to learn more about using ArcGIS Desktop to create, edit, and manage GIS data and to create maps.

## Software Used in Course

This course is designed to work with the following software:

- ArcView 9.3 or 10
- ArcEditor 9.3 or 10
- ArcInfo 9.3 or 10

\*\*Please note: Versions cannot be mixed during a single class

## Course Goals

1. List common GIS tasks and identify which ArcGIS Desktop application is used for each task.
  2. Understand what the geodatabase offers for GIS data storage.
  3. Create and edit geodatabase features.
  4. Control the appearance and display of data layers in ArcMap.
  5. Classify and symbolize map data.
  6. Label map features.
  7. Change the coordinate system and map projection used to display a dataset.
  8. Access feature information in tables and control table display properties.
  9. Query and analyze GIS data.
  10. Build a simple model to automate a GIS analysis workflow.
- Create presentation-quality maps and graphs.



### Topics covered

- Investigating geographic data including how it is stored (Raster & Vector), data formats, managing data in Arc-Catalog and viewing data in ArcMap.
- Managing map layers and navigating in a map (zooming, bookmarks and scale).
- Symbolizing categorical data, types of symbols, choosing symbols, creating symbols.
- Symbolizing quantitative data: symbology options, and classification methods.
- Labeling map features and annotation basics.
- Coordinate systems and map projections.
- Making a Map: Layouts, adding map elements (Legends, North Arrows, Scales and so on)
- Basic data editing techniques for spatial and attribute data
- Managing data tables including joins and relates between two or more tables
- Creating a geodatabase and feature classes
- Geocoding addresses or x,y coordinates
- Common analysis operations such as queries, clipping data, buffering and overlaying data
- Customizing the ArcGIS interface

### Prerequisites and recommendations

Students should have completed ArcGIS Desktop I: Getting Started with GIS or have equivalent knowledge as well as have a working knowledge of Windows and file management.

### Cost

The fee for regularly scheduled classes is \$1,325.00 per student for normal classes. Discounts are available for groups or if bundled with other ArcGIS training classes. A minimum of four students are need to constitute a class. Payment or purchase order must be received prior to the start of class. Any cancellations must be made one week in advance of the class to receive a refund.

This class may be offer on-site if requested. Keck & Wood, Inc. has a portable training lab including computers, ArcGIS software, a projector and a wireless router. If you would like a quote or more information about on-site training contact us at [gistraining@keckwood.com](mailto:gistraining@keckwood.com).

### Instructor:

This class is taught by one of Keck & Wood's experienced Esri Certified Trainers.

