

# ArcGIS for Desktop

## Data Access

### Basic



Participants are provided with a gentle introduction to the essential functionality of ArcMap. Training in this category provides the non-GIS professional with the ability to bring ArcGIS into their business workflows.



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**0.5 Days**  
Duration



**Basic**  
Skill Level



**12**  
Students

## Topics Covered

- ⊕ Explore the ArcMap interface
- ⊕ Navigate a map
- ⊕ Add map layers to the data view
- ⊕ Modify layer properties
- ⊕ Symbolise layers
- ⊕ Find and identify features
- ⊕ Select features from the attribute table
- ⊕ Select features from the data view
- ⊕ Export to PDF for stand-alone map viewing
- ⊕ Export to graphic file for slide presentation
- ⊕ Send map to printer
- ⊕ Find your corporate data
- ⊕ Understand your organisation's customisations

## Prerequisites

- ⊕ Familiarity navigating folders within a Microsoft Windows environment
- ⊕ Understanding of your organisation's data management system

## Software Requirements

- ⊕ ArcGIS Standard Licensing

## Further Study

- ⊕ Successful completion of this course provides direct entry to the *Data Editing (Basic)* and *Data Management (Intermediate)* courses

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