Global eTraining

COURSE CATALOG

GeT Interactive On-Demand eTraining

globaletraining.ca | getstarted@globaltraining.ca | 1-877-414-0200

Table of Content

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The Complete Guide Series

The Complete Guide series is designed to give you a solid understanding of software features and capabilities. The courses are divided into logically organized, easy-to-follow lectures and topics.

Along with text, graphics, audio, and video demonstrations, a typical lecture features multiple "Let Me Try" exercises that take you step by step through sometimes complex procedures. The goal of performing these steps on your own is an understanding that goes beyond simply knowing what things are called and where to find them, into practical experience with skills you can apply to real-world situations.

While each Let Me Try project presents different solutions and methods, we urge you to focus on the concepts and techniques presented, rather than memorizing the specific steps used. Out in the real world, you will be presented with many different situations, and understanding the "why" of what you're doing will help you more than memorizing the exact "how."

The Complete Guide series has been carefully structured not only to give you the knowledge and skills you need to be a successful software user, but also to prepare you for the certification exams. This is why we include guides that let you know which topics are of particular importance for certification.

Choose your training delivery style:

The Guided course is structured to be completed in order from beginning to end. Once any topic is completed, you will have full access to it at any time for one year after registration, to use as a resource. The Guided courses includes Technical Help Desk Support as well qualifies for an Certificates of Completion when purchased through a participating Autodesk ATC®. Note, not all courses have the guided version.

The Flexible course is not structured like the Guided version, however does contain all the same content, including the lecture quizzes for your own assessment. Flexible course delivery allows full access to any area of the course and is available to you for one full year after registration. This allows you to find what you need, whenever you need it. The Flexible version is not eligible for the Certificate of Completion.

COURSES AVAILABLE

- AutoCAD®
- AutoCAD® Advanced Concepts
- AutoCAD Architecture
- AutoCAD® Civil 3D®
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- AutoCAD® Map 3D

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- AutoCAD Plant 3D
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Course Features

It's one thing to know that simply sticking videos online doesn't result in effective learning or high retention rates. It's another to create online training that's markedly more effective.

//CODiE//
2014 SIIA CODiE WINNER

A Training Methodology That Works

GeT Interactive is the multi-modal eTraining design and methodology that helps users to learn skills faster, retain knowledge longer and apply to real world projects better.

It is built on 25 years of experience delivering effective computer-based training, and is recognized by the education industry as a leader in its field. Global eTraining's interactive training reaches students with varied learning styles through text, audio, demonstrations, exercises, and videos, engaging all the senses and anchoring learning with action. GeT courseware integrates all of these because 61% of learners require a combination of learning styles to learn best, and only 17% benefit from any single style.

Bite-sized eText

Interactive Hotspots

Built-in Search

Table of Contents

Practical Exercises

Interactive User Interface

Competency Checkpoints

Video Tutorials

Tips & Tricks

Engagement and Context

Rotating, Grouping, and Arraying

Out of all the other basic modifying tools we could address in this lecture, the Rotate tool is perhaps the most unique. Rotating elements in Revit is not quite the same as in other applications like AutoCAD. Click Let me Try to step through a simple exercise to explore the various ways of rotating content.

MENU

eDemo
Click here for a demo video

eTip
Click here for helpful hints

Let Me Try
Let's Play! Try it now!

View Image
Architectural Annotation

Learn More
Content you need to know

Helpdesk

1-to-1 Instructor Support   Certification Objectives   New Software Features   Audio Narrations   Visual Association   Lecture Navigation

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Pricing

Targeted libraries for those who design, build, make and create

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1 Software
Course

$299
$29.99/month

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Any 5 Software
Courses

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Courses

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Industry Library

Global eTraining's Industry Library is designed to provide the widest variety of choices to fit your organizations needs. Choose any five software courses to meet the specific needs of your industry.

AUTODESK

- AutoCAD®
- AutoCAD® Advanced Concepts
- AutoCAD® Architecture
- AutoCAD® Civil 3D®
- AutoCAD® Electrical
- AutoCAD® LT
- AutoCAD® Map 3D
- AutoCAD® MEP
- AutoCAD® P&ID
- AutoCAD® Plant 3D
- Autodesk® 3ds Max® Design

- Autodesk® BIM 360® Field
- Autodesk® BIM 360® Glue
- Autodesk® Infraworks
- Autodesk® Inventor
- Autodesk® Navisworks®
- Autodesk® Navisworks® Freedom
- Autodesk® Quantity Takeoff
- Autodesk® Revit® Architecture
- Autodesk® Revit® MEP
- Autodesk® Revit® Structure
- Autodesk® Showcase

MICROSOFT OFFICE

- Microsoft® Access
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- Microsoft® Outlook
- Microsoft® PowerPoint
- Microsoft® Project *
- Microsoft® Publisher *
- Microsoft® Word

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Professional Library

Access to 250 industry-specific and professional courses leading to certification, continuing education credits, and more.

- AutoCAD®
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- AutoCAD® Electrical
- AutoCAD® LT
- AutoCAD® Map 3D
- AutoCAD® MEP
- AutoCAD® P&ID
- AutoCAD® Plant 3D
- Autodesk® 3ds Max® Design
- Autodesk® BIM 360® Field
- Autodesk® BIM 360® Glue
- Autodesk® Infraworks
- Autodesk® Inventor
- Autodesk® Navisworks®
- Autodesk® Navisworks® Freedom
- Autodesk® Quantity Takeoff
- Autodesk® Revit® Architecture
- Autodesk® Revit® MEP
- Autodesk® Revit® Structure
- Autodesk® Showcase
- Microsoft® Access
- Microsoft® Excel
- Microsoft® Outlook
- Microsoft® PowerPoint
- Microsoft® Project *
- Microsoft® Publisher *
- Microsoft® Word
- Classes of Fires and Extinguishers
- Confined Space Entry
- Driving Safety
- Electrical Safety
- Fall Protection
- Fire Safety
- Forklift Safety Checks
- Globally Harmonized System Overview
- Hazard Communication
- HAZWOPER Introduction
- Laboratory Safety
- Lockout/Tagout
- Respiratory Protection
- Respirator Fit Testing
- Safety Orientation

- Safety Data Sheets
- Claims: Successfully Pursuing Claims Against the Department of Defense
- Ethical Decision Making for Engineers #4
- Cost Estimating: Fundamentals
- Architect and Engineer Design Coordination
- Green Design: Introduction to Sustainability and Measurement Systems
- Construction Specifications: Roles, Relationships and Organizations
- Residential Green Building: Design, Construction, and Accreditation
- Green Design: Introduction to Sustainable Design Materials and Resources
- Green Design: Introduction to Integral Sustainable Design Theory
- Green Design: Introduction to Sustainable Water Systems I
- Green Infrastructure 1: Introduction to High Performance Guidelines
- Green Infrastructure 2: Best Practices for Site Assessment
- Green Infrastructure 3: Best Practices for Streetscape
- Ethics for Land Surveyors: Decision-Making in Everyday Practice
- Green Infrastructure 4: Best Practices for Pavement
- Green Infrastructure 5: Best Practices for Utilities
- Green Infrastructure 6: Best Practices for
- Stormwater Management
- Green Design: Economics of Green Building
- Green Design: Brownfield Redevelopment
- Architectural Concrete
- Green Design: Levels of Complexity Theory
- Green Building: Commercial High Performance Guidelines Part 1
- Green Design: Introduction to High Performance Building Design
- Green Building: Commercial High Performance Guidelines Part 2
- Green Design: Designing Relationships to Nature
- Green Design: Perspectives on Innovation
- Green Building with Steel - Part 1: Material Attributes, Applications and LEED Ratings
- Green Building with Steel - Part 2: Guidelines for Builders, Trades and Inspectors
- Green Design: Sustainable Lighting Design

- Green Building with Steel - Part 3: Light Gauge Metal Components for Framing
- Concrete Fundamentals II - Concrete Slab On Grade
- Green Streets
- Green Urban Design
- Green Building with Steel - Part 4: Framing With Steel Studs
- Green Building with Steel - Part 5: Erecting An Engineered Red Iron Steel House
- Comparison of LEED Rating Systems
- Green Design: Sustainable Water Systems in Buildings
- Green Building: Risk and Liability
- Green Design: Integrated Design Process: Core Concepts, Principles, and Basic Practices
- Green Design: The Ethics of Green Design
- Green Design: Biophilia and the Human Affinity for Nature
- Green Design: Sustainability and Historic Preservation
- LEED: Introduction to Sustainable Sites
- Bamboo Flooring and Beyond
- Green Design: Ecological Thinking
- Green Design: Sustainable Daylighting Design
- Renewable Energy Fundamentals
- Ethical Decision Making for Design and Construction Professionals
- Commercial HVAC Building Envelope
- Advanced Energy Conversion Analysis
- Commercial and Residential Mixed Use Development and Sustainability
- Electric Fire Alarm Systems
- Building Systems for Designers' Advanced Acoustic Design Principals
- Safe Work Permits
- The Changes in the PMBOK Guide 5th Edition
- Building Systems for Designers: The Building and Its Environment
- The Changes in the PMBOK Guide 5th Edition
- Building Systems for Designers - The Building and Its Environment
- Building Systems for Designers - Structural Systems
- Building Systems for Designers - Water Supply, Distribution, and Waste Systems
- Building Systems for Designers - Principles of Thermal Comfort

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Professional Library (cont'd)

- Building Systems for Designers - Electrical Systems Basics
- Building Systems for Designers - Fire Safety
- Building Systems for Designers - Introduction to Acoustic Design Principals
- Design of Reinforced Concrete Using the ACI Code: Introduction
- Design of Reinforced Concrete Using the ACI Code: Flexural Analysis of Beams
- Design of Reinforced Concrete Using the ACI Code: Serviceability
- Design of Reinforced Concrete Using the ACI Code: Bond, Development Lengths, and Splices
- Design of Reinforced Concrete Using the ACI Code: Shear and Diagonal Tension
- Design of Reinforced Concrete Using the ACI Code: Introduction to Columns
- Contract Guide for Design Professionals - Basic Principles
- International Building Code & More: Occupancy Classifications and Loads
- International Building Code & More: Fire Protection Systems
- International Building Code & More: Plumbing and Mechanical Requirements
- Building Systems for Designers - Indoor Air Quality
- Building Systems for Designers - Heating and Cooling Systems
- Building Systems for Designers - Lighting Systems
- Building Systems for Designers - Electrical Appliances and Communications Equipment
- Design of Reinforced Concrete Using the ACI Code: Strength Analysis of Beams
- Design of Reinforced Concrete Using the ACI Code: Design of Rectangular Beams and One-Way Slabs
- Design of Reinforced Concrete Using the ACI Code: Analysis and Design of T Beams and Doubly Reinforced Beams
- Design of Reinforced Concrete Using the ACI Code: Design of Short Columns Subject to Axial Load and Bending
- Design of Reinforced Concrete Using the ACI Code: Two-Way Slabs, Equivalent Frame Method
- The Ultimate Project Manager - Chapter 01: Today's Project Manager
- The Ultimate Project Manager - Chapter 02: Marketing And Proposals
- The Ultimate Project Manager - Chapter 03: The Contract Agreement
- The Ultimate Project Manager - Chapter 04: The Project Management Plan
- The Ultimate Project Manager - Chapter 05: The Project Schedule
- The Ultimate Project Manager - Chapter 06: The Project Budget
- The Ultimate Project Manager - Chapter 07: Leading The Project Team
- The Ultimate Project Manager - Chapter 08: Managing Client Relationships
- The Ultimate Project Manager - Chapter 09: Developing Effective Communications
- The Ultimate Project Manager - Chapter 10: The Project Startup
- The Ultimate Project Manager - Chapter 11: Managing Your Time
- The Ultimate Project Manager - Chapter 12: Managing Project Studies And Reports
- The Ultimate Project Manager - Chapter 13: Managing Design And Construction Phases
- The Ultimate Project Manager - Chapter 14: Managing Project Quality
- The Ultimate Project Manager - Chapter 15: Managing Project Risks
- The Ultimate Project Manager - Chapter 16: Project Financial Management
- The Ultimate Project Manager - Chapter 17: Project Management And Design Technology
- The Ultimate Project Manager - Chapter 18: Monitoring And Controlling The Project
- The Ultimate Project Manager - Chapter 19: Project Closeout
- The Ultimate Project Manager - Chapter 20: Alternative Project Delivery Methods
- The Ultimate Project Manager - Chapter 21: A/E Project Management Benchmark Data
- The Ultimate Project Manager - Series Summary: The Short and Sweet Version
- International Building Code & More: Sustainability and Accessibility
- Building Systems for Designers - Toilet and Bath Design
- Erosion & Sediment Control
- Effective Public Relations
- Project Management Trends
- FEMA Letters of Map Amendment/Revision
- Easements: Part 3, Reversion Rights
- Contract Guide for Design Professionals: Advanced
- Project Team Management
- Data Qulaity Assesment
- Biofilms: An Introduction
- Emergency Management Guide
- AIA's Essentials of Cost Management: Cost-Estimating Methodology
- Sustainable Design - Materials
- Fire! Designing Means of Escape
- American National Standard Practice for Office Lighting
- Earthquakes: Mitigation and Design
- Fire Prevention Basics and Design
- Project Management Basics
- Fire Safety Design: Egress & Extinguishing Systems
- Ethical Decision Making for Engineers #1
- Ethical Decision Making for Engineers #2
- Ethical Decision Making for Engineers #3
- Building Codes for Beginners
- Concrete 1: Evaluation and Cause of Damage
- Concrete 2: Repair Planning and Preperation
- Concrete 3: Methods, Materials and Maintenance
- Asbestos Management
- Basic Blueprint Reading & Related Math
- Asbestos: What Is It and Who Should Remove It?
- Developing & Managing a Project Budget
- Biomechanics: Understanding Barrier-Free Design
- A/E's, Owners, & Contractors: Managing Projects to Success
- OSHA Demolition
- Pricing as a Professional
- OSHA Concrete and Masonry Construction
- Safety: Developing an Employee Safety Orientation Program
- Project Management: Professional Techniques
- OSHA Underground Construction
- OSHA Tools - Hand and Power
- Patent Protection Basics
- Engineering Economic Analysis
- CPM Scheduling
- Interior Codes 1: Overview
- Interior Codes 3: Construction Types & Building Sizes
- Interior Codes 6: Fire Protection Systems
- Interior Codes 7: Plumbing & Mechanical
- Interior Codes 8: Electrical & Communication
- Ethics for Surveyors and Mappers
- Building Systems for Designers: The Big Picture
- Building Systems for Designers: Heating and Cooling Systems
- Building Systems for Designers: Water and Wastes
- Building Systems for Designers: Thermal Comfort
- Building Systems for Designers: Security and Communication Systems
- Hazardous Waste: Treatment
- Safety: Trades
- Hazardous Waste: The Basics
- Green Building Materials: Product Selection & Specification
- Project Risk Management
- Quality Improvement Process
- AIA's Essentials of Cost Management: Building Economics
- AIA's Essentials of Cost Management: Cost Management Methodology
- Interior Codes 4: Means of Egress
- AIA's Essentials of Cost Management: Cost-Estimating Tools
- Alternative Construction: Structural Properties
- Interior Codes 2: Occupancy & Loads

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- Interior Codes 5: Fire Resistant Materials
- Interior Codes 9: Finish & Furniture Selection
- Conflict Resolution: The Principles of Evidence - Intermediate
- Contract Guide for Design Professionals: Intermediate
- Contractor Lawsuits Against Design Professionals
- Easements - Part 1, Basic Elements
- Design-Build - An Introduction
- Site Safety Risk and Liability
- Corrugated Steel Pipe Durability
- Arc Flash Hazard Analysis - The Basics
- Easements - Part 2, Roads & Highways
- Effective Writing Skills for Business and Industry
- Smart Workplaces: Sexual Harrasment for Team Members
- Smart Project Management: Keys to On-Time, On-Budget Results
- Electrical Conductor Sizing

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AutoCAD® Complete Guide

Design and shape the world around you with the powerful, flexible features found in AutoCAD® software, one of the world's leading 2D and 3D design applications. With robust 3D tools that can create almost any shape imaginable, AutoCAD® helps you intuitively explore design ideas. It offers innovations that can increase design and documentation efficiency, and enables you to more securely, accurately, and seamlessly share those designs with colleagues. Powerful programming tools and thousands of available add-ons provide the ultimate in flexibility, helping you customize AutoCAD® software for your specific needs. With these capabilities and more, AutoCAD® delivers the power and flexibility needed to take documentation and design further.

AutoCAD® Complete Guide is designed to give you a solid understanding of AutoCAD® features and capabilities from the basics through to advanced and complex 3D modeling components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical "Let Me Try" examples.

To get the most out of this course, we strongly recommend you review every topic .within the course and take advantage of the different tools and activities to help to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the hundreds of real-world, Let Me Try examples.

User's prerequisites

You don't need any previous experience with AutoCAD® to take this course.

Course Outline

Getting Started
- Exploring the AutoCAD for Windows User Interface
- Setting Drawing Units

Basic Drawing Skills
- Navigating 2D Drawings
- Drawing Lines and Rectangles
- Canceling, Erasing, and Undoing
- Using Coordinate Systems
- Drawing Circles, Arcs, and Polygons
- Filleting and Chamfering Lines

Using Drawing Aids
- Grid and Snap
- Ortho and Polar Tracking
- PolarSnap and Running Object Snaps
- From Snap and Object Snap Tracking

Editing Entities
- Creating Selection Sets
- Move and Cop
- Rotate and Scale
- Working with Arrays
- Trim and Extend
- Lengthen and Stretch
- Offset and Mirror
- Grip Editing

Shaping Curves
- Drawing and Editing Curved Polylines
- Drawing Ellipses
- Drawing and Editing Splines
- Blending Between Objects with Splines

Controlling Object Visibility and Appearance
- Changing Object Properties
- Setting the Current Layer
- Altering Objects' Layer Assignments
- Controlling Layer Visibility
- Applying Linetype
- Assigning and Managing Layer Properties

Organizing Objects
- Defining Inserting Blocks
- Editing Blocks
- Redefining Blocks and Working with Groups

Hatching and Gradients
- Specifying Hatch Areas
- Associating Hatches with Boundaries
- Hatching with Patterns, Hatching with Gradients

Working with Blocks and Xrefs
- Working with Global Blocks
- Accessing Content Globally and Storing Content
- Referencing External Drawings and Images

Creating and Editing Text
- Creating Text Styles
- Transforming and Creating Text
- Writing and Formatting Paragraphs of Text using MTEXT
- Editing Text
- Dimensioning
- Styling Dimensions
- Adding Dimensions
- Editing Dimensions

Keeping In Control with Constraints
- Working with Geometric and Dimensional Constraints
- Constraining Objects Simultaneously with Geometry and Dimensions, Making Parametric Changes

Working with Layouts and Annotative Objects
- Creating Annotative Styles and Objects
- Creating Layouts and Adjusting Floating Viewports
- Overriding Layer Properties in Layout Viewports, Drawing on Layouts

Printing and Plotting
- Configuring Output Devices
- Creating Plot Style Tables
- Using Plot Style Tables
- Plotting Layouts and Exporting to an Electronic Format

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AutoCAD® Complete Guide (cont'd)

Course Outline (cont'd)

Working with Data
- Geolocating Projects
- Defining Attributes and Blocks
- Inserting Attributed Blocks and Working with Tables

Navigating 3D Models
- Using Visual Styles
- Working with Tiled Viewports and 3D Navigation
- Cameras, Steering Wheels and Saving Views

Navigating 3D Models - Bonus Content
- 3D Workspaces
- Using Visual Styles
- Working with Tiled Viewports
- 3D Navigation
- Steering Wheels
- Cameras and Saving Views

Modeling in 3D
- Creating Surface Models
- Editing Surface Models
- Creating Solid Models
- Editing Solid Models, Smoothing Meshes

Solids - Bonus Content
- Working with 3D Objects - AutoCAD Commands
- Drawing 3D Polylines and using 3D OSNAPS
- Working with the UCS
- Creating Primative Solid Models
- Boolean Operations - Bonus Content
- Working with 3D Objects - Gizmos

- Working with 3D Objects - Editing Primitives
- Working with 3D Objects - Aligning
- 3D Arrays & 3D Mirrors
- Creating Solid Models
- Sweeping
- Lofts
- Press Pull
- Thickening Surfaces
- Shells
- Editing Edges of Solids
- Editing Faces of Solids
- Separating Solids
- 3D Print Services

Surfaces - Bonus Content
- Creating Surface Models - Extrude & Revolve
- Creating Surface Models - Lofts & Blends
- Surface Associativity
- Creating Surface Models - Sweep
- Creating Surface Models - Planar & Network
- Creating Surface Models - Offset
- Editing Surface Models
- Patching Surfaces
- Sculpting Surface Models
- NURBS
- Projection
- Spline Creation
- Surface Analysis

Meshes - Bonus Content
- Intro to Mesh and Mesh Smoothness
- Creating Meshes - Primatives
- Creating Meshes - Converting From other Object Types
- Creating Meshes - Using Other Objects
- Using Grips to Edit Meshes
- Editing Meshes - Vertices & Edges
- Editing Meshes – Faces

Presenting and Documenting 3D Design
- Assigning Materials
- Placing and Adjusting Lights
- Creating Renderings and Documenting Models with Drawings

Presenting and Documenting 3D Design - Bonus Content
- Assigning Materials
- Creating Materials
- Placing and Adjusting Lights
- Cameras
- Creating Renderings
- Animations
- Section Planes and Elevations
- SOLVIEW, SOLDRAW, & SOLPROF
- Flatshot
- Creating 2D Views
- Creating 2D Views - Sections & Details
- Documenting 3D Models from Other Systems

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AutoCAD® Advanced Concepts Complete Guide

AutoCAD® Advanced Concepts Complete Guide is a flexible course made up of video collections which introduces and expands on advanced AutoCAD® concepts. This course will provide an effective understanding of Attributed and Dynamic Blocks, data input and extraction, as well as collaboration and interface customization.

To get the most out of this course, we strongly recommend you review every topic within the course and take advantage of the different tools and activities to help to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge.

User's prerequisites

AutoCAD® The Complete Guide or previous experience with AutoCAD®

Course Outline

Expanding on the Basics
- Selecting Objects
- Extended Layer Tools
- Layer States
- Layer Filters
- Layer Delete & Layer Merge
- Layer Walk
- Wipeouts
- Draw Order

Blocks, Attributes & Data Extraction
- Creating & Editing Blocks
- Creating Attributes
- Editing Attributes
- Fields
- Tables
- Data Links
- Data Extraction
- Hyperlinks

Dynamic Blocks
- Building Dynamic Blocks
- Lists and Dynamic Block Appearances
- Parametric Dynamic Blocks
- Attributed Dynamic Blocks
- Accessing Content Globally and Storing Content

Sheet Sets
- Understanding Sheet Sets
- Working with Sheet Sets
- Collaborating with Sheet Sets

Customization
- Building Templates
- Workspaces
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Creating Toolbars
- Building Commands
- Keyboard Shortcuts
- Right-Click & Double-Click Customization
- Alias Configurations
- Making the AutoCorrect & Synonym Lists Work For You
- System Variables
- Using the Action Recorder
- Introduction to Scripts
- Autodesk Exchange

Collaboration
- Autodesk Design Review Workflow
- PDF
- Batch Plotting and Electronic Transmittal Sets
- Autodesk 360
- Your Drawings and Autodesk 360
- Drawing Standards and the Layer Translator

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AutoCAD® Architecture Complete Guide

Learn about the design and documentation features of AutoCAD® Architecture software. Create architectural drawings, documentation, and schedules more quickly and easily. Built with architects in mind, AutoCAD® Architecture has new features that help to automate tedious drafting tasks, reduce errors, and increase efficiency.

To get the most out of this course, we strongly recommend you review every topic .within the course and take advantage of the different tools and activities to help to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the hundreds of real-world, Let Me Try examples.

AutoCAD® Architecture Complete Guide is designed to give you a solid understanding of AutoCAD Architecture features and capabilities from the basics through to advanced components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical "Let Me Try" examples.

User's prerequisites

You don't need any previous experience with AutoCAD® Architecture to take this course.

Course Outline

Workflow and User Interface
- The AutoCAD Architecture User Interface
- Workspaces in AutoCAD Architecture
- Working With the Project Navigator
- Viewing and Navigating Your Models
- ViewCube and the Steering Wheel
- Working with Objects
- Properties
- Using the Design Center
- The User Coordinate System
- Using the Help

Walls
- Walls
- Adjusting Walls with AutoCAD Commands
- Wall Modify Tools
- Wall Cleanup
- Wall Openings
- Constraints & Walls
- Wall Styles
- Converting AutoCAD Lines to Walls
- Curtain Walls
- Curtain Wall Styles
- Materials

Designing with Architectural Objects
- General AutoCAD Architecture Build Tools
- Working with the Content Browser and Tool Palette Customization
- AEC Polygons
- Doors

- Windows
- Window Styles
- Door Styles
- Wall Caps
- Door and Window Assemblies
- Fixtures, Furnishings, and Equipment
- Slabs
- Roof Slabs
- Roofs
- Stairs
- Railings
- Beams & Columns
- Ceiling Grids

Project Management
- Project Overview
- Creating a New Project
- Constructs and Grids
- Column Grids
- Creating the First Floor
- Working with Existing AutoCAD Drawings
- Working with Projects
- Checking In and Out Drawings
- Setting Up a Drawing & Creating Templates
- Style Manager Overview
- Display Manager
- Project Standards
- eTransmit and Archiving Projects
- Layer Keys
- Importing Data

Creating Conceptual Models
- Mass Elements
- Editing Mass Elements
- Mass Groups
- Converting Mass Elements to Other Object Types
- Quick Slice
- Creating Slice Floorplates
- Napkin Sketch

Documentation
- Annotation Tools
- AEC Dimensions
- Fields
- Annotation and Keynoting Tools
- Elevations and View Drawings
- Sections and View Drawings
- Views and Detail Callouts
- Spaces & Room Tags
- Room Schedules
- Door and Window Tags
- Door & Window Schedules
- Visual Audit
- Sheet Set View
- Multi-View Blocks
- Sharing Your Drawings with an AutoCAD User

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AutoCAD® Civil 3D® Complete Guide

AutoCAD® Civil 3D® software is a Building Information Modeling (BIM) solution for civil engineering design and documentation. AutoCAD Civil 3D helps civil engineering professionals working on transportation, land development, and water projects stay coordinated and more easily and efficiently explore design options, analyze project performance, and deliver consistent, higher quality documentation - all within a familiar AutoCAD® environment. Perform geospatial analysis and extend Civil 3D model data for storm water analysis and interactive 3D simulations and visualizations. You can also generate quantity takeoff information and support automated machine guidance during construction. Civil 3D helps you gain the competitive advantage of BIM to deliver more innovative project solutions.

AutoCAD® Civil 3D® Complete Guide is designed to give you a solid understanding of Civil 3D features and capabilities from the basics through to advanced components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes to practical "Let Me Try" examples.

User's prerequisites

You don't need any previous experience with AutoCAD® Civil 3D to take this course.

Course Outline

Navigating the Civil 3D User Interface
- Getting to Know the Civil 3D User Interface
- Using the Toolspace
- Using the Drawing Area, Command Line, Panorama, and the Transparent Commands Toolbar

Leveraging a Dynamic Environment
- Connecting Objects and Styles
- Connecting Labels and Label Styles
- Connecting Objects to Objects
- Connecting Objects to Labels, The Richness of the 3D Model
- Sharing Data in a Dynamic Environment

Establishing Existing Conditions Using Survey Data
- Creating a Survey Database
- Importing Survey Data
- Automating Field to Finish
- Editing Survey Points, Editing Survey Figures, Creating Additional Points

Modeling the Existing Terrain Using Surfaces
- Understanding Surfaces
- Using Breaklines
- Editing Surfaces
- Displaying and Analyzing Surfaces
- Annotating Surfaces

Designing in 2D Using Alignments
- Understanding Alignments, Creating Alignments from Objects
- Creating Alignments Using the Alignment Creation Tools
- Editing Alignments
- Applying Design Criteria Files and Check Sets

Displaying and Annotating Alignments
- Using Alignment Styles, Applying Alignment Labels and Label Sets
- Creating Station/Offset Labels, Creating Segment Labels
- Using Tag Labels and Tables

Designing Vertically Using Profiles
- Creating Surface Profiles
- Editing Profiles
- Using Design Check Sets and Criteria Files

Displaying and Annotating Profiles
- Applying Profile Styles
- Applying Profile View Styles, Profile View Bands and Profile Label Sets
- Creating Profile View Labels, Projecting Objects to Profile Views

Designing in 3D Using Corridors
- Understanding Corridors
- Creating Assemblies and Corridors and Applying Corridor Targets
- Creating Corridor Surfaces

- Creating Cross Sections of the Design
- Using the Section Editor
- Creating Sample Lines
- Creating Section Views
- Sampling More Sources

Displaying and Annotating Sections
- Applying Section Styles and Section Labels
- Controlling Section Display and Applying Labels with Code Set Styles
- Applying Section View Styles, Applying Group Plot Styles
- Creating Section View Labels

Designing Boundaries Using Parcels
- Understanding Parcels
- Creating Parcels from Objects, Creating Parcels by Layout
- Editing Parcels

Displaying and Annotating Parcels
- Applying Parcel Styles
- Applying Parcel Area Labels, Creating Parcel Segment Labels
- Editing Parcel Segment Labels, Creating Parcel Tables

Designing Gravity Pipe Networks
- Understanding Gravity Pipe Networks
- Creating Gravity Pipe Networks
- Editing Gravity Pipe Networks

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AutoCAD® Civil 3D® Complete Guide (cont'd)

Course Outline (cont'd)

Designing Pressure Pipe Networks
- Understanding Pressure Pipe Networks
- Creating Pressure Pipe Networks
- Editing Pressure Pipe Networks

Displaying and Annotating Pipe Networks
- Displaying Pipe Networks Using Styles
- Annotating Pipe Networks in Plan View
- Annotating Pipe Networks in Profile View
- Creating Pipe Network Tables

Designing New Terrain
- Understanding Grading
- Understanding Feature Lines
- Creating and Editing Feature Lines
- Understanding Grading Objects
- Creating and Editing Grading Objects

Analyzing, Displaying, and Annotating Surfaces
- Combining Design Surfaces
- Analyzing Design Surfaces
- Calculating Earthwork Volumes
- Labeling Design Surfaces

From Design to Construction
- Calculating Quantities
- Creating Individual Sheets
- Creating Multiple Sheets Using Plan Production

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AutoCAD® Electrical Complete Guide

AutoCAD® Electrical CAD software, part of the Digital Prototyping solution, is AutoCAD for electrical design. It includes all the functionality of familiar AutoCAD software plus a complete set of electrical CAD features, including comprehensive symbol libraries and effective tools for automating electrical design tasks.

This video tutorial course has been created to assist the creation of professional electrical-control drawings with the help of AutoCAD Electrical. It covers a wide range of features such as schematic drawings, panel drawings, parametric and nonparametric PLC modules, stand-alone PLC I/O points, ladder diagrams, point-to-point wiring diagrams, reports generation and the creation of symbols.

AutoCAD® Electrical Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with AutoCAD® Electrical to take this course.

Course Outline

Introduction to AutoCAD Electrical
- Introduction to ACAD Electrical
- Invoking Commands
- Project Manager
- Components of Dialog Boxes
- Creating Backup Files
- Dynamic Input Modes
- Creating and Managing Workspaces
- Help and Online Options

Working with Projects and Drawings
- Creating a New Project
- Working with Drawings
- Grouping Drawings within a Project
- Changing the Order of Drawings in a Project
- Removing a Drawing from a Project
- Assigning a Description to a Drawing
- Switching between the Drawings of an Active Project
- Configuring the Drawing List Display
- Copying a Project
- Deleting a Project
- Other Options in the Project Manager

Working with Wires
- Inserting Wires at Angles
- Inserting Multiple Bus Wiring
- Trimming a Wire
- Stretching Wires
- Creating Wire Types

- Changing and Converting Wire Types
- Inserting Wire Numbers
- Copying Wire Numbers
- Positioning Wire Numbers In-line with a Wire
- Deleting Wire Numbers
- Editing Wire Numbers
- Hiding Wire Numbers
- Swapping Wire Numbers
- Finding/Replacing Wire Numbers
- Moving a Wire Number
- Inserting Wires into a Drawing
- Scooting a Wire Number
- Flipping a Wire Number
- Toggling the Wire Number Position
- Repositioning the Wire Number Text with the Attached Leader
- Inserting Wire Color/Gauge Labels in a Drawing
- Inserting the Special Wire Numbering in a Drawing
- Adding Source Signal Arrows
- Adding Destination Signal Arrows
- Showing Source and Destination Markers on Cable Wires
- Checking Line Entities
- Bending Wires at Right Angle
- Checking and Repairing Gap Pointers
- Checking/Tracing a Wire
- Inserting Wire Gaps
- Removing Wire Gaps
- Flipping Wire Gaps/Loops

Creating Ladders
- Inserting a New Ladder
- Renumbering an Existing Ladder
- Changing the Size of a Ladder
- Repositioning a Ladder
- Changing the Rung Spacing
- Adding Rungs
- Converting Line Reference Numbers
- Renumbering the Ladder Line Reference
- Changing the Reference Numbering Style of a Ladder
- Inserting X Grid Labels
- Inserting X-Y Grid Labels
- Schematic Components
- Inserting Schematic Components
- Annotating and Editing the Symbols
- Selecting an Existing Part Number
- Creating a Project Specific Catalog Database
- Creating Parent-Child Relationships
- Inserting Components from the Equipment List
- Inserting Components from the Catalog List
- Adding a New Record in the Schematic Component or Circuit Dialog Box
- Editing an Existing Record in the Schematic Component or Circuit Dialog Box
- Inserting Components from Panel Lists
- Swapping and Updating Blocks

AutoCAD® Electrical Complete Guide (cont'd)

Course Outline (cont'd)

Schematic Editing
- Changing the Component Location with Scoot Tool
- Changing Component Locations using the Move Component Tool
- Copying a Component
- Aligning Components
- Deleting Components
- Updating Components from Catalog Database
- Toggling between the Normally Open and Normally Closed Contacts
- Copying the Catalog Assignment
- Copying Installation/Location Code Values
- Auditing Drawings
- Retagging Drawings
- Moving Attributes
- Editing Attributes
- Hiding Attributes
- Unhiding Attributes
- Adding Attributes
- Squeezing an Attribute/Text
- Stretching an Attribute/Text
- Changing the Attribute Size
- Rotating an Attribute
- Changing the Justification of an Attribute
- Changing an Attribute Layer

Connectors, Point-to-Point Wiring Diagrams, and Circuits
- Inserting a Connector from the List
- Inserting Connectors
- Adding Pins to a Connector
- Deleting a Connector Pin
- Moving a Connector Pin
- Swapping Connector Pins
- Reversing a Connector
- Rotating a Connector
- Stretching a Connector
- Splitting a Connector
- Editing Pin Numbers of a Connector
- Using Point-to-point Wiring Diagrams
- Saving Circuits to an Icon Menu
- Inserting Saved Circuits
- Moving Circuits
- Copying Circuits
- Saving Circuits by using WBlock

- Inserting the WBlocked Circuit
- Retagging Wires on a WBlocked Circuit
- Configuring a Circuit
- Adding Multiple Phase Ladders and Wires
- Adding Three-phase Symbols

Panel Layouts
- The WD_PNLM Block File
- Creating Panel Layouts from Schematic List
- Annotating and Editing Footprints
- Inserting Footprints from the Icon Menu
- Inserting Footprints from a Catalog List
- Inserting Footprints from an Equipment List
- Inserting Footprints from Manufacturer Menus
- Copying a Footprint
- Setting the Panel Drawing Configuration
- Making the Xdata Visible
- Renaming Panel Layers
- Adding a Balloon to a Component
- Adding Multiple Balloons
- Resequencing Item Numbers
- Inserting Nameplates
- Inserting DIN Rail
- Editing the Panel Footprint Lookup Database File

Schematic and Panel Reports
- Generating Schematic Reports
- Report Generator Dialog Box
- Changing Report Formats
- Placing Reports in the Drawing
- Schematic and Panel Reports
- Saving the Report to Files
- Editing a Report
- Generating Panel Reports
- Generating the Cumulative Report
- Setting the Format File for Reports

PLC Modules
- Inserting Parametric PLC Modules
- Inserting Nonparametric PLC Modules
- Editing a PLC Module
- Inserting Individual PLC I/O Points
- Creating and Modifying Parametric PLC Modules
- Using the Spreadsheet to PLC I/O Utility Tool

Terminals
- Inserting Terminal Symbols
- Inserting Terminal from the Schematic List
- Inserting Terminals Manually
- Inserting Terminals from the Panel List
- Adding and Modifying Associations
- Terminal Block Properties
- Selecting, Creating, Editing, and Inserting Terminal Strips
- Defining and Generating the Terminal Strip Table
- Editing the Terminal Properties Database Table
- Creating the Terminal Properties Database Table
- Resequencing Terminal Numbers - Pick Method
- Resequencing Terminal Numbers - Project-Wide
- Copying Terminal Block Properties
- Editing Jumpers

Settings, Configurations, Templates, and Plotting
- Setting Project Properties
- Setting Drawing Properties
- Reference Files
- Mapping the Title Block
- Updating Title Blocks
- WD_TB Attribute
- Creating Templates
- Plotting the Project
- Creating Symbols
- Creating Symbols
- Editing Existing Symbols
- Marking and Verifying Drawings
- Exporting the Data to Spreadsheets
- Updating the Data from the Spreadsheet
- Using Project-Wide Utilities

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AutoCAD® LT Complete Guide

Speed design work with AutoCAD LT® 2D drawing software. Share precise documentation with the reliability of TrustedDWG™ technology. Connect your 2D CAD software workflow across integrated desktop, cloud, and mobile AutoCAD solutions.

AutoCAD® LT Complete Guide is designed to give you a solid understanding of AutoCAD® LT features and capabilities. To get the most out of this course, we strongly recommend you review every topic within the course and take advantage of the different tools and activities to help to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the hundreds of real-world, Let Me Try examples.

User's prerequisites

You don't need any previous experience with AutoCAD® LT to take this course.

Course Outline

Getting Started
- Exploring the AutoCAD for Windows User Interface
- Setting Drawing Units

Basic Drawing Skills
- Navigating 2D Drawings, Drawing Lines and Rectangles, Canceling, Erasing, and Undoing
- Using Coordinate Systems
- Drawing Circles, Arcs, and Polygons
- Filleting and Chamfering Lines

Using Drawing Aids
- Grid and Snap
- Ortho and Polar Tracking
- PolarSnap and Running Object Snaps
- From Snap and Object Snap Tracking

Editing Entities
- Creating Selection Sets
- Move and Copy, Rotate and Scale, and Working with Arrays
- Trim and Extend, Lengthen and Stretch, Offset and Mirror
- Grip Editing

Shaping Curves
- Drawing and Editing Curved Polylines and Drawing Ellipses
- Drawing and Editing Splines
- Blending Between Objects with Splines

Controlling Object Visibility and Appearance
- Changing Object Properties
- Setting the Current Layer, Altering Objects' Layer Assignments
- Controlling Layer Visibility
- Applying Linetype, Assigning and Managing Layer Properties

Organizing Objects
- Defining and Inserting Blocks
- Editing Blocks
- Redefining Blocks and Working with Groups

Hatching and Gradients
- Specifying Hatch Areas
- Associating Hatches with Boundaries
- Hatching with Patterns, Hatching with Gradients

Working with Blocks and Xrefs
- Working with Global Blocks
- Accessing Content Globally and Storing Content
- Referencing External Drawings and Images

Creating and Editing Text
- Creating Text Styles
- Transforming and Creating Text
- Writing and Formatting Paragraphs of Text using MTEXT
- Editing Text

Dimensioning
- Styling Dimensions
- Adding Dimensions
- Editing Dimensions

Working with Layouts and Annotative Objects
- Creating Annotative Styles and Objects
- Creating Layouts and Adjusting Floating Viewports
- Overriding Layer Properties in Layout Viewports, Drawing on Layouts

Printing and Plotting
- Configuring Output Devices
- Creating Plot Style Tables
- Using Plot Style Tables
- Plotting Layouts and Exporting to an Electronic Format

Working with Data
- Geolocating Projects
- Defining Attributes and Blocks
- Inserting Attributed Blocks and Working with Tables

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AutoCAD® Map 3D Complete Guide

AutoCAD® Map 3D software provides access to GIS and mapping data to support planning, design, and data management. Intelligent models and CAD tools help you to apply regional and discipline-specific standards. Integration of GIS data with your organization helps to improve quality, productivity, and asset management.

AutoCAD® Map 3D Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with AutoCAD® Map 3D to take this course.

Course Outline

Introduction to AutoCAD Map 3D
- Introduction to AutoCAD Map 3D
- AutoCAD Map 3D Workspaces
- AutoCAD Map 3D Interface

Getting Started with AutoCAD Map 3D
- Data Output Using the Save As Option
- Loading Data Using the Map Explorer Tab
- Loading Data Using the Connect Tool
- Importing an External File Format Data Using the Map Import Tool
- Importing GCP Data Using the Survey Tab
- Data Output Using the Export Option
- Data Output Using the DWG Convert Option
- Sending Files as Packages with eTransmit
- Data Output Using the Publishing Option

Working with Basic Tools and Coordinate Systems
- Using the Basic Navigation Tools
- Creating a Coordinate Reference System
- Assigning a Coordinate Reference System to Data
- Using the Connect Tool to Assign a Coordinate System to a Dataset
- Using a Named UCS for Drawings

Working with Feature Data
- Inserting a Raster Image Using the Image Tool
- Creating Feature Data Store
- Creating the Point and Multipoint Feature Data
- Creating the Line and MultiLine Feature Data
- Creating the Polygon and MultiPolygon Feature Data
- Editing Feature Attributes
- Editing the Feature Data Geometry
- Using the Angle/Distance Routine
- Using the Bearing/Distance Routine
- Review of DataThus Far
- Expression Builder

- Styling and Querying Feature Data
- Scale Ranges for Layer Default Area
- Symbolization Style for Selected Scale Range Area
- Using Filters to Query the Feature Data
- Searching Data in connected Features

Creating Object Data, and Attaching External Database and Drawings
- Defining Object Data Table
- Attaching Object Data to Existing Drawing Object
- Attaching Object Data While Digitizing a Drawing Object
- Editing the Object Data
- Editing the Object Data Table
- Connecting to a Database
- Defining Link Templates
- Linking Data from the Data Table to the Drawing Objects
- Attaching a Drawing File
- Location Query Type
- Property Query Type
- Data Query Type
- Defining a Complex Query for Checking Multiple Conditions
- Specifying the Query Mode
- Setting the Options for Query Output Data
- Alter Properties for incoming Objects
- Creating and Managing the Query Library
- Editing an Object in an Attached Drawing
- Save Back Process
- Setting User Rights for Drawing

Classifying Objects and Working with Classified Objects
- Login as Map 3D User with Appropriate User Privileges
- Specifying a Definition File
- Defining an Object Class
- Selecting Drawing Objects for Classification
- Classifying Drawing Objects
- Unclassifying Drawing Objects
- Verifying the Details of the Classified Data

- Creating Objects by Using Object Classes
- Editing an Existing Object Class
- Displaying the Metadata Information
- Including and Sharing the Metadata File

Performing Drawing Cleanup and Working with Topologies
- Select Objects Page
- Select Actions Page
- Cleanup Methods Page
- Error Markers Page
- Performing Drawing Cleanup
- Creating a Topology
- Working with Topology
- Topology Data Structure
- Defining a Topology Query
- Object Thematic Query
- Topology Thematic Query

Data Analysis
- Line & Arc Information Tool
- Angle Information Tool
- Geodetic Distance Tool
- Coordinate Track Tool
- Continuous Distance Tool
- Add Distances Tool
- Measure Tool
- List Slope Tool
- Feature Buffer Tool
- Feature Overlay Tool
- Show Topology Tool
- Object Buffer Tool
- Dissolve Tool
- Object Overlay Tool
- Network Analysis Tool
- Create Closed Polylines Tool

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AutoCAD® Map 3D Complete Guide (cont'd)

Course Outline (cont'd)

Working with Different Types of Data
- Point Cloud Manager
- Creating a 3D Surface from the Point Cloud Data
- Creating a 3D Surface from the Field Survey Data
- Styling a Raster Layer
- Performing Height, Slope, and Aspect Analysis
- Creating a Contour Layer
- Setting the Hillshade Parameters
- Creating a Bulk Copy
- Creating a Shape file from Civil 3D Objects
- Managing the Attributes in a Vector Layer

Editing a Map and Creating a Map Book
- Rubber Sheet Tool
- Boundary Break Tool
- Boundary Trim Tool
- Preparing a Map Layout Sheet
- Publishing to Infrastructure Map Server
- Creating a Map Book Using the Plot Settings

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AutoCAD® MEP Complete Guide

AutoCAD® MEP software helps you draft, design, and document building systems. Create more accurate designs within a familiar AutoCAD-based environment. Increase productivity and reduce errors with automated drafting tasks, manufacturers' parts, and interference detection. Support mechanical, electrical, and plumbing (MEP) systems throughout the building lifecycle with reliable DWG™ files.

AutoCAD® MEP Complete Guide is designed to give you a solid understanding of AutoCAD® MEP features and capabilities - from the basics through to advanced and complex building systems. You will learn to create accurate drafts, designs and documents from within a familiar AutoCAD-based environment. AutoCAD® MEP enables

the support of mechanical, electrical, and plumbing (MEP) systems throughout the building lifecycle. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical "Let Me Try" examples.

To get the most out of this course, we strongly recommend you review every topic .within the course and take advantage of the different tools and activities to help to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the hundreds of real-world, Let Me Try examples.

User's prerequisites

You don't need any previous experience with AutoCAD® MEP to take this course.

Course Outline

Introduction to AutoCAD MEP
- Introduction to AutoCAD MEP
- AutoCAD MEP User Interface
- Getting Started
- Saving Files
- Opening Files
- Finding and Using AutoCAD MEP Help

Getting Started with AutoCAD MEP
- Starting a Project
- Expanded Views on Projects
- Spaces in AutoCAD MEP
- Editing in AutoCAD MEP
- Workspaces and Settings

Working with Architecture Workspace
- Walls and Wall Settings
- Creating Doors and Using Door Settings
- Creating Windows and Window Settings
- Creating Roofs and Using Roof Settings
- Creating Stairs and Using Stair Settings
- Grids, Beams, Columns, and Braces and Editing in a File
- Creating and Editing Primitives

Creating the HVAC System
- Air Handling Equipment
- Creating and Editing Ducts
- Creating and Editing Duct Fittings

Creating and Editing Piping Systems
- Creating Piping Systems
- Laying and Editing Pipes
- Creating and Editing Pipe Fittings

Creating Plumbing System
- Plumbing Fixtures and Equipment
- Plumbing Lines and Fixtures Properties

Creating Electrical System Layout
- Creating and Editing Panels and Devices
- Creating and Editing Wire and Conduits
- Creating and Editing Circuits

Representation and Schedules
- Creating and Editing Views
- Creating and Editing Schedules
- Managing Cell Information

Schematics
- Working with Schematics

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AutoCAD® P&ID Complete Guide

Autodesk AutoCAD® P&ID piping design software empowers users to create, modify and manage piping and instrumentation diagrams. With simple reporting, editing, sharing, and validation of piping and instrumentation design information, projects start more easily and finish sooner.

AutoCAD® **P&ID Complete Guide** is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with AutoCAD® P&ID to take this course.

Course Outline

AutoCAD P&ID User Interface
- AutoCAD P&ID User Interface
- Grips
- Tool Palettes
- Workspaces
- Properties
- The Project Manager
- Opening Drawings
- Data Manager
- Creating New Drawings
- Grouping Project Files
- Renaming and Removing Files & Folders
- Batch Publish
- XREF's and Projects
- Updating Drawings Edited Outside the Project
- Designing a P&ID

Project Configuration
- Creating New Projects - General Settings
- Server Based Databases
- Project DWG Settings
- Project & Drawing Properties
- Auto File Naming

- Status Notes & Work History
- Titleblocks and Fields
- Tagging Formats
- Validating Drawings & the Project
- Drawing Checker
- Annotations Styles
- Configuring Projects for Vault
- Project Maintenance

Working with P&ID Components
- Inserting Equipment
- Nozzles
- Inserting Instruments & Inline Components
- Adding Project Data to a Drawing
- Working with P&ID Components
- Off Page Connectors (OPC)
- Adding Non-Engineering Items
- Tagging Components
- Editing P&ID Components
- P&ID Symbol Settings
- Converting AutoCAD Blocks to P&ID Symbols
- Building P&ID Symbols

Lines
- Understanding P&ID Lines
- Connecting Components, Attachment Points, & End Connections
- Grouping Lines
- Working with Lines
- Tagging Lines
- Annotating Components and Lines
- Line Settings & Behaviours

Managing Data
- Exporting P&ID Drawing to AutoCAD
- Working with the Data Manager
- Data Manager: Objects and Properties
- Data Manager: Placing Annotations
- Data Manager: Importing & Exporting Data
- Reports
- Configuring Reports
- Report Creator

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AutoCAD® Plant 3D Complete Guide

AutoCAD® Plant 3D is designed specifically to create and modify P&ID's (Piping and Instrumentation Diagrams) and 3D plant models. The lectures are structured in a logical work-flow oriented sequence that makes learning the features and capabilities of the software simple and effective.

AutoCAD® Plant 3D Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with AutoCAD® Plant 3D to take this course.

Course Outline

Introduction to AutoCAD Plant 3D
- AutoCAD Plant 3D User Interface
- Workspaces in AutoCAD Plant 3D
- Grips
- Invoking Commands in AutoCAD Plant 3D
- Creating Backup Files
- Opening Projects
- Opening a Project Drawing
- AutoCAD Plant 3D Help

Creating Projects and P&IDs
- Project Manager
- Creating a New Drawing
- Grouping Project Files
- Copying, Renaming, and Removing Files with the Project Manager
- Batch Publish
- Creating New Projects
- Project Properties
- Designing a P&ID
- Validating the Drawing
- Moving Equipment
- Editing Lines
- Grouping Lines & Off Page Connectors
- Editing a P&ID Symbol
- Substituting Components
- Converting AutoCAD Components into a P&ID Symbol

Creating Structures
- Creating a Grid
- Adding Members
- Creating Stairs & Railing
- Ladders
- Creating Plates
- Creating Footings

- Setting the Representation of a Structural Member
- Editing the Structural Members
- Hiding and Displaying Components
- Exchanging Data with other Applications

Creating Equipment
- Creating Equipment
- Adding Heaters, Pumps, Heat Exchangers and other Equipment
- Modifying Equipment
- Converting Solids into Equipment
- Attaching and Detaching Objects to Equipment
- Nozzles

Editing Specifications and Catalogs
- The Spec Editor & Creating a New Spec
- Adding and Editing Parts in the Spec Editor
- Adding Notes & Long Descriptions
- Assigning Operators (Actuators) to Valves
- Working with the Catalog Editor
- Adding a New Part to a Catalog
- Creating Branch Table Legends

Routing Pipes
- Selecting a Spec & Working with the Spec Viewer
- Setting the Route Line
- Routing a Pipe from a Line
- Routing a Pipe Using a P&ID
- Routing a Pipe from Equipment
- Working with the Compass
- Connecting Two Open Ports of Pipes
- Changing the Pipe Size while Routing
- Changing the Orientation Plane & the Elevation while Routing a Pipe
- Editing Pipe Routes with Grips

- Creating a Roll Elbow
- Creating Bends
- Routing Pipe at an Offset
- Routing a Pipe at a Slope
- Creating a Tee Branch & O-let Branches
- Creating a Stub-In Branch
- Placing a Branch at a Specific Location
- Adding a Reinforcing Pad to a Stub-In Branch
- Creating a Weld Connection
- Autodesk Connection Points

Adding Valves, Fittings, and Pipe Supports
- Adding Valve and Fittings
- Adding Valves and Fittings Using a P&ID
- Placing Custom Parts
- Adding a Dummy Leg
- Adding a Hanger and Connecting it to a Structural Member
- Working with Pipe Supports
- Converting Solids to Pipe Supports
- Attaching & Detaching Objects to a Pipe Support
- Insulating a Pipe
- Working with Fittings
- Validating the 3D Model

Creating Isometric Drawings
- Creating a Quick Isometric Drawing
- Creating a Production Isometric Drawing
- Placing Iso Messages and Annotations
- Exporting a Pipe Component File
- Creating an Iso from a Pipe Component File
- Locking a Line Number
- Configuring Isometric Drawing Settings

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AutoCAD® Plant 3D Complete Guide (cont'd)

Course Outline (cont'd)

Creating Orthographic Drawings
- Generating the First View
- Creating the Adjacent View
- Adding Annotations to the Drawing
- Adding Dimensions to the Drawing
- Locating a Component in the 3D Model
- Editing a Drawing View
- Adding Gaps to Pipes
- Configuring Ortho Drawings

Managing Data and Generating Reports
- Data Manager and Viewing Data
- Editing Data Properties in the Data Manager
- Placing Annotations in a P&ID using the Data Manager
- Filtering the Information in the Data Table
- Exporting Data from the Data Manager
- Importing Data to the Data Manager
- Custom Report Projects
- Exporting and Importing the Project Reports
- The Report Creator
- Working with The Report Creator

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Autodesk® 3ds Max® Design Complete Guide

Autodesk® 3ds Max® Design visualization software provides architects, designers, civil engineers, and visualization specialists with 3D modeling, rendering, animation, and compositing tools to help tell the story behind their designs. Featuring NVIDIA® iray® rendering technology to help users get more predictable, photo-realistic results without worrying about rendering settings, and extended support for a wider range of CAD products, 3ds Max Design enables architects and designers to create high-impact visuals and animations more easily than ever before.

3ds Max® Design Complete Guide is designed to give you a solid understanding of 3ds Max Design features and capabilities from the basics through to advanced components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes to practical Let Me Try examples.

To get the most out of this course, we strongly recommend you review every topic within the course, and use all the learning styles to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the hundreds of real-world, Let Me Try examples.

User's prerequisites

You don't need any previous experience with Autodesk® 3ds Max Design to take this course.

Course Outline

Introduction to Autodesk 3ds Max Design
- Understanding the Autodesk 3ds Max Design Interface
- Working with the Interface, Snaps and Additional Tools
- Understanding Controls, Customization and Getting Help

Primitive Objects I
- Creating a Temple
- Creating a Table

Primitive Objects II
- Creating a Hot Air Balloon
- Creating a Shed

Splines I
- Creating 2D Shapes and Modifying Vertices, Segments, and Splines

Splines II
- Creating a Table and Jug
- Creating a Lamp Post

Lofting, Twisting, and Deforming Objects
- Lofting Spline Objects
- Lofting Multiple Objects, Moving and Modifying Shapes
- Lofting and Deforming Shapes

Material Editor: Creating Materials
- Creating Materials, Assigning Materials to Objects

Material Editor: Texture Maps I
- Applying Texture Maps and Bump Maps

Material Editor: Texture Maps II
- Creating and Applying Transparent Materials

Material Editor: Controlling Texture Maps
- Controlling Texture Maps
- Setting the Environment Background

Material Editor: Miscellaneous Materials
- Miscellaneous Materials
- Assigning Miscellaneous Materials

Interior Lighting I
- Creating a Night Interior and Daylight Interior Scene

Interior Lighting II
- Using Photometric Lights and IES Files for Interior Lighting

Animation Basics
- Creating Animation
- Defining Pivot Points, Adjusting the Track Info, Linking Objects

Complex Animation
- Creating Dummy and Snapshot Objects, Animating and Linking Cameras

Rendering
- Rendering Images and Animation

Creating a Walkthrough
- Creating and Modifying a Walkthrough

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Autodesk® BIM 360® Field Complete Guide

Autodesk® BIM 360® Field is construction field-management software that combines mobile technologies with cloud-based collaboration and reporting. BIM 360 Field is a cloud-based service that enables users to turn field data into information that can improve quality, safety, and profitability for construction and capital projects. The Video Tutorial course is comprised of two sections.

Autodesk® **BIM 360**® **Field Complete Guide** is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® BIM 360 Field to take this course.

Course Outline

Getting Started
- Logging In
- Suggestion Box and Selecting a Project

Sync Settings
- Preview and Introduction
- Document Library
- Issues
- Checklists
- Equipment
- Tasks and Sync

Gadgets
- Intro and Bubble Level
- Notebook
- Barcode Scanner

Document Library
- Document Library

Issues
- Introduction and Viewing All Issues
- Viewing Issues by Location
- Creating Issues Manually
- Location Detail and Root Cause
- Issue Templates
- Creating Issue Template Favorites
- Creating Issues Using Push Pins Manually
- Creating Issues with Push Pins Using Issue Templates
- iPad Photos and Screen Captures

Attachments and Markups
- Attachments-Photos
- Library Documents
- Hyperlinks
- Markup Tool Overview
- Adding Freeform, Straight Lines and Arrows
- Adding Outline Shapes and Text
- Measurements
- Modifying or Deleting Markup Using the Select Tool
- Adding Comments to an Issue

Checklists
- Available Templates, Opening a Checklist and Response Type Actions
- Checklist Header Infomation - Best Practices
- Documenting a Conformant Observation
- Documenting a Non-Conformant Observation
- Opening the Same Checklist Template - New and Copy Options
- Closing Checklists

Sync Upload
- Reviewing the Process and Best Practices
- Turning Off Upload Items
- Updating In Progress Items and Final Review for Syncing Information
- End of Day Sync

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Autodesk® BIM 360® Glue Complete Guide

Autodesk® BIM 360® Glue is online BIM collaboration software for coordination and management. It provides anytime, anywhere access to connected project information. Autodesk® BIM 360® Glue accelerates multi-discipline collaboration, reduces coordination review cycles, and improves project efficiency.

This video tutorial course provides workflow-oriented training that takes the learner though all aspects of the software.

Autodesk® **BIM 360**® **Glue Complete Guide** is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® BIM 360® Glue to take this course.

Course Outline

Logging In and Help Functionality
- Logging In
- Help Functionality
- Profile Settings

Profile Settings and Features
- Profile Account Settings
- Administrator Settings
- Exchange Services, Plug-ins and File Formats
- Glue Autodesk Support and Wiki Support

Working with Projects
- Overview of Project Options on the Landing Page
- Selecting a Project with an Overview and Orientation

Creating, Uploading and Interacting with a Merged Model
- How to Create a Merged Model and Upload a Model to Glue
- Interacting with a Merged Model
- The Select, Measurement and Models Tools
- Additional Functions when Interacting with a Model
- Adding Measurements when Interacting with a Model
- Selecting, Hiding and Viewing Model Elements
- Transforming Merged Models for Model Alignment in Glue

The Views Functionality
- Interacting with the Views Functionality within a Model
- Creating Views in a Model or a Merged Model
- How to Add a Section View in a Model
- How to Add Colors to Different Elements and Add a View Using Colors
- Additional Features within the View Functionality

Markups, Activities, Clash Detection and Links
- How to Add and Use the Markup Functionality when Viewing a Model
- Viewing Activites
- Viewing and Running Clash Reports when Viewing a Merged Model
- Viewing and Interacting with Clash Report Results
- Viewing and Opening Attachments Linked to Elements in a Model

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Autodesk® Infraworks® Complete Guide

Autodesk Infraworks empowers civil engineers and planners to deliver projects with increased efficiency by managing larger-scale infrastructure models created from existing data sources, engineering in context from the project outset, and generating proposals at the appropriate level of detail.

Autodesk® Infraworks Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® Infraworks to take this course.

Course Outline

The InfraWorks Environment
- The Infraworks User Interface
- The Ribbon and its Features
- Quick Access Tool Bar
- Data Sources Panel
- Options Overview
- Getting Help

Navigation
- Using the View Cube
- Using the Navigation Bar Tools
- Using the Mouse to Navigate
- Bookmarks
- View Commands

Coordinate Systems
- Model Coordinate Systems Overview
- External Selection

Working with Styles
- Materials
- Material Groups

- Road Styles
- Coverage Styles
- Pipe and Connector Styles
- Building Styles

Sourcing Existing Conditions
- Sourcing Existing Conditions Overview
- Terrain Data
- Imagery
- GIS Vector Data
- Point Clouds
- Utilities and Pipes
- Roads
- City Furniture

Creating a New Design
- Creating a Proposal
- Creating Roads
- Creating Buildings
- Creating Rail

Presenting Your Design
- Visual Effects
- Snapshots
- Storyboards
- Scenarios

Analyzing Your Design
- Line of Sight
- Shadow Casting
- Terrain Themes
- Point Cloud Themes

Sharing Your Design
- Autodesk 360
- Online Models
- Design Feed
- Scenarios
- Moving to Civil 3D
- Visualize Civil 3D

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Autodesk® Inventor® Complete Guide

Autodesk® Inventor® software gives you the ability to create and explore a complete product before it is built. Inventor software makes it easy to realize the benefits of Digital Prototyping by integrating 2D AutoCAD® drawings and 3D data into a single digital model. This single digital model creates a virtual representation of the final product that helps companies to better design, visualize, and simulate their product with less reliance on costly physical prototypes - helping to improve time to market, and increase competitive advantage.

Autodesk® Inventor Complete Guide is designed to give you a solid understanding of Inventor features and capabilities from the basics through to advanced components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes to practical "Let Me Try" examples.

To get the most out of this course, we strongly recommend you review every topic within the course, and use all the learning styles to ensure you retain the important information within. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the hundreds of real-world, Let Me Try examples.

User's prerequisites

You don't need any previous experience with Autodesk® Inventor® to take this course.

Course Outline

Connecting to the Interface
- Exploring the Graphical User Interface
- Setting Application Options
- Using Visualization Tools
- Working with Project Files

Introducing Parametric Sketching
- Exploring the Essential Elements of a 2D Sketch
- Using Dimensional Sketch Constraints
- Defining and Placing Sketches

Introducing Part Modeling
- Creating 3D Geometry: The Parametric Solid Model
- Defining Axial Features, Building Complex Shapes
- Including Placed Features
- The Hole Feature

Creating 2D Drawings from 3D Data
- Drawing Views of a Part
- Editing Views
- Adding Detail to Drawing Views
- Dimensioning

Introducing Assembly Modeling
- Creating an Assembly, Understanding Grounded Components, Applying Assembly Constraints
- Working with the Content Center, Bolted Connection Generator, The Assemble Tool

Exploring Part Modeling
- Modeling Using Primitives
- Understanding Work Features
- Sketched Feature Termination Options

Advanced Part Modeling Features
- Creating 3D Sketches
- Building a Hole Pattern
- Exploring Advanced Efficiency Features

Creating Advanced Drawings and Annotations
- Creating Advanced Drawing Views
- Using Advanced Drawing Annotation Tools

Advanced Assembly and Engineering Tools
- Controlling the Assembly Environment
- Using Design Accelerators
- Working with Additional Assembly Tools

Creating Sculpted and Multibody Parts
- Developing Specialized Features for Plastic Components
- Creating an Assembly Using a Multibody Solid

Working with Sheet Metal Parts
- Defining Sheet Metal Material Styles
- Building Sheet Metal Components
- Preparing the Part for Manufacture
- Documenting Sheet Metal Parts

Building with the Frame Generator
- Creating Metal Frames
- Editing Metal Frames, Controlling Frame Documentation

The Weldment Environment
- Working in a Weldment Environment
- Adding Machined Features, Documenting Welds and Weldments

Customizing Styles and Templates
- Working with Styles
- Defining a Title Block, Saving a New Template

Working with Non–Autodesk Inventor Data
- Exploring the Data Formats for Inventor Import and Export
- Exchanging 3D Data
- Creating Content for Building Information Modeling (BIM)

Automating the Design Process and Table-Driven Design
- Building a Table-Driven Product
- Expanding the Control Options

Creating Images and Animation your Design Data
- Developing an Exploded Vew
- Creating Renderings and Animations, Building Options to Refine Scenes
- Making a Movie of the Assembly

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Autodesk® Navisworks® Complete Guide

Autodesk® Navisworks® project review software products help architecture, engineering, and construction professionals understand and gain control over project outcomes. Navisworks® is used to integrate, share, and review models and multi-format data with all project stakeholders.

A comprehensive set of integration, analysis, and communication tools helps to better coordinate disciplines, resolve conflicts, and plan projects before construction or renovation begins. Navisworks® supports Building Information Modeling for building and infrastructure, as well as 3D model-based design for process and power plants.

Autodesk® Navisworks® Complete Guide is designed to give you a solid understanding of Naviswork® features and capabilities from the basics through to advanced components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes to practical Let Me Try examples.

User's prerequisites

You don't need any previous experience with Autodesk® Navisworks® to take this course.

Course Outline

Introduction to Autodesk Navisworks
- The Autodesk Navisworks User Interface
- Configuring Settings
- Managing Files
- Setting Units

Exploring the Navigation Tools in Navisworks
- Using the Head-Up Display and Navigation Tools
- Cameras and Reference Views

Selecting, Controlling, and Reviewing Objects
- Selection Tools
- Selection Sets
- Measuring and Redlining
- Controlling the Visibility of Objects, Using the Gizmo, Managing Links
- The Appearance Profiler Window

Viewpoints, Sections, and Animations
- Working with Viewpoints
- Section Views, Animating Viewpoints

TimeLiner and Quantification
- Working with Timeliner
- Quantification

Working with Animator and Scripter
- Working with Animator
- Working with Scripter

Working with Presenter
- Working with Presenter
- Adding Lights, RPC's, Effects and Rendering

Clash Detection
- Working with Clash Detective

Autodesk Rendering
- Understanding the Autodesk Rendering Window
- Mapping, Lighting, Environments and Rendering Using Autodesk Graphics

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Autodesk® Navisworks® Freedom Complete Guide

With Autodesk® Navisworks® Freedom, you can view all simulations and output saved in NWD and 3D DWF formats. Autodesk Navisworks Freedom offers design professionals a means of communication by creating compressed, secure, and stream-able project review files. Effective collaboration is achieved through easier communication of design intent, collaborative reviews of stakeholder contributions, and sharing of all results.

This video tutorial course covers all aspects of the use of this powerful free software.

Autodesk® Navisworks® Freedom Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® Navisworks® Freedom to take this course.

Course Outline

The Navisworks Freedom UI
- The User Interface
- Basic Navigation Tools
- Scene Views (Using Viewpoints)
- Orientation in a 3D Workspace
- Splitting Views
- Steering Wheel
- The Camera in Naviswork Freedom
- Heads Up Display (HUD)
- Reference Views
- Hold and Focus
- Opening Files
- Project Browser
- Printing Files
- Using the Help
- Explore Your Model

Grid and Level Overview
- Control the Realism of your Navigation: Gravity, Crouching, & Collision
- Third Person View
- Navigation Options
- Background Effect
- Display of Primitives
- Render Quality
- Viewpoints
- Section Planes
- Section Box
- Lighting
- Review Your Model

Selecting Objects
- Finding Objects
- Selecting Similar Objects
- Object Properties
- Reset Object Attributes
- Measure Tools
- Locking & Zooming While Measuring
- Quick Properties
- Comments and Annotations
- Links
- Transform
- Using the TimeLiner

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Autodesk® Quantity Takeoff Complete Guide

Autodesk® Quantity Takeoff is cost estimating software which helps to make the process of material costing faster and more accurate. Users can create comprehensive and synchronized project views that combine information from BIM tools - such as Revit -with images, geometry and data from other tools. Automatically or manually measure areas and count building components, export to Microsoft Excel, and publish to DWF format.

Autodesk® Quantity Takeoff Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® Quantity Takeoff to take this course.

Course Outline

Getting Started with Quantity Takeoff (QTO)
- Introduction
- Setting up a New Project
- Accepted Files Types

QTO Interface Part 1
- Tool Palettes
- Pulldowns
- Exploration of Preferences
- Toolbars

QTO Interface Part 2
- Basic Navigation
- QTO Canvas

Understanding 2D Takeoff
- Setting Drawing Scale
- Creating Items and Groups
- Item Types
- Snap to Point
- Documents and Legends

Completing a 2D Takeoff
- Creating a Basic Catalog
- Linear Takeoff
- Single Segment vs. Multi Segement Takeoff
- Area Takeoff
- Count Takeoff
- Backout Takeoff
- Markup and Stamp Tools

Takeoff Palette Explored
- Renaming and Moving Items
- Takeoff Palette Display Control

Understanding the Workbook
- Introduction to the Workbook
- Level and Project Display
- Additional Fields

Reporting and Exporting
- Creating Reports
- Exporting to Excel
- Exporting Workbook to Excel

Exporting 3D to DWF
- Exporting DWF's from Revit – One Little Check Box
- Exporting from AutoCAD Based Products

Basic 3D Model Takeoff
- New 3D Project Setup
- 3D Model Takeoff
- Search Takeoff
- Modeled Item Properties

Using the Model Tab
- Hiding and Un-hiding Items from the Model Tab
- Changing Display and 3D Navigation
- Item Takeoff from Model Tab

2D/3D Takeoff Workflow
- 2D and 3D DWF from Revit
- Locating items in 2D Views
- 2D Takeoff Workflows

Catalogs
- Completed Catalog Example
- Catalog Development - Items, Groups and WBS
- Creating Assemblies and Formulas
- Rounding Formulas

Cost Data within QTO
- Working with Quantity 1 and Quantity 2
- Time, Materials and Labor

Item Assignment
- Drag and Drop to Catalog
- Assign to Item in Catalog
- Unassign and Assimilate Item
- Updating with New Model Information

Bookmarks in QTO
- Using Bookmarks
- Creating New Bookmarks
- Bookmarks in QTO

Advanced QTO
- DWF Compare Tool
- QTO Tip Shortcut Keys
- QTO Tip Reset Window Layout

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Autodesk® Revit® Architecture Complete Guide

Built for Building Information Modeling (BIM), Autodesk® Revit® Architecture software helps you capture and analyze your most innovative design concepts and maintain your vision through documentation. The information-rich models that the software provides support decision making for sustainable design, clash detection, construction planning, and fabrication, while helping you work collaboratively with engineers, contractors, and owners. All design changes along the way are automatically updated throughout your evolving design and documentation, making for more coordinated processes and reliable documentation.

Autodesk® Revit® Architecture Complete Guide is designed to give you a solid understanding of Revit® Architecture features and capabilities from the basics through to advanced components. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes to practical "Let Me Try" examples.

User's prerequisites

You don't need any previous experience with Autodesk® Revit® Architecture to take this course.

Course Outline

Introducing Revit and the User Interface
- !Understanding the Revit Interface
- Understanding the Interface Workflow
- !Using Common Modifying Tools

Walls and Curtain Walls
- Understanding Wall Types and Parameters
- Creating Numerous Wall Configurations
- Modifying Walls
- Creating Curtain Walls
- !Modifying Curtain Walls

Floors, Roofs, and Ceilings
- Creating Floors
- Laying Out Roofs
- Adding Ceilings

Stairs, Ramps, and Railings
- Creating Stair Configurations
- Designing Ramps
- Building Railings for Level and Sloped Conditions

Adding Families
- Understanding the Model Hierarchy
- Working with System Families
- Working with Component Families

Modifying Families
- Editing View Display and Detail Level
- Changing the Family Category
- Modifying Family Geometry
- Schematic Design
- Working from a Sketch
- Modeling In-Place Masses
- Creating and Scheduling Mass Floors

Rooms and Color Fill Plans
- Defining Color-Fill Room Plans
- Generating Color-Fill Room Plans

Materials, Rendering, and Visualization
- Using Materials
- Using Graphic Display Options and Rendering

Worksharing
- Enabling Worksharing
- Worksharing Workflow
- Creating New Elements and Worksharing Display Modes
- Worksharing Best Practices

Details and Annotations
- Creating Details
- Working with Details
- Annotating Your Details
- Using Legends

Creating Drawing Sets
- Understanding Schedules
- Creating Schedules
- Placing Views on Sheets
- Printing Documents

Workflow and Site Modeling
- Understanding a BIM Workflow
- BIM Project Roles
- Modeling a Site
- Performing Quality Control on your Model

Tips, Tricks, and Troubleshooting
- Repeating Objects
- Optimizing Performance
- Utilizing Best Practices
- Using Tips and Shortcuts
- Finding Additional Resources

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Autodesk® Revit® MEP Complete Guide

Autodesk® Revit® MEP software is the building information modeling (BIM) solution for mechanical, electrical, and plumbing (MEP) engineers, providing purpose-built tools for building systems design and analysis. With Revit® MEP, engineers can make better decisions earlier in the design process because they can accurately visualize building systems before they are built.

Autodesk® Revit® MEP Complete Guide is designed specifically for the Building Services Engineer, covering mechanical, electrical and plumbing services from a design and drafting perspective. With unprecedented levels of communication potential and an easy workflow for handling client revisions and design development, Autodesk® Revit® MEP provides a platform for well-managed and coordinated deliverables from concept through to fabrication. You will be guided around the software interface and core toolset before being taken through a series of Let Me Try tasks which not only provide an insight into the Autodesk® Revit® MEP approach, but also explain best practice protocols and practical techniques along the way.

User's prerequisites

You don't need any previous experience with Autodesk® Revit® MEP to take this course.

Course Outline

Introduction to Autodesk Revit MEP
- Introducing the Autodesk Revit MEP User Interface
- Understanding the Interface, Getting Help

Getting Started with an MEP Project
- Starting a New Project in Revit MEP
- Linking Revit Models and Sharing Coordinates
- The Snaps Tool, The Options Dialog Box

Creating Datums, Project Views, and Building Envelopes
- Working with Levels
- Working with Grids
- Understanding Wall Types
- Working with Walls, Floors and Ceilings, Adding Rooms

Spacing, Zones, and Cooling and Heating Load Analysis
- Creating Spaces
- Color Schemes, Working with Zones

Creating a Mechanical System
- Understanding HVAC Systems
- Generating HVAC System Layouts

Creating an Electrical System
- Understanding Electrical Systems
- Adding Power and System Devices

Creating a Plumbing System
- Understanding Plumbing Systems
- Working with Plumbing Systems

Creating Fire a Protection System
- Understanding Fire Protection Systems
- Designing the Fire Protection System

Creating Construction Documents
- Dimensioning
- Modifying Dimensions, Tags
- Creating Detail Views, Adding Sheets

Creating Families and Worksharing
- Understanding Massing Concepts
- Editing a Massing Geometry
- Creating Masses in the Conceptual Design Environment
- Worksharing Concepts

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Autodesk® Revit® Structure Complete Guide

Part of the world-leading Revit platform, **Revit® Structure Complete Guide** is designed specifically for Structural Engineers and Technicians, where the advantages of BIM are combined with unprecedented levels of multi-discipline communication potential and an easy workflow for handling client revisions and design development. Import / export links to all the large structural analysis tools as well as links to detailing and manufacturing ensure that Revit provides a platform for well-managed and coordinated deliverables from concept through to fabrication.

In a curriculum which is consistent across the disciplines, users are guided around the software interface and core tool-set before being taken through a series of Let Me Try exercises which not only provide an insight into the Revit approach, but also explain best practice protocols and practical techniques along the way.

User's prerequisites

You don't need any previous experience with Autodesk® Revit® Structure to take this course.

Course Outline

Introduction to Autodesk Revit Structure
- Basic Concepts and Principles
- The Revit Structure User Interface
- Building Information Modeling and Revit Structure, Getting Help

Getting Started with a Structural Project
- Starting a New Structural Project
- Snaps Tool, Opening, Saving and Closing a Project
- Options Dialog Box

Setting up a Structural Project
- Creating Project Templates
- Using Levels
- Using Grids
- Working with Reference Planes

Structural Columns and Walls
- Structural Columns
- Structural Walls

Foundations, Beams, Floors, and Open Web Joists
- Understanding Foundations
- Adding Foundations
- Structural Floors
- Beams and Open Web Joists

Editing Tools
- Creating Selection Sets
- Moving and Copying
- Rotating, Mirroring and Arraying
- Additional Editing Tools, Creating Groups

Documenting Models and Creating Families
- Dimensioning
- Adding Text and Tags
- Creating Families

Standard Views, Details, and Schedules
- Standard Views
- Callout Views
- Drafting Details
- Graphical Column Schedules

3D Views, Sheets, Analysis, Reinforcements, and Massing
- 3D Views, Generating Shadows and Solar Studies
- Working with Sheets
- Understanding the Analytical Model
- Working with Analytical Models
- Adding Reinforcements, Linking Building Models
- Introducing Massing
- Editing Massing Geometry
- Creating Building Elements from Massing Geometry

Linking Revit Models with Robot Structural Analysis
- Linking Revit Models with Robot Structural Analysis

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Autodesk® Showcase Complete Guide

Autodesk® Showcase 3D Visualization and Presentation software provides tools and features to create realistic renderings, which in most cases occurs real-time. Explore different designs by presenting your models in different positions, views, and with different colours, materials, and textures. As Showcase has no model creation tools of its own you can import models from a wide range of 3D modeling systems and from neutral file formats.

Autodesk® Showcase Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® Showcase to take this course.

Course Outline

Introduction to Autodesk Showcase
- Autodesk Showcase Workflow Overview
- The Showcase User Interface
- View Manipulation
- Steering Wheel
- Keyboard Navigation Shortcuts
- Keyboard Shortcuts
- Visual Styles
- Hardware Performance Options
- Ray Tracing
- Adjusting Camera Properties
- Data Preparation
- Importing Models
- Exporting Models

Working with Your Models
- Selection
- The Organizer
- Geometry Transformation
- Geometry Transformation by Exact Values
- Duplicate, Mirror, and Deleting Objects
- Turntable

Scenes and the Environment
- Shots
- Light Environments & Setting the Scene
- Environmental Lighting
- Creating Accent Lights
- Modifying Accent Lights
- Shadows

Materials
- Apply Materials
- Editing Existing Materials
- Decals

Presenting Your Scene
- Alternatives
- Cross-Sections
- Behaviors
- Keyframe Behaviors
- Triggers
- Storyboards
- Editing Storyboards
- Presentation Mode
- Publish Your Scene

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Autodesk® Vault Complete Guide

Autodesk® Vault is data management software that helps organize, manage, and track data creation, simulation, and documentation. Vault provides more control over design data with revision management capabilities and the ability to quickly find and reuse design data, for easier management of your design and engineering information.

The video tutorial course is a comprehensive guide, which covers all 3 Vault types: Vault Basic, Vault Workgroup, and Vault Professional.

AutoCAD® Vault Complete Guide is specifically aimed at experienced software users looking for advanced skills instruction and introductions to more specialized software. Our on-screen instructors walk you through the processes step by step, allowing you to follow along hands-on if you wish; quickly and easily picking up the new skills you need.

User's prerequisites

You don't need any previous experience with Autodesk® Vault to take this course.

Course Outline

Autodesk Vault Explorer
- What is Autodesk Vault?
- Logging In and Exploring the UI
- Data Organization, Viewing Files & Folder Navigation
- Customizing the View, Filtering, Grouping
- Basic Searching
- Vault Library Folders
- Getting, Checking In-and-Out Data, Understanding the Local Working Folder
- Adding Non-CAD Files to Vault
- Undo Check Out
- Learning the Status Icons

Working with MS Office
- Working with the Microsoft Office Vault Menu
- Microsoft Office Documents and Vault Properties

Working with AutoCAD
- AutoCAD Setup, Folder Structure, Checking-in and Out Files
- Dealing with Xrefs, Images, and Other Attachments
- Other AutoCAD Vault Tools
- Working with Sheet Sets

Working with Inventor
- Project Files, Mapping Folders and Configuring Vault with Inventor
- Content Center and Vault
- Using the Ribbon
- Inventor Vault Browser
- Understanding the Inventor - Vault Process
- Inventor iProperties and Vault
- Placing Files from Vault
- Ensuring You Have the Right Data
- Vault Browser Filters

Other Applications
- Vault Integrations
- Vault and Navisworks

Searching Vault and Customizing the UI
- Customizing the User Interface
- Customizing the View
- Shortcuts, Advanced Find and Saving Searches

Working with Files
- Editing Properties
- Deleting, Renaming and Moving Files
- Copy Design
- Replacing Files
- Understanding Versions
- Understanding Visualization Files
- Attachments

Tools
- Autoloader
- Workspace Sync
- Plotting
- Batch Plotting
- Pack and Go

Administration
- Microsoft SQL (Looking at the Differences between Free and Pay)
- Introduction to the ADMS
- Vault & the Inventor Content Center Libraries
- Backup and Restore
- Administration Tools & Viewing the Logs
- Creating, Adding, Detaching, and Deleting Vaults
- Moving the File Store & the Database

- Vault Maintenance (Defrag, Purge, Reindex)
- SQL Maintanance Plans
- Indexing AutoCAD Blocks & Full Content Searches
- Users, Groups and Permissions
- Vault Client Admin (Administration Settings)
- Property Administration

Behaviors (Files)
- Using Lifecycles
- Lifecycles with Inventor
- Folders and Lifecycles
- Revising Files
- Applying Categories
- Using States
- Data Cards
- Using Custom Numbering Schemes

Behavior Admin
- Configuring Lifecycles
- Configuring Revision Schemes
- Configuring Categories
- Configuring Data Cards
- Creating Custom Numbering Schemes

Reports
- Generating Reports
- Inventor Data Mapping
- Customizing Reports

Civil 3D and Vault
- Civil 3D and Vault

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Autodesk® Vault Complete Guide (cont'd)

Course Outline (cont'd)

Job Server & Other Administration
- Using and Configuring the Job Processor
- Incremental Backup
- Folder Permissions

Working with Revit
- Revit Configuration
- Revit Indexing Service
- Revit and Vault

Custom Objects
- Setting Up Custom Objects
- Custom Objects

Working with Items
- The Item Master
- Item Master Views
- Editing Items
- Item Numbering Schemes
- Creating Items
- Searching the Item Master
- Item Properties
- Assigning Files to Items
- Assigning Files to Existing Items
- Item Bill of Materials

- Exporting Items
- Importing Items
- CAD Integration with Item Bill Of Materials
- Item Visualization

Item Behaviors
- Item State Changes
- Item Category Administration
- Item Lifecycle Administration
- Applying Item Revisions
- Rolling Back an Item Lifecycle Change

Working with Other Systems
- Vault and Autodesk PLM 360
- Vault and Microsoft Sharepoint
- Vault and Autodesk Buzzsaw

Change Orders
- Change Order Overview
- Change Order Admistration
- Creating Change Orders
- Working with Change Orders
- Approving Change Orders

Job Server & Other Administration
- Configuring Email
- Vault Replication

Vault Web Client
- Using the Web Client
- Configuring the Web Client
- Subscription Release: Using the Web Client
- Subscription Release: Configuring the Web Client

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Microsoft® Access Complete Guide

Microsoft® Access 2013 Complete Guide provides training on all the essential functions of Access 2013. This course covers introductory through advanced topics. The first five lessons introduce students to the concept of a database and the four database objects: tables, forms, queries, and reports. Students design a database, use forms, build queries and create reports. The next seven lessons cover advanced topics related to the four objects, maintaining a database, and integrating Access with Word, Excel and Outlook In Unit 3, students are introduced to complex forms, calculated controls, complex reports, sub-reports, database customization, splitting databases, customizing the user interface, and more.

The Microsoft® Office Complete Guide series has been designed from the ground up for Global eTraining's world-leading, online, on-demand GeT Interactive eTraining platform. With text from internationally recognized content matter experts, professional narration, video demonstrations by leading instructors, and Let Me Try exercises for users to get practical experience with the software, using downloadable datasets aligned with the presentation content.

User's prerequisites

You don't need any previous experience with Microsoft® Access to take this course.

Course Outline

Exploring Access 2013
- Open a Table, Add a Record, and Edit a Record
- Add a Record Using an Existing Form
- Delete a Record Using a Form
- Open an Existing Simple Query
- View an Existing Database Report

Designing a Database and Creating Tables
- Collect Information for a New Database
- Separate Data into Tables and Assign Key Fields
- Assign Key Types to Key Fields
- Define Data Types
- Create a New Table in Datasheet View
- Create a New Table in Design View
- Sort Records in a Table
- Sort Records Using Multiple Fields
- Filter Records by Selection
- Filter Records by Form
- Update Records Using Find and Replace

Working with Forms
- Display Form Views
- Examine Form Elements
- Create a Simple Form
- Create a Form Using the Form Wizard
- Create a Form Using Form Design
- Delete Labels and Edit Label Text
- Arrange, Size, Group, and Anchor Form Controls

- Apply a Theme to a Form
- Use the Property Sheet to Format a Form Control
- Apply Formatting to Controls
- Display and Format a Form Header
- Add Unbound Controls to Forms
- Set Form Properties
- Set Tab Order
- Create a Multiple Items Form
- Create a Split Form
- Print Form Information
- Use Help in Access 2013

Querying a Database
- Create a Select Query Using the Query Wizard
- Create a Query Using Query Design
- Create a Multi-Table Query
- Add Criteria and Run a Query
- Use Wildcards and Multiple Criteria in Queries
- Use Date Criteria in Queries
- Set a Query Sort Order and Limit Records
- Create and Format a Calculated Field
- Use Functions in Queries
- Create a Crosstab Query
- Find Unmatched and Duplicate Records

Using Reports to Display Information
- Create a Quick Report
- Display Report Views
- Create a Report Using the Report Wizard
- Add, Delete, and Edit Controls on a Report
- Add a Logo to the Page Header
- Add a Report Title/Subtitle and Format Text
- Size, Align, and Format Report Controls
- Apply Themes to a Report
- Display the Group and Sort Pane
- Add a Date Field to Page Header Section
- Add Page Break Controls to a Report
- Set Print Options

Refining Table Design
- Create and Modify Relationships
- Edit Relationships and Set Options
- Create a Relationship Report and View Dependencies
- Modify the Table Structure
- Format a Table Datasheet Layout
- Enhance a Datasheet
- Set Field Sizes, Captions, and Default Values
- Set Additional Properties
- Set Input Mask Properties
- Set Validation Rules
- Set a Lookup Field Using a Wizard
- Create Lookup Fields for Selecting Multiple Values

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Microsoft® Access Complete Guide (cont'd)

Course Outline (cont'd)

Customizing Input Forms
- Create a Form Containing a Subform
- Format the Form and Subform
- Add Totals to a Form
- Add Calculated Controls to a Subform
- Total a Calculated Subform Field on a Form
- Add the Current Date to a Form
- Disable and Lock Form Fields
- Create Control ScreenTips
- Create a Pop-Up Form

Creating Complex Queries
- Create a Select Query
- Add Calculations to a Select Query
- Add Total Row to the Query Datasheet
- Create a Report Using a Query
- Create and Run a Parameter Query
- Create a Make Table Query
- Create an Append Action Query
- Create an Update Query
- Create a Delete Query

Customizing Reports
- Import a Report and Edit the Record Source
- Add a Subreport to a Report
- Create a New Report Using a Subreport
- Number Items in a Report and Subreport
- Create a Calculated Control
- Set the Report Layout and Grow/Shrink Properties
- Add Logo, Title, Date, and Page Break Controls
- Analyze Report Performance

Customizing the Database Interface and Startup Options
- Display and Explore Access Options
- Set Personal Information
- Customize the Navigation Pane
- Set Database Properties
- Set Current Database Options
- Split a Database
- Split a Database
- Create a Navigation Form
- Add Command Buttons to a Switchboard
- Set a Startup Form
- Set a Startup Form

Importing and Exporting Data Using Word, Excel, and HTML
- Save an Access 2013 Database in Access 2003 Format
- Create an Attachment Field and Attach a File
- Copy Data from Access to Word
- Send Access Data to Word
- Merge Access Data with Word
- Import Excel Data into Access
- Link an Excel Spreadsheet to an Access Database
- Use the Linked Table Manager
- Export Access Data to Excel
- Export a Table in HTML Format
- Import an HTML File as a Database Object
- Add a Hyperlink to a Database Form

Maintaining a Database
- Add Command Buttons to a Form
- Create a New Macro
- Create a Macro to Display Adaptable Reports
- Rename, Delete, and Save an Object as a New Object
- Back Up a Database
- Analyze and Document a Database
- Compact and Repair a Database
- Open a Database for Exclusive Use
- Set a Database Password

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Volume discounts starting at just 5 users. Contact getstarted@globaletraining.ca for more information.

Microsoft® Excel Complete Guide

Microsoft® Excel 2013 Complete Guide provides extensive, thorough training of Excel 2013. This course covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Excel 2013. Topics introduced in Unit 1 include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. Unit 2 covers such topics as large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. In Unit 3, students are introduced to PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more.

The Microsoft® Office Complete Guide series has been designed from the ground up for Global eTraining's world-leading, online, on-demand GeT Interactive eTraining platform. With text from internationally recognized content matter experts, professional narration, video demonstrations by leading instructors, and Let Me Try exercises for users to get practical experience with the software, using downloadable datasets aligned with the presentation content.

User's prerequisites

You don't need any previous experience with Microsoft® Excel to take this course.

Course Outline

Exploring Excel 2013
- Start Excel
- Navigate and Explore the Excel Window
- Enter Text
- Enter Numbers
- Save the Workbook
- Close the Workbook and Start a New Workbook

Editing Worksheets
- Open the Workbook
- Edit Entries
- Make Selections
- Move and Copy Selections
- Undo Actions
- Clear Cell Contents and Formatting
- Use AutoComplete and AutoFill
- Use the Auto Fill Options Button
- Use AutoCorrect

Changing the Appearance of Worksheets
- Change Views and Use the Zoom Control
- Preview and Print a Worksheet
- Edit Workbook Properties
- Modify Workbook Sheet Order
- Modify Workbook Sheet Tabs
- Change Column Width and Row Height
- Add and Remove Rows, Columns, and Cells
- Hide and Unhide Columns and Rows
- Rotate Text and Change Its Vertical Alignment

Working with Formulas and Functions
- Use AutoSum and Status Bar Functions
- Use the Keyboard to Create Formulas
- Create Formulas Using Cell References
- Modify and Copy Formulas
- Display Formulas in a Worksheet
- Use Formula AutoComplete
- Use Insert Function
- Use the IF Function

Formatting Cell Contents, Basic Skills
- Format Cells with the Ribbon and Mini Toolbar
- Work with Alignment and Indent
- Control Text in Cells
- Format Numbers
- Format with the Format Cells Dialog Box
- Find and Replace Entries

Charting Worksheet Data
- Create a Chart
- Size and Move an Embedded Chart
- Create a Line Chart
- Modify a Chart
- Apply a Layout and a Style to a Chart
- Add a Trendline
- Create Sparklines
- Preview and Print a Chart

Formatting Cell Contents, Advanced Skills
- Change Formatting
- Use Themes in a Workbook
- Use the TODAY Function and Format a Date
- Modify a Date Format
- Apply Conditional Formatting
- Create and Use Defined Names

Managing Multiple-Sheet Workbooks
- Sort Worksheet Columns
- Freeze and Split Worksheets
- Arrange Multiple Worksheet Windows
- Use Orientation, Margin, and Sizing Options
- Set the Header and Footer
- Apply a Watermark and Background to Sheets
- Set Sheet Options
- Work with Page Breaks
- Select Multiple Sheets
- Create a Linking Formula
- Create a 3-D Cell Reference
- Create a Copy of a Worksheet
- Use the Format Painter to Copy Formats
- Use Paste Options and Paste Special
- Preview and Print Selected Sheets

Microsoft® Excel Complete Guide (cont'd)

Course Outline (cont'd)

Applying Advanced Functions and Data Analysis
- Use Logical Functions
- Use Functions to Format Text
- Modify Text Using Flash Fill and CONCATENATE
- Use the PMT and FV Functions
- Use Goal Seek
- Use Solver
- Use the Scenario Manager

Creating Tables and Outlines
- Create a Table
- Create Totals and Format a Table
- Add and Delete Table Rows and Columns
- Create a Calculated Column
- View Structured References
- Sort a Table
- Filter a Table
- Use the SUBTOTAL Function
- Adjust Worksheet Data with Quick Analysis
- Outline a Worksheet Automatically
- Outline a Worksheet Manually
- Display Subtotals

Utilizing Graphics and Templates
- Insert a Picture
- Insert a Screenshot
- Insert Clip Art
- Move, Rotate, and Size Images
- Scale and Crop an Image
- Adjust Images and Apply Special Effects
- Insert and Edit Shapes
- Insert SmartArt and WordArt
- Create a New Workbook from an Excel Template
- Create a New Template
- Modify the Template

Using LOOKUP Functions, Pivottables and Macros
- Use VLOOKUP
- Create PivotTables
- Format a PivotTable
- Change PivotTable Fields
- Filter a PivotTable with Slicers
- Change PivotTable Calculations
- Create a PivotChart
- Verify Macro Security
- Record a Macro
- Run an Unassigned Macro
- Assign a Macro to a Shortcut Key
- Assign Macros to Shapes

Using Advanced Formatting and Analysis Tools
- Group Worksheets
- Consolidate Data
- Set Up Data Validation
- Use a Drop-Down List
- Circle Invalid Data
- Filter Unique Records and Remove Duplicates
- Trace and Clear Precedent Arrows
- Trace Dependents
- Check Errors in Formulas
- Evaluate a Formula
- Create a Two-Variable Data Table

Collaborating in Excel
- Create and Rename a Project Folder
- Move and Copy Files to a Folder
- Review Comments
- Insert and Add to Comments
- Print Comments
- Create Hyperlinks
- Protect a Workbook
- Protect a Worksheet
- Unlock Cells in a Worksheet

- Create a Digital Certificate
- Apply a Digital Signature
- Remove a Digital Signature

Sharing Workbooks
- Inspect and Mark a Workbook as Final
- Track Changes to a Workbook
- Review the Changes
- Merge Two Workbooks
- Send a Workbook via Email
- Import Data from a Web Page
- Create a Microsoft Account
- Add a File on SkyDrive
- Save a File in Excel to SkyDrive
- Edit a Workbook Using the Excel Web App
- Create a SkyDrive Folder
- Move Files
- Share a Folder Using Permissions

Integrating Excel with Other Programs
- Save a Workbook for an Earlier Excel Version
- Check Excel Version Compatibility
- Convert Excel Data to Text
- Publish Excel Data as a PDF Document
- Mail Merge Excel Table Data in Word
- Import Worksheet Data into Access
- Link a Chart in PowerPoint
- Import Data Between Documents
- Import Data from a Text File
- Convert Text to Columns
- Save a Worksheet as a Single File Web Page

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Microsoft® Outlook Complete Guide

Microsoft® **Outlook 2013 Level 1** uses a step-by-step, hands-on, skills-based approach to ensure student success. Compelling case studies demonstrate the relevance of the subject matter in practical situations. Topics include: The Ribbon interface; navigating in Outlook, setting email options, sending messages, attaching files, responding to messages, creating contacts, distribution lists, and creating notes, tasks and journal entries, and archive folders. Other topics included are Calendar sharing, snapshots, meeting cancellations, To Do Bar, calendar overlays, and meeting update controls.

The Microsoft® Office Complete Guide series has been designed from the ground up for Global eTraining's world-leading, online, on-demand GeT Interactive eTraining platform. With text from internationally recognized content matter experts, professional narration, video demonstrations by leading instructors, and Let Me Try exercises for users to get practical experience with the software, using downloadable datasets aligned with the presentation content.

User's prerequisites

You don't need any previous experience with Microsoft® Outlook to take this course.

Course Outline

Getting Started with Outlook 2013
- Introducing Outlook 2013
- Navigating the Outlook Window
- Accessing Help

Working with Email
- Getting Started with Outlook Email
- Sending Messages
- Handling Incoming Messages
- Organizing Messages

Working with People
- Managing People in Outlook
- Working with Contacts
- Working with Contact Groups
- Staying Connected with People

Working with the Calendar
- Exploring the Calendar
- Sharing and Publishing Calendars
- Printing Calendars
- Working with Appointments and Meetings

Working with Notes, Tasks, and Integration
- Working with Notes
- Working with Tasks
- Working with the Folder List and Categories
- Integrating with Word and Mobile Devices

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Microsoft® PowerPoint Complete Guide

Microsoft® PowerPoint 2013 Complete Guide has been designed from the ground up for Global eTraining's world-leading, online, on-demand GeT Interactive eTraining platform. With text from internationally recognized content matter experts, professional narration, video demonstrations by leading instructors, and Let Me Try exercises for users to get practical experience with the software, using downloadable datasets aligned with the presentation content.

This course covers introductory through advanced topics. Topics introduced in Unit 1 include the Ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more. Unit 2 covers such topics as editing presentations, handouts, creating hyperlinks, multimedia and sound, tables, themes and slide masters, and more. In Unit 3, students are introduced to presentation connection techniques, online collaboration, cloud computing, transporting presentations, and more.

User's prerequisites

You don't need any previous experience with Microsoft® PowerPoint to take this course.

Course Outline

Creating and Delivering a Presentation
- Start PowerPoint
- Create a Blank Presentation
- Save the Presentation
- Type a Title Slide
- Apply a Document Theme
- Apply a Theme Variation
- Add a New Slide
- Create a Bulleted List
- Change the Slide Layout
- Run the Slide Show
- Use PowerPoint Help

Designing the Presentation
- Add a New Slide to a Presentation
- Add a Slide in the Outline Panel
- Use the Context Menu on the Outline Panel
- Delete a Slide from the Outline
- Create a Presentation and Import a Word Outline
- Format Text
- Adjust the Line Spacing
- Format the Contact Us Slide
- Copy Formatting with the Format Painter
- Use the Slide Sorter View
- Create Sections
- Manage Sections
- Preview a Printout

Adding Graphics, Animation, and Sound
- Get a Slide Ready for Clip Art
- Insert Clip Art

- Move and Size Clip Art
- Insert and Format Clip Art
- Remove a Background
- Apply Artistic Effects
- Add and Format a Shape with Text
- Apply Transition Effects
- Apply Animation to Bulleted Paragraphs
- Use the Animation Pane
- Apply Sound Effects

Inserting Charts
- Insert a Chart
- Modify a Chart
- Style and Color a Chart
- Link to an Excel Chart
- Edit Data in a Linked Spreadsheet
- Edit and Refresh the Data Source
- Break and Repair a Link
- Set Up an Organization Chart
- Add Shapes and Format SmartArt

Preparing a Presentation
- Add Speaker Notes
- Edit Document Properties
- Use AutoCorrect
- Use Spell Check
- Clean Up the Custom Dictionary and AutoCorrect
- Use the Replace Command
- Print Handouts with a Header and Footer
- Set Up a Slide Footer
- Create Agenda and Summary Slides

- Add Hyperlinks to a Presentation
- Test and Repair Hyperlinks
- Use Pointer Options in a Slide Show
- Use Slide Zoom
- Use Presenter View

Adding Multimedia to Presentations
- Create Multimedia Folders (Windows 8)
- Create Multimedia Folders (Windows 7)
- Insert an Audio Clip
- Add Audio from an External File
- Break and Repair a Link to a Media File
- Apply Rehearsed Timings to a Presentation
- Insert a Video from Your Computer
- Edit and Style a Video
- Set Video Playback Options

Using Tables in Presentations
- Create a PowerPoint Table
- Enter Data into a PowerPoint Table
- Resize and Move a Table
- Align a Table to a Slide
- Select Cells and Format Cell Content
- Adjust Column Widths
- Add and Delete Rows and Columns
- Add Clip Art over a Cell
- Merge Cells
- Apply Table Styles
- Apply Table Style Options

Microsoft® PowerPoint Complete Guide (cont'd)

Course Outline (cont'd)

Customizing Theme and Slide Masters
- Apply a Built-in Color Scheme
- Create and Apply Custom Colors
- Apply a Preset Background
- Apply Gradient Backgrounds
- Apply Texture and Picture Backgrounds
- Save and Use a Custom Design Theme
- Edit Slide Masters
- Use the Eyedropper Tool
- Create Action Buttons
- Delete Customizations

Connecting and Broadcasting Presentations
- Connect Presentations with Hyperlinks
- Connect Presentations with Actions
- Connect Presentations with OLE
- View Connected Presentations
- Edit Linked and Embedded Presentations
- Create a Microsoft Account ID
- Broadcast a Presentation

Collaborating with Others Online
- Attach a Presentation to an Email Message
- Open and Save the Attached Presentation
- Personalize PowerPoint
- Attach Comments
- Reply to and Delete Comments
- Compare Reviewed Presentations
- Reset PowerPoint Options
- Save a Presentation to SkyDrive
- Edit a Presentation with Office Web Apps
- Create a SkyDrive Folder
- Move Files
- Share a Folder
- Use the Thesaurus and Research Panels

Transporting Presentations
- Write Files to a Compact Disc
- View a CD Presentation with AutoPlay and the PowerPoint Viewer
- Copy a Presentation to a Folder
- View a Presentation from a Folder
- Switch Programs During a Presentation

Integrating with Other Office Programs
- Open Various File Formats
- Save a 2013 Presentation in a Compatible Format
- Create a Presentation and Import a Word Outline
- Create Handouts in Word
- Embed an Excel Worksheet
- Schedule a Reminder in Outlook

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Microsoft® Word Complete Guide

Microsoft® Word 2013 Complete Guide provides extensive, thorough training of Microsoft® Word. This course covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Microsoft Word. Topics introduced in Unit 1 include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. Unit 2 covers such topics as newsletter columns, WordArt and clip art, document themes, styles, picture editing, and Mail Merge. In Unit 3, students are introduced to footnotes and endnotes, headers and footers, templates, tables of contents and indexes, Track Changes, macros, digital signatures, customization options, and more.

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User's prerequisites

You don't need any previous experience with Microsoft® Word to take this course.

Course Outline

Introducing Word Basics
- Start Word (Windows 8)
- Start Word (Windows 7)
- Open a Document
- Work with the Ribbon
- Work with the Quick Access Toolbar
- Scroll and Position the Insertion Point
- Use the Keyboard to Navigate
- Close the Document
- Start a New Document
- Create and Save a Document
- Use Word Help
- Exit from Word

Creating and Editing Business Letters
- Type a Business Letter
- Create an Envelope
- Select Text
- Insert and Delete Text and Use Undo and Redo
- Use AutoCorrect
- Use the AutoCorrect Smart Tag
- Create a Custom AutoCorrect Entry
- Turn On Automatic Numbering
- Use Cut, Copy, and Paste
- Use Drag and Drop
- Switch and Copy Between Documents
- Set Margins
- Change Page Layout and Print Options

Creating a Memorandum and a Press Release
- Set Up a Memo and Insert the Date
- Insert Symbols
- Work with Page Breaks
- Use the Automatic Spelling Checker
- Use the Spelling and Grammar Checkers
- Use the Thesaurus
- Format Text
- Use the Format Painter
- Use Find
- Use Replace
- Create and Use Bookmarks
- Work with Hyperlinks
- Open and Edit a PDF File

Creating a Simple Report
- Align Text
- Use Manual Hyphenation
- Insert Nonbreaking Hyphens and Spaces
- Experiment with Left Indents
- Use the Indent Markers to Indent Paragraphs
- Set Tabs Using the Ruler
- Use the Tabs Dialog Box
- Modify and Delete Tab Stops from the Ruler
- Work with Bullets and Numbering
- Change the Bullet Style
- Experiment with Custom Bullets
- Insert Line Breaks in a List
- Set Paragraph Spacing
- Apply Borders and Shading to Headings

- Apply Styles
- Create a New Style
- Modify and Remove a Style
- Navigating and Rearranging Topics
- Add a Header and Page Numbers to the Report
- Use the Resume Reading Bookmark

Working with Tables
- Navigate and Enter Data
- Insert Tables
- Convert Text to a Table
- Select and Align Data, and Modify Cell Margins
- Merge and Split Cells in a Table
- Use Borders, Shading, and Styles
- Sort Table Rows
- Insert Rows and a Column
- Construct Formulas
- Adjust Column Widths

Creating a Research Paper
- Insert Footnotes and Citations
- Work with Footnotes and Citations
- Create a Bibliography
- Add Captions to Figures
- Generate a Table of Figures
- Create a Template from an Existing Document
- Delete a Template

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Microsoft® Word Complete Guide (cont'd)

Course Outline (cont'd)

Using Mail Merge
- Specify the Main Document and Create a Data Source
- Review and Save Your Work
- Use Recipient Options and Edit Records
- Set Up a Form Letter
- Conduct a Merge
- Fix Merge Problems
- Choose an Envelope Size and Attach a Data Source
- Merge to Envelopes
- Use Mail Merge to Generate Mailing Labels

Creating a Newsletter
- Insert a Section Break
- Insert and Format a WordArt Object
- Insert, Crop, and Resize Clip Art
- Format the Clip Art Image
- Insert a Picture and Use Picture Styles
- Set Up Columns
- Insert a Column Break
- Use a Built-In Building Block
- Create a Custom Building Block
- Delete a Custom Building Block
- Insert a Preformatted Text Box
- Apply a Theme and Style Set to Your Newsletter
- Insert a Drop Cap
- Change the View
- Use the Zoom Controls

Creating a Promotional Brochure and a Form
- Draw, Size, Rotate, and Move Shapes
- Add Text and Format Text and Shapes
- Align Objects
- Work with Text Boxes
- Insert SmartArt
- Apply a SmartArt Style
- Apply a Page Color, Page Border, and Watermark
- Set Up the Form
- Insert Form Fields
- Add Checkboxes and Drop-Down Lists
- Set Field Properties
- Protect and Use the Form

Organizing Long Documents
- Insert a Table of Contents
- Insert a Table of Contents Using the Dialog Box
- Work with Multiple Headers and Footers
- Mark Index Entries
- Mark Index Entries Using a Concordance
- Insert and Modify the Index
- Insert a Cross-Reference
- Keep Text Together
- Display Master and Subdocuments

Collaborating in Word
- Highlight Text
- Change Tracking Colors, Username, and Initials
- Work with Track Changes
- Review Tracked Changes
- Send a Document for Review
- Combine Tracked Changes from Two Reviewers
- Compare Two Unmarked Documents
- Work with AutoSave Versions
- Save a Document to SkyDrive
- Edit a Document with Office Web Apps 2013
- Create a SkyDrive Folder
- Move Files
- Share a Folder

Sharing and Securing Content in Backstage View
- Open a Document in Compatibility Mode
- Convert a Word 2003 Document to the 2013 Format
- Save a Word 2013 Document to the 97–2003 Format
- Inspect a Document
- Restrict Editing
- Set Formatting Restrictions
- Apply Editing Exceptions
- Set and Remove a Document Password
- Mark a Document as Final
- Create a Digital Certificate
- Add a Digital Signature to a Document

Personalizing Word
- Change AutoRecover Time and the Default File Location
- Customize the Recent Documents List
- Restore Default Settings
- Add Keywords (Tags) and Comments to Properties
- Create a Custom Property
- Record and Run a Macro
- Open the Editor and Modify the Code
- Place a Macro Button on the Quick Access Toolbar
- Observe Security Options and Delete a Macro

Integrating Word with Excel, PowerPoint, and the Web
- Embed an Excel Object in a Word Document
- Link Excel Data to a Word Document
- Launch Excel and Display Chart Tools from Within Word
- Update Links by Opening a Document and Break a Link
- Use an Excel Worksheet with Mail Merge
- Create a PowerPoint Presentation from a Word Outline
- Add a PowerPoint Presentation to a Word Document
- Save a Document as a Web Page
- Edit a Web Page in Word

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GeT Interactive On-Demand eTraining courses are the perfect online component for blended learning. Designed as comprehensive, stand-alone courses and resources for beginners and experienced users alike, GeT Interactive courses are also the ideal accompaniment for classroom and training.

Built by experts in instructional design using Autodesk® Official Training Guide content from Wiley Sybex, GeT Interactive courses follow a logical path from introductory to advanced material, serving as primary or supplementary material for any live training situation. Available in both Guided and Flexible options to cover the widest variety of possibilities, the GeT Interactive eTraining solution allows any trainer or team leader the freedom to cover areas like company standards, or regional or client-specific requirements in as much detail as needed, knowing the basics and beyond are well looked after.

Students benefit from the ability to use the material both in a classroom setting and on their own, for additional review or for more challenging assignments. Instructors benefit from pre-developed planning, assignments, quizzes and marking leaving more time to work directly with students on real-world examples and industry best practices.

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Custom Development with The Generator

Imagine extracting your organization's corporate knowledge from your subject-matter experts directly into an effective training and communication template that is rolled-out immediately across the organization, across the globe and across time zones.

Your people learn it, remember it, and easily access it when the project needs arise. Forget the days of trainers traveling from office to office to deliver the same training at every site, or investing time in linear videos, webinars and memos, only for the knowledge to vanish when it's needed most.

The Generator

An exceptionally effective authoring and publishing tool, The Generator is a cloud-based software that connects subject-matter experts to a collaborative course building process. The intuitive drag-and-drop user interface is easy to use, not requiring specialized skill sets in eLearning design and methodology, or courses on how to use the software. Knowledge management no longer needs to be a complex process. Now anyone can effectively and professionally communicate their proprietary knowledge through Global eTraining's proven course templates and scalable platform.
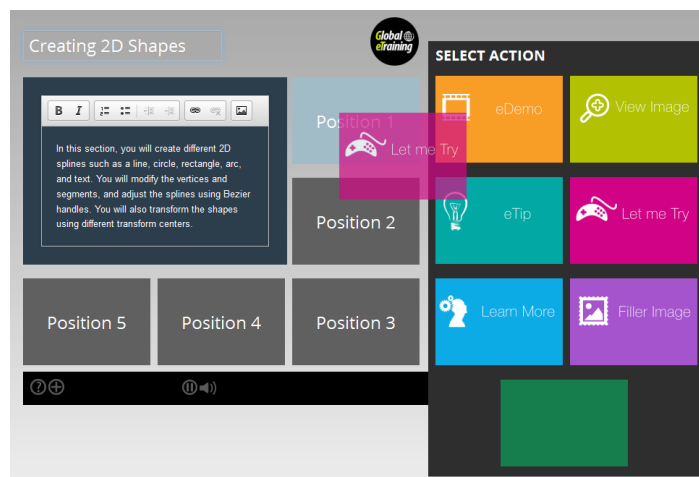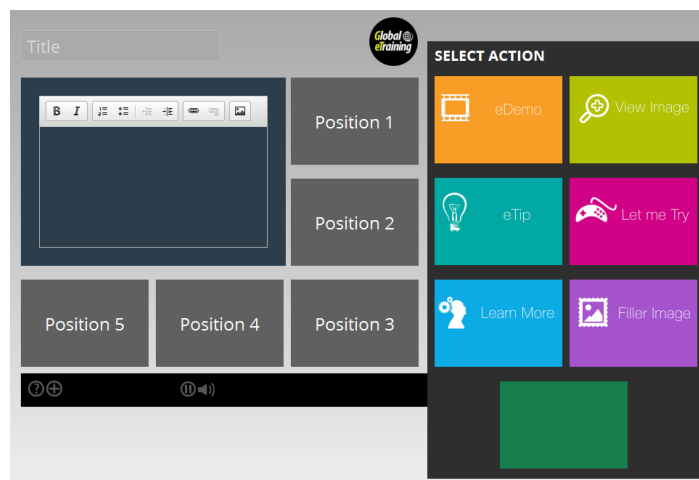

The result: highly effective, interactive and mobile eTraining ready for delivery.

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Custom Development with The Generator (cont'd)

Initutive Drag-and-Drop Functionality

Custom Development with The Generator (cont'd)

As Easy as 1-2-3

GeT ahead of your competitors by effectively capturing your knowledge and quickly developing it into your own interactive custom courses. The Generator provides a straightforward knowledge management process to develop effective courses that embrace all learning styles and make best the use of your training dollars.

1. Develop
- Intuitive drag-and-drop development interface allows for easy knowledge capture from subject-matter experts.
- Compile your content directly within the online tool. Preview, edit and adjust your course every step of the way.
- Maximize engagement with input files for all learning styles: video, audio, text, images, and hands-on exercises.

2. Publish
- Publish directly to the Global eTraining technical training platform for your learners to access.
- Courses are SCORM-compliant and mobile optimized, ready to access from any device.

3. Deliver
GeT's extensive experience in training implementation programs means that you can benefit from access to user adoption and reporting templates to engage and monitor learners.

GeT Support

Our course templates are proven to achieve successful learning outcomes. If you require additional assistance in developing your training, speak with our project managers, who can share best practices developed through years of eTraining development experience.

Additional Services

Ask us for more information on how we can assist you to plan your course, generate media files or for a list of available services.

- Developing course outlines and plans
- Recording professional audio
- Recording video demonstrations
- Building interactive activities
- Branding your course materials and LMS
- Ongoing engagement tools for learners

Contact Us

Contact us today to talk with an eTraining expert about how The Generator can help meet your custom training objectives efficiently, effectively and easily.

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Testimonials

The results are in! Users and reviewers are thrilled with Global eTraining's GeT Interactive Online, On-Demand courses. Global eTraining is leading the way with the highest quality, interactive, engaging content and full technical support. GeT Started Today!

"The bottom line is that after 11 days... of this online course I actually was able to create my first project with Revit... one thing is for sure: I had no knowledge at all about Revit and now I can actually complete a project in a few hours."

Umberto

"I like the idea of working at your own pace from any location. Any customized training can help improve the productivity of even the more advanced users."

Christopher

"Having all the information together in one pool makes it a lot easier to search and try the information by yourself. This should be the future of training."

Gabriel

"This is an exciting interface that appeals to a great variety of learning types. This is an innovative product for both the academic and design profession. The interface is intuitive and provides a simple, easy, self-paced way to learn and track your progress."

Robert

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