

COURSE

CATALOG

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SIIA CODiE WINNER

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GeT the Latest, Greatest, Most Up-To-Datest

Autodesk

AutoCAD® 2D Drafting and Annotation
 AutoCAD® 3D
 AutoCAD® Advanced
 AutoCAD® Architecture
 AutoCAD® Civil 3D
 AutoCAD® Civil 3D Advanced Concepts
 AutoCAD® Electrical
 AutoCAD® LT
 AutoCAD® Map 3D
 AutoCAD® Mechanical
 AutoCAD® MEP
 AutoCAD® P&ID
 AutoCAD® Plant 3D
 Autodesk® 3ds Max®
 Autodesk® 3ds Max® Design
 Autodesk® A360
 Autodesk® Advance Steel
 Autodesk® BIM 360® Docs

Autodesk® BIM 360® Field
 Autodesk® BIM 360® Glue
 Autodesk® Dynamo
 Autodesk® FormIt 360
 Autodesk® Fusion 360
 Autodesk® Infraworks 360
 Autodesk® Inventor®
 Autodesk® Inventor® iLogic
 Autodesk® Inventor® Professional
 Autodesk® Inventor® Routed Systems
 Autodesk® Maya® Animation
 Autodesk® Maya® Modeling
 Autodesk® Moldflow Adviser
 Autodesk® Moldflow Insight
 Autodesk® Nastran In-CAD
 Autodesk® Navisworks®
 Autodesk® Navisworks® Manage
 Autodesk® Navisworks® Simulate

Autodesk® ReCap®
 Autodesk® ReCap® Photo
 Autodesk® ReCap® Pro
 Autodesk® Revit® Advanced Concepts
 Autodesk® Revit® Architecture
 Autodesk® Revit® Families
 Autodesk® Revit® MEP
 Autodesk® Revit® MEP Advanced
 Autodesk® Revit® Structure
 Autodesk® Revit® Structure Advanced
 Autodesk® Robot Structural Analysis Professional
 Autodesk® Showcase
 Autodesk® Simulation
 Autodesk® Vault Basic
 Autodesk® Vault Professional
 Autodesk® Vault Workgroup

BIM

BIM 101
 BIM 201
 BIM for Architects
 BIM for Contractors
 BIM for Engineers
 BIM For Owners
 BIM for Structural Engineers
 BIM in Facilities Management

Global BIM Standards

BIM Fundamentals
 BIM Acronyms
 BIM Roles and Responsibilities
 BIM & Collaborative Working
 BIM Commercial
 BIM During an Asset Lifecycle
 BIM Global Differences
 BIM Terminology
 BIM Dimensions and Documents
 The Importance of Data

Total Leadership

Emotional Intelligence
 Great Relationships
 Presentation Skills
 Innovation and Problem Solving
 Stress Management
 Safety Program
 Implementation
 Emotional Experience
 Creation
 Attract and Retain the Best People
 Communication Skills
 Time Management
 Diversity and Inclusion

Microsoft

Microsoft Access (2 Levels)
 Microsoft Excel (3 Levels)
 Microsoft Outlook (2 Levels)
 Microsoft PowerPoint (2 Levels)
 Microsoft Project (2 Levels)
 Microsoft Publisher
 Microsoft Word (3 Levels)

Bluebeam

Bluebeam Revu Fundamentals
 Bluebeam Revu Intermediate

McNeel

Rhino 5 Level 1 (Beginner)
 Rhino 5 Level 2 (Intermediate)
 Rhino 5 Level 3 (Advance)
 Grasshopper*

Adobe

Acrobat DC
 Illustrator
 Photoshop
 InDesign

AEC

Solidworks
 Sketchup
 Microstation
 Primavera P6*

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* Coming soon

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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.

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 a Certificates of Completion when purchased through a participating Autodesk ATC*. Note, not all courses have the guided version.
particular importance for certification.

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

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.

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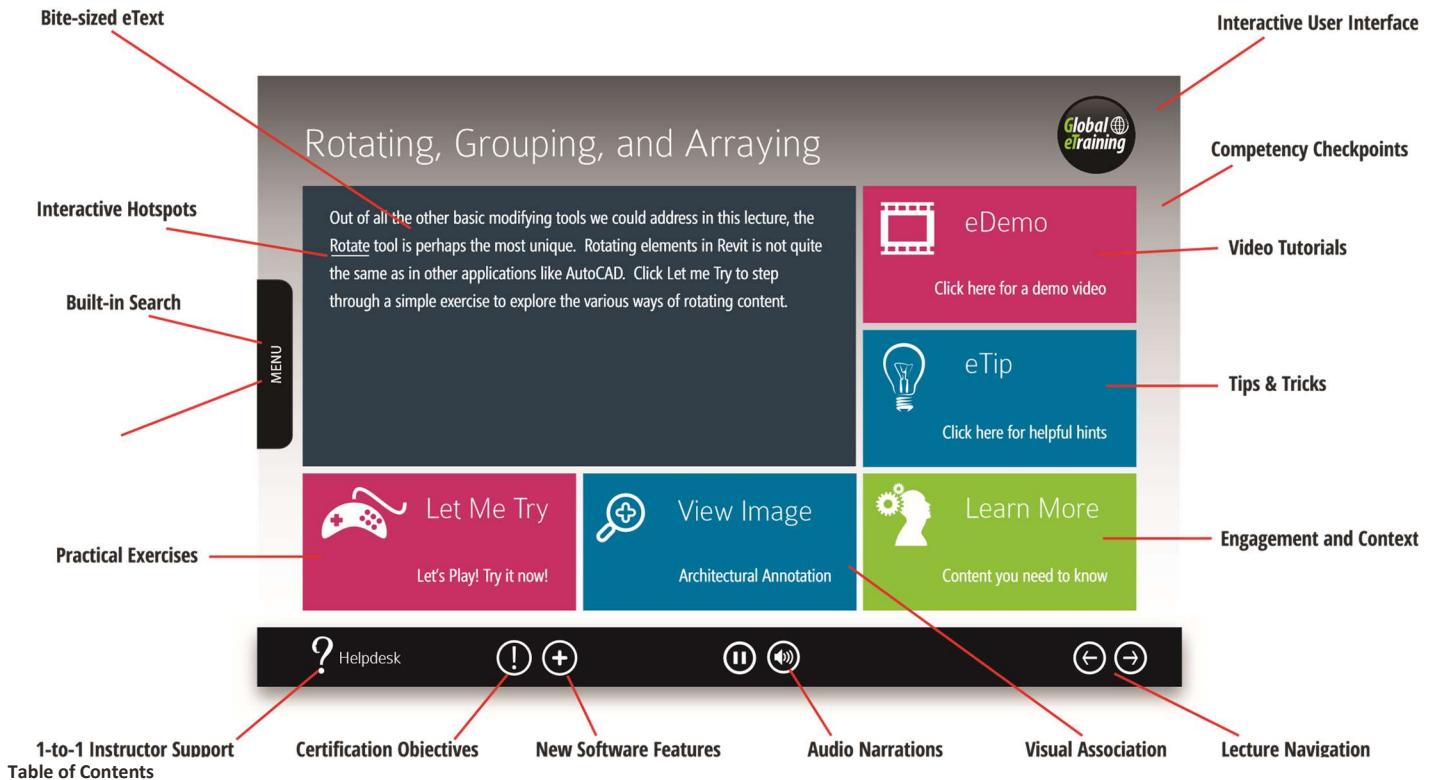
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Superior Learning Technology

Global eTraining patented learning methodology is superior because it adapts to each student's unique combination of learning styles with text, audio, demos, exercises, and videos, engaging all the senses and knowledge management solutions. The GeT platform combines our advanced training libraries alongside your proprietary know-how, which is converted to interactive and engaging courseware using The Generator.

Learn Faster. Retain More. Save Time.



Awards



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Join Our Team

Global eTraining is a team of dynamic training experts passionate about leveraging technology to the maximum to create a better, more personalized learning experience. Join our team: team@globaletraining.ca.

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AutoCAD 2D Drafting and Annotation

AutoCAD 2D Drafting and Annotation The Complete Guide is designed to give you a solid understanding of AutoCAD features and capabilities. Every course is designed to follow a workflow-based approach that mirrors the development of projects in the real world, learning 2D drawing skills, editing entities, working with splines and polylines, 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® to take this course.

Course Outline

New for AutoCAD

- Performance and Security Updates
- User Interaction Changes
- Document Improvements

Introduction to AutoCAD

- Introduction to AutoCAD
- Getting Started with AutoCAD

Starting with Sketching

- Drawing Lines
- Creating Other 2D Objects
- AutoCAD Polylines
- Adding Points

Working with Drawing Aids

- Drawing Aids
- More Drawing Aids

Editing Sketched Objects

- Editing Sketched Objects
- Duplicating Objects
- Separating and Joining Sketched Objects
- More Editing Tools

Layers

- Working with Layers
- Layer Tools

Editing Sketched Objects II

- Object Properties
- Utilizing Grips

Creating Text and Tables

- Annotative Objects
- Creating Text
- Using Tables
- More Text Tools

Dimensioning and Detailing Your Drawings

- Dimensioning
- More Dimensioning
- Working with True Associative Dimensions
- Adding Leaders

Editing Dimensions

- Editing Dimensions Using Editing Tools
- Editing Dimensions Part 2

Dimension Styles

- Dimension Styles
- Using Dimension Styles

Adding Constraints to Sketches

- Constraints in a Sketch
- Dimensions, Parameters, and Equations

Hatching Drawings

- Hatching Basics
- Modifying Hatch Properties

Paper Space

- Paper Space Layouts
- Adding Viewports
- Working with Viewports
- Layout Tools

Plotting Drawings

- Plotting Drawings In AutoCAD
- Plot Styles and Page Setups
- Publishing to other File Types

Template Drawings

- Templates
- Customizing Templates

Working with Blocks

- Working with Blocks
- Inserting Blocks
- Changing Blocks

Dynamic Blocks

- Building Dynamic Blocks

AutoCAD Sheet Sets

- An Introduction to Sheet Sets
- Build a Sheet Set
- Sheet Set Views

AutoCAD and A360

- AutoCAD in the Cloud

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AutoCAD 3D

AutoCAD 3D The Complete Guide is designed to give you a solid understanding of AutoCAD features and capabilities from basic through to advanced and complex 3D modeling components. Every course is designed to use all learning styles from text, audio, video, interactivity, that mirrors the development of projects in the real world, learning about the UCS, Solid, Surface and Mesh modelling and editing based approach that mirrors the development of projects in the real world, learning about the UCS, Solid, Surface and Mesh modelling and editing components. Every course is designed to use all learning styles from text, audio, video, interactivity, that mirrors the development of projects in the real world, learning about the UCS, Solid, Surface and Mesh modelling and editing components. You'll follow a workflow-based approach modeling components. Every course is designed to use all learning styles from text, audio, video, interactivity, that mirrors the development of projects in the real world, learning about the UCS, Solid, Surface and Mesh modelling and editing components. You'll follow a workflow-based approach modeling components. Every course is designed to use all learning styles from text, audio, video, interactivity, that mirrors the development of projects in the real world, learning about the UCS, Solid, Surface and Mesh modelling and editing components.

User's prerequisites

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

Course Outline

What's New in AutoCAD

- User Interface & Configuration Changes

The User Coordinate System

- Understanding Coordinate Systems
- Defining the New UCS
- Managing the UCS Through the Dialog Box

Getting Started with 3D

- Understanding 3D Concepts
- Changing the Viewpoint to View 3D Models
- In-Canvas Viewport Control
- 3D Coordinate Systems
- Tools for Creating and Editing 3D Objects
- Interactive Viewing Tools for 3D Objects

Creating Solid Models

- Creating Solid Models
- Modifying the Visual Styles of Solids
- Controlling the Settings of Edges
- Creating Complex Solid Models
- Dynamic UCS
- Creating Different Solids

Editing 3D Objects-I

- Filleting Solid Models
- Rotating Solid Models in 3D Space
- Mirroring Solid Models in 3D Space
- Aligning Solid Models
- Point Cloud

Editing 3D Objects-II

- Editing 3D Objects-II
- Generating a Section by Defining a Section Plane
- Generating 2D and 3D Sections
- Solid History
- Drawing Views
- Creating Flatshot

Surface Modeling

- Understanding Surface Modeling
- Creating Surface by Using Profiles
- Creating Surface from other Surfaces
- Editing Surfaces
- Editing the NURBS Surfaces
- Performing Surface Analysis

Mesh Modeling

- Introduction to Mesh Modeling
- Creating Surface Meshes
- Modifying Mesh Objects
- Editing Mesh Faces
- Converting Mesh Objects
- Working with Gizmos

Rendering and Animating Designs

- Understanding the Concept of Rendering
- Basic Rendering
- Adding Lights to the Design
- Modifying Lights
- Controlling the Rendering Environment
- Plotting Rendered Images

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AutoCAD Advanced

AutoCAD Advanced The Complete Guide is designed to give you a solid understanding of AutoCAD features and capabilities. Every course is designed to use all the learning styles to ensure you retain the important information from text, audio, video, interactivity, quizzes and practical “Let Me Try” examples. 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.

In this course you’ll learn a number of advanced concepts from working with attributed blocks and external references, data exchange, advanced hatch and linetype creation, and all the way to isometric and technical drawing concepts.

User’s prerequisites

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

Course Outline

New For AutoCAD

- User Interface & Configuration Changes
- Documentation and Design Enhancements
- 3D Updates
- Point Cloud Improvements

Defining Block Attributes

- Understanding Attributes

- Editing Block Attributes
- Managing Attributes
- Using Hyperlinks with AutoCAD

Understanding External References

- Understanding External References
- External References Palette
- Attaching Files to a Drawing
- Additional Xref Tools

- Creating Links with Graphical Objects

Working with Advanced Drawing Options

- Multilines
- Revision Clouds, Wipeouts and NURBS
- What are Script Files?

Working with Data Exchange

- Understanding the Concept of Data Exchange in AutoCAD
- Other Data Exchange Formats
- Raster Images
- Editing Raster Images
- Miscellaneous File Tools
- Object Linking and Embedding (OLE)

AutoCAD on Internet

- AutoCAD on Internet

Technical Drawing with AutoCAD

- The Drawing Web Format
- Export to DWF Files

Accessing External Databases

- Understanding Databases

- AutoCAD SQL Environment (ASE)

Script Files and Slide Shows

- Drawing Isometric Circles

Creating Linetypes and Hatch Patterns

- Creating Linetypes and Hatch Patterns
- Alternate Linetypes
- How Hatches Work
- Hatch Patterns with Dashes and Dots

Customizing the acad.pgp File

- Customizing the acad.pgp File

- Extracting Attributes
- Drawings on the

- Detail Drawing, Assembly Drawing, and Bill of Materials
- Auxiliary Views
- Sectional Views
- Dimensioning
- Introduction to Technical Drawing

Isometric Drawings

- Setting the Isometric Grip and Snap

Grouping and Advanced Editing of Sketched Objects

Dimensioning Objects and Isometric Text

- Grouping Sketched Objects
- Changing Properties of an Object
- Advanced Editing of Sketched Objects
- Miscellaneous Tools

What is a Slide Show?

• Creating Fillets,

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AutoCAD Architecture

AutoCAD Architecture is a specialized “flavor” of AutoCAD, with tools and features designed specifically for architectural design and documentation. Architectural drafting and real world – creating walls and other features, working with AutoCAD architectural objects, documentation is more efficient with the software’s intuitive environment and tools built managing projects and documenting your designs. specifically for architects.

User’s prerequisites

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

Course Outline

What’s New in AutoCAD

- Simplified, Connected, and Innovative

Workflow and User Interface

- The AutoCAD Architecture User Interface
- Project Overview
- Navigating Your Models
- Working with Your Models
- Working with the Help

Walls

- Creating Walls
- Further Modification
- Wall Styles
- Curtain Walls
- Additional Features

Designing with Architectural Objects

- Working with Architectural Objects
- Doors & Windows
- Slabs, Roofs, Beams, and Columns
- Stairs & Railings

Project

Management

- Creating a New Project
- Creating the First Floor
- Working with Projects
- Standards

Conceptual Models

- Creating Mass Elements and Mass Groups
- Slices and Napkin Sketches

Documentation

- Documentation
- Creating Views
- Tags & Schedules
- Sheet Sets
- Multi View Blocks

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AutoCAD Civil 3D

AutoCAD Civil 3D software is a civil design and documentation solution that supports **AutoCAD Civil 3D The Complete Guide** is designed to give you a solid understanding Building Information Modeling (BIM) workflows. Using AutoCAD Civil 3D, infrastructure of Civil 3D features and capabilities from the basics through to advanced components. professionals can better understand project performance, maintain more consistent data Every course is designed to use all learning styles from text, audio, video, interactivity, and processes, and respond faster to change. quizzes and 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

Introduction to AutoCAD Civil 3D Working with Profiles Pipe Networks • Introduction to AutoCAD Civil 3D •

Working with Profiles • Pipe Networks

- Getting Started in AutoCAD Civil 3D • More on Profiles • Part Rules and Structure Rules
- Profile View Styles • Pipe Networks and Network Properties

Working with Points

- Working with Points • Band Sets • Labels, Tables and Checks

Working with Assemblies and Subassemblies

- Point Settings and Styles • Working with Assemblies and Subassemblies • Pressure Networks
- Editing Points • Codes and Styles • Pressure Network Properties
- Point Groups • Labels, Tables and Checks
- Subassemblies •

Working with Surfaces

- Working with Surfaces • Working with Corridors and Parcels • Working with Plan Production
- Editing Surfaces • Working with Corridors • Working with Plan Production Tools and Data Shortcuts
- Working with Surface Styles • Editing Corridors • Data Shortcuts and References
- Surface Tools • Introduction to Parcels

Surface Volumes and Analysis

- Surface Volumes • Sample Lines, Sections and Quantity Takeoffs
- Analysis • Sections
- Tables and Labels • Quantity Take-offs

Sample Lines, Sections and Quantity Takeoffs

Alignments

- Alignments • Feature Lines and Grading
- Tools • Grading
- Checks and Criteria
- Styles and Tabs
- Alignment Labels and Tables
- Superrelevation

Feature Lines and Grading

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AutoCAD Civil 3D Advanced Concepts

AutoCAD Civil 3D software is a civil design and documentation solution that supports Building Information Modeling (BIM) workflows. Using AutoCAD Civil 3D, infrastructure professionals can better understand project performance, maintain more consistent data and processes, and respond faster to change.

AutoCAD Civil 3D Advanced Concepts The Complete Guide is designed to give you a greater understanding of additional Civil 3D features ranging from Surface Analysis methods to using Transparent Commands. 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® Civil 3D to take this course.

Course Outline

New for AutoCAD

- User Interface & Configuration Changes
- Documentation and Design Enhancements
- 3D Updates
- Point Cloud Improvements

New for Civil 3D

- New Features for Civil 3D

Survey Database

- Survey Database

Points

- Points

Point Clouds

- Point Clouds

Surface Analysis

- Surface Analysis

Alignments

- Alignments

Assemblies

- Assemblies

Corridors

- Corridors

Vehicle Tracking

- Vehicle Tracking

Transparent Commands

- Transparent Commands

Parcels

- Parcels

Suite Interoperability

- Suite Interoperability

Storm Sewer Analysis (SSA)

- Storm Sewer Analysis (SSA)

HEC-RAS

- HEC-RAS

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AutoCAD Electrical

AutoCAD Electrical The Complete Guide is designed to give you a solid understanding of AutoCAD Electrical features and capabilities. To get the most out of this course, we strongly recommend you review every topic within of AutoCAD Electrical features and capabilities. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical "Let Me Try" examples. We also encourage you to take all the progress tests to ensure you have retained the knowledge, and most importantly practice with the You'll follow a workflow-based approach that mirrors the development of projects in the real world, learning the steps to wire components together, editing Ladder Diagrams, working with connectors and circuits, using Wiring Diagrams, creating and editing Reports, and creating your own symbols to use in the drawings.

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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® Electrical to take this course.

Course Outline

New For AutoCAD

- User Interface & Configuration Changes
- Documentation and Design Enhancements
- 3D Updates
- Point Cloud Improvements

New For AutoCAD Electrical

- New Features for AutoCAD Electrical
- Understanding Databases

Introduction to AutoCAD Electrical

- Invoking Commands
- Workspaces
- Saving the Work
- Interface Components
- Getting Help
- Dynamic Input Mode

Working with Projects and Drawings

- Creating a New Project
- Working with Drawings

Working with Wires

- Grouping Sketched Objects
- Changing Properties of an Object
- Advanced Editing of Sketched Objects
- Miscellaneous Tools

Creating Ladders

- Understanding the Concept of Data Exchange in AutoCAD
- Other Data Exchange Formats
- Raster Images
- Editing Raster Images
- Miscellaneous File Tools
- Object Linking and Embedding

Schematic Components

- AutoCAD on Internet
- Drawings on the Internet
- Using Hyperlinks with AutoCAD
- The Drawing Web Format
- Export to DWF Files

Schematic Editing

- Creating Links with Graphical Objects
- AutoCAD SQL Environment (ASE)

Connectors, Point-to-Point Wiring Diagrams, and Circuits

- Inserting Connectors
- Editing Connectors
- Editing Point-to-Point Wiring Diagrams
- Working with Circuits
- Building a Circuit
- Multiple Phase Circuits

Panel Layouts

- Creating Panel Layouts
- Annotating and Editing Footprints
- Inserting Footprints
- Setting the Panel Drawing
- Adding Ballons to a Component
- Item Numbers, Nameplates and DIN Rail

Schematic and Panel Reports

- Generating Schematic Reports
- Miscellaneous Tools
- Report Generator Dialog Box
- Changing Report Formats
- Projects

PLC Modules

- Inserting Parametric PLC Modules
- Inserting Nonparametric PLC Modules
- Editing a PLC Module
- Inserting Individual PLC IO Points
- Creating and Modifying Parametric PLC Modules
- Creating PLC I/O Wiring Diagrams

- Inserting Terminal Symbols
- Adding and Modifying Associations
- Selecting, Creating, Editing, and Inserting Terminal Strips
- Terminal Tables
- Resequencing Terminal Numbers

Settings, Configurations, Templates, and Plotting

- Setting Project Properties
- Setting Drawing Properties
- Reference Files
- Mapping the Title Block
- Updating Title Block Settings
- Creating Templates
- Plotting the Project
- Project Task List

Creating

Symbols

- Creating Symbols
- Naming Convention of Symbols
- Customizing the Icon Menu

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AutoCAD LT

AutoCAD LT The Complete Guide is designed to give you a solid understanding of AutoCAD LT features and capabilities. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical “Let Me Try” examples.

Use a condensed form of the AutoCAD Interface to assemble drawings or sketches. Use a workflow-based approach that mirrors the development of projects in the real world, learning 2D drawing skills, editing entities, working with splines and polylines, using layers, creating and editing text, dimensioning, and creating blocks.

User’s prerequisites

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

Course Outline

New For AutoCAD LT • User Interface & Configuration Changes

- Documentation and Design Enhancements

Introduction to AutoCAD LT

- Introducing AutoCAD LT
- Using Tools in AutoCAD LT
- Working With AutoCAD Files
- Autodesk 360

Getting Started with AutoCAD LT

- Getting Started with AutoCAD LT
- Coordinate Systems
- AutoCAD LT Workspaces
- AutoCAD File Settings

Starting with

Sketching • Starting with Basic Sketching • Drawing Various Arcs

Working with Drawing Aids

- Working with Drawing Aids
- Object Properties
- Working With Object Snaps
- Draft Settings Dialog Box
- Using AutoTracking

Editing Sketched Objects - I

- Creating a Selection Set

- Copying and Pasting Sketched Objects
- Editing Sketched Objects
- Arraying and Mirroring Sketched Objects • Separating and Joining Sketched Objects

Editing Sketched

Objects - II • Modifying

Grips in AutoCAD LT

- Properties of Sketched Objects
- DesignCenter and AutoDesk Seek
- Making Inquiries about Objects and Drawings
- Manipulating the View
- Understanding the Concept of Sheet Sets

Creating Text and Tables

- Annotative Objects
- Creating Text
- Creating Multiline Text
- Using Tables
- Text Styles

Basic Dimensioning, Geometric Dimensioning, and Tolerancing •

- Dimensioning Terms and Tools
- Selecting Dimension Tools
- Creating Specialized Dimensions
- Working with True Associative Dimensions

Editing Dimensions • Editing

Dimensions Using Editing Tools

- Editing Dimensions Using Editing Tools
- Continued **Dimension Styles, Multileader Styles, and System**

Variables •

Dimension Styles

- Dimension Style Families
- Dimension Text and Units

Hatching Drawings

- Hatching Basics
- Modifying Hatch Properties

Model Space Viewports, Paper Space Viewports, and

Layouts •

Model Space

Viewports

- Viewport Options

Plotting Drawings •

Plotting Drawings In AutoCAD

- Plot Styles

Template Drawings

- Understanding Templates
- Customizing Templates

Working with

Blocks • Working with Blocks

- Changing Blocks

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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.

- Inserting and Modifying Blocks
- Simplifying Blocks

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AutoCAD Map 3D

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 The Complete Guide is designed to give you a solid understanding of AutoCAD Map 3D features and capabilities. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical “Let Me Try” examples. the real world, learning to model and document process plants, generate and share isometrics, orthographics, and materials reports.

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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

You'll follow a workflow-based approach that mirrors the development of projects in

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 Interface and Dialog Boxes

Getting Started with AutoCAD Map 3D

- Getting Started
- Adding Data to the Project
- Data Outputs Methods
- Understanding the Concept of Sheet Sets

Getting Started with an MEP Project

- Using the Snap Functions in Map 3D and Working in the Ortho Mode
- Feature Data and Creating Feature Data Store
- Creating a Feature Data
- Enhancing a Precision Using COGO Input Tools
- Editing Data in Feature Layer

Styling and Querying Feature Data

- Styling the Feature Data
- Using Filters and to Query and for Searching the Data

Creating Object Data, and Attaching External Database and Query •

- Object Data
- Attaching External Database
- Attaching, Querying and Editing in an Attached Drawing

Classifying Objects and Working with Classified Objects

- Drawing Object Classification and Working with Classified Objects
- Displaying and Sharing the Metadata File

Removing Digitization Errors and Working with Topologies Learning

- Drawing Cleanup and Applying Cleanup to Drawing Data
- Topology and Sliver Polygons
- Topology Query

Data Analysis

- Object Data Analysis
- Feature Data Analysis
- Topological Data Analysis

Working with Different Types of Data

- Working with Different Types of Data and Live Maps (Bing Maps)
- Point Cloud Data
- Viewing and Analyzing 3D Surfaces
- Attribute Data
- Industry Model

Editing a Map and Creating a Map Book

- Editing a Map and Creating a Map Book
- Map Editing Tools
- Map Layout and Map Elements
- Map Book

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AutoCAD Mechanical

AutoCAD Mechanical is a specialized “flavor” of AutoCAD, with features designed specifically for mechanical / manufacturing design and documentation. This standardsbased application provides mechanically focused content, geometry creation tools, and annotation features creating a more efficient environment for mechanical drafters and designers

User’s prerequisites

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

Course Outline

Introduction to AutoCAD Mechanical Structure

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AutoCAD MEP

AutoCAD MEP The Complete Guide is designed to give you a solid understanding of AutoCAD MEP features and capabilities - from the basics through to advanced and complex designs and documents from 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 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.

User’s prerequisites

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

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 Mechanical
- Working with Mechanical Structure
- Additional Structure Tools

Mechanical Drawing and Editing

- AutoCAD Mechanical Lines
- Construction Lines Centerlines
- Drawing and Editing Tools
- Detailing the Drawing
- Dimensioning
- Annotations and Detailing

Layers

- Working with Layers
- Balloons

Bill of Materials, Parts Lists, and Balloons

- Bill of Materials, Parts Lists, and

Blocks, Libraries and Mechanical Content Preparing the Drawing for Printing

- Block and Libraries
- Working with Model Space and Layouts
- Mechanical Content Inserting Other Content Building Your Additional Tools Own Content

Data Exchange Between CAD Systems

- Importing Data and View Creation

Machinery Generators and Calculators

- Generators and Standard Parts Tools
- Calculators

Course Outline

New for AutoCAD

- User Interface & Configuration Changes
- Documentation and Design Enhancements
- 3D Updates
- Point Cloud Improvements

New Features For AutoCAD MEP

- New Features For AutoCAD MEP

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

AutoCAD MEP Project Lecture

- AutoCAD MEP Project Lecture

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AutoCAD P&ID

AutoCAD P&ID The Complete Guide is designed to give you a solid understanding of AutoCAD P & ID features and capabilities. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical “Let Me Try” examples.

You’ll follow a workflow-based approach that mirrors the development of projects in the real world, learning the AutoCAD P & ID interface, Managing the Project Files, working with data across multiple drawings, analyzing the Data, and editing a drawing and sharing it with multiple users.

User’s prerequisites

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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.

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

Course Outline

AutoCAD P&ID Environment

- AutoCAD P&ID Environment

Project and File Management

- Project and File Management

Drawing Tasks

- Drawing Tasks

Off-Page Connectors

- Off-Page Connectors

Data Manager and Reports

- Data Manager and Reports

Symbols

- Symbols

Advanced Topics

- Advanced Topics

Working with Others

- Working with Others

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AutoCAD Plant 3D

AutoCAD Plant 3D The Complete Guide is designed to give you a solid understanding of AutoCAD Plant 3D features and capabilities. To get the most out of this course, we strongly recommend you review every topic within of AutoCAD Plant 3D features and capabilities. Every course is designed to use all learning styles from text, audio, video, interactivity, quizzes and practical "Let Me Try" examples. You'll follow a workflow-based approach that mirrors the development of projects in the real world, learning to model and document process plants, generate and share isometrics, orthographics, and materials reports. 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® Plant 3D to take this course.

Course Outline

Introduction to

Plant 3D • Starting

AutoCAD Plant 3D

- AutoCAD Plant 3D User Interface
- Workspaces and Invoking Commands
- Tool Palettes and Dialog Boxes
- Backup Files and Closing a Drawing
- Opening Drawings and Quitting
- AutoCAD Plant 3D Help

Creating Projects and P&IDs

- Introduction
- Designing a P&ID
- Validating the Drawing
- Editing the Drawing

Creating Structures

- Creating a Grid and Adding Members
- Creating Stairs
- Creating Railing
- Creating Ladders
- Creating a Plate/Grate
- Creating Footing
- Editing the Structural Members
- Visibility Options
- Exchanging Data with Other Applications

Creating

Equipment •

Creating

Equipment

- Placing Equipment
- Customized Equipment
- Modifying Equipment
- Converting Solid Models
- Attaching and Detaching Objects
- Adding Nozzles I
- Adding Nozzles II
- Modifying Nozzles

Adding Specifications and Catalogs

- The Spec Editor
- Adding and Editing Parts
- Working with the Catalog Editor
- Modifying the Branch Table

Routing Pipes

The Spec

Viewer

- Routing a Pipe
- Creating Branches Weld Connections
- Adding Valves, Fittings and Pipe Supports
- Adding Valves and Fittings
- Pipe Supports
- Modifying the Pipe Components

Creating Isometric Drawings

- Isometric Drawings
- Quick or Production Creation
- Configuring Isometric Drawing Settings
- Iso Messages and Component Files

Creating Orthographic

Drawings • Creating an

Orthographic Drawing

- Using Different Views

Creating Orthographic

Drawings

- Finding the Data in a File
- The Data and Report Creator

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Autodesk 3ds Max

Autodesk 3ds Max The Complete Guide is designed to give you a solid understanding of 3ds Max Design is widely used by architects, game developers, design visualization of 3ds Max features and capabilities, from the basics through advanced components. specialists, and visual effects artists. A wide range of modeling and texturing tools make it Every course is designed to use all learning styles from text, audio, video, interactivity, an ideal platform for 3D modelers and animators. quizzes and practical Let Me Try examples.

User's prerequisites

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

Course Outline

Introduction to Autodesk 3ds Max

- Introduction to Autodesk 3ds Max
- Autodesk 3ds Max Interface Components
- Snap Settings
- Units Setup
- Tools
- Hot Keys
- Customizing the Colors of the User Interface

Standard Primitives

- Introduction to Standard Primitives
- Selection Techniques
- Scene Management
- Standard Primitives
- Rendering a Still Image
- Extended Primitives
- Introduction to Extended Primitives

Extended

Primitives AEC

- Extended Primitives
- Creating Doors
- Creating Windows
- Creating Stairs
- Introduction to Splines and Extended Splines
- Creating Splines
- Creating Extended Splines

Materials and Maps

- Introduction to Materials and Maps
- Material Editor Tools
- Standard Materials
- Architectural Material
- Maps

Modifying 3D Mesh Objects

- Introduction to Modifying 3D Mesh Objects
- Sub-object Levels in Editable Mesh

Graphite Modeling Technique

- Graphite Modeling Toolset
- Graphite Modeling Toolset Continued

NURBS Modeling

- Introduction to NURBS Modeling
- NURBS Surfaces
- Converting and Modifying NURBS

Compound

Objects •

- Compound
- Objects
- Additional Compound Objects
- Modifiers
- Introduction to Modifiers
- Type of Modifiers

Animation Basics

- Introduction to Animation Basics
- Understanding Animation and Time Controls
- Morph Compound Object
- Rendering and Previewing an Animation
- Rendering Effects
- mCloth Modifier
- Constraints
- Simulation Controls
- Helpers
- Atmospheric Apparatus
- Event Display Area

Particle Flow

- Introduction to Particle Flow
- Particle View Window
- Understanding Particle Flow Actions

Particle Systems and Space Warps I

- Introduction to Particle Systems and Space Warps I
- Mesh tools
- Categories of Space Warps

Particle Systems and Space Warps II

- Introduction to Particle Systems and Space Warps II
- Geometric/Deformable Space Warps
- Modifier-Based Space Warps

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Autodesk 3ds Max Design

Autodesk 3ds Max Design The Complete Guide is designed to give you a solid understanding of 3ds Max Design features and capabilities from the basics through to advanced components. To get the most out of this course, we strongly recommend you review every topic within 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, and interactive 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.

3ds Max Design is widely used by architects, game developers, design visualization specialists, and visual effects artists. A wide range of modeling and texturing tools make it an ideal platform for 3D modelers and animators.

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
- Working with Snaps and Additional Tools
- Understanding Controls
- Customization
- Getting Help

Primitive Objects I

- Creating a Sphere
- Creating a Cylinder
- Creating a Cone
- Creating a Box
- Creating a Table

Primitive Objects II

- Creating a Hot Air Balloon
- Creating a Shed

Splines I

- Creating 2D Shapes
- Modifying Vertices
- Modifying Segments
- Modifying 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
- Creating a Daylight Interior Scene

Interior Lighting II

- Using Photometric Lights and IES Files for Interior Lighting

Animation Basics

- Creating a Simple Animation
- Defining Pivot Points
- Adjusting the Track Info
- Linking Objects

Complex Animation

- Creating a Dummy Object
- Creating Snapshot Objects
- Animating and Linking Cameras

Rendering

- Rendering Images and Animation

Creating a Walkthrough

- Creating and Modifying a Walkthrough

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Autodesk A360

Autodesk A360 The Complete Guide is designed to provide a solid base for using the tools and features contained within Autodesk A360. This course focuses on the project and data management tools contained within A360; this includes creating and managing projects, uploading and updating data, viewing files, and the collaboration features for working with others, both on your team as well as outside vendors and suppliers.

User's prerequisites

You don't need any previous experience with Autodesk® A360® to take this course.

Additionally, this course provides an introduction to the advanced capabilities contained within the "Team" versions of A360 - Fusion Team and BIM 360 Team - and explores the A360 specific tools within Autodesk applications Fusion 360, Inventor, Revit, and AutoCAD.

Course Outline

Welcome to Autodesk A360

- What is A360?
- The User Interface

Projects

- Creating Projects
- Project Data
- Other Project Features
- An Introduction to Team

Working with Your Data

- A360 Data
- A360 Collaboration
- A360 Drive

A360 with Other Autodesk Applications

- A360 and AutoCAD
- Other Autodesk Products

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Autodesk Advance Steel Essentials

Autodesk Advance Steel detailing software is built on the AutoCAD platform. Structural To get the most out of this course, we strongly recommend you review every topic within engineering professionals use the software to help accelerate design, steel detailing, steel the course, and use all the learning styles to ensure you retain the important information fabrication, and steel construction. The Advance Steel Essentials 2018 course provides within. We also encourage you to take all the progress tests to ensure you have retained an overview of the user interface, an introduction to the methodology and workflow in the knowledge, and most importantly practice with the hundreds of real world, Let Me Try Advance Steel, and best practices for working with files. examples.

User's prerequisites

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

Course Outline

Introduction to Advance Steel Basic

- Introduction to Advance Steel Basic
- System Requirements and License

Setting Up The Model

- Setting Up The Model

Basic Modeling

- Basic Modeling

Simple Editing

- Simple Editing

Plate

Features •

Pla
te Features

Basic Connections

- Basic Connections

Miscellaneous Steel

- Miscellaneous Steel

Other Model Objects

- Other Model Objects

Checking A Model Structure

- Checking a Model Structure

Model and Sheet Information Management

- Creating Drawings
- Annotating Drawings
- Manipulating Drawings
- Updating Drawings

Lists and Bills of Materials

- Lists and Bills of Materials

Collaboration

- Collaboration

Appendix

- Starting in Revit
- Drawing Prototypes

- Contour Plates
- Folded Plates

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Autodesk BIM 360 Docs

Autodesk BIM 360 Docs The Complete Guide is designed to give you a solid understanding of BIM 360 Docs, features and capabilities, from navigating the interface to ensuring the entire project team is building from the correct version of documents, plans, to the Mobile Functionality topics. This course includes text, images, audio, video, quizzes and models. Professionals save time, reduce risk, and mitigate errors in construction and practical Let Me Try exercises to accommodate all learning styles. projects by publishing, sharing, viewing and editing all their files with unlimited storage; maintaining version control and change tracking.

User's prerequisites

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

Course Outline

Project Set Up - A360 for BIM 360™ Docs (Web Browser) Documents - Publishing and Review

- A360 Basics and Setup
- Managing and Publishing Documents
- User Interface
- Reviewing and Markups

User Interface - BIM 360™ Docs User Interface (Web Mobile Functionality Browser)

- Overview of Mobile Application
- User Interface - BIM 360 Docs • Use and Function
- Project Setup

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Autodesk BIM 360 Field

Autodesk BIM 360 Field 2017 The Complete Guide is designed to give you a solid understanding of BIM 360 Field, its features and capabilities, from the Basics to the Mobile technologies at the construction site with cloud-based collaboration. Further Functionality topics. This course includes text, images, audio, video, and quizzes to accommodate all learning styles. and reporting; it helps improve quality, safety and profitability. BIM 360 Field streamlines

Autodesk BIM 360™ Field is field management software for 2D and 3D environments that combines mobile technologies at the construction site with cloud-based collaboration. Further Functionality topics. This course includes text, images, audio, video, and quizzes to accommodate all learning styles. and reporting; it helps improve quality, safety and profitability. BIM 360 Field streamlines commissioning and handover, manages field workflow and performance, and allows professionals to navigate and interact with models on their tablet.

User's prerequisites

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

Course Outline

BIM 360 Field Introduction

- BIM 360 Field Basics and Overview
- BIM 360 Field Project Setup

BIM 360 Field Web Portal – Tools

- Issues
- Tasks
- Checklists
- Photos
- Sync Uploads

Using Documents in BIM

360 Field

- Library
- Attachments and Markups
- Navigation - Drawings and Models
- Further Functionality

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Autodesk BIM 360 Glue

Autodesk BIM 360 Glue 2017 The Complete Guide is designed to give you a solid understanding of BIM 360 Glue, features and capabilities, from the basics to the Mobile Application. BIM 360 Glue is a cloud-based BIM management and collaboration product; it connects understanding of BIM 360 Glue, features and capabilities, from the basics to the Mobile Application the entire project team and streamlines project workflows from preconstruction through Application Modelling Tools. This course includes text, images, audio, video, quizzes and construction execution. With anywhere, anytime access to the most recent project practical Let Me Try exercises to accommodate all learning styles. Information throughout the project lifecycle, BIM 360 Glue helps review projects and resolve coordination issues faster, while advancing the construction layout process.

User's prerequisites

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

Course Outline

BIM 360 Glue Introduction

- BIM 360 Glue Basics and Overview
- Integration with other Autodesk Products
- BIM 360 Glue Project Setup
- Modelling Tools

Working with Glue - Mobile Application

- Overview of Mobile Application

Working with Projects

Working with Glue – Web and Desktop

- Setting up Models and Drawings for Use
- Viewing and Navigating Merged Models (Web & Desktop Version)
- Coordination with BIM 360 Glue

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Autodesk Dynamo

Autodesk Dynamo The Complete Guide is designed to give you a solid understanding of 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. To get the most out of this course, we strongly recommend you review every topic within of Dynamo features and capabilities. Dynamo extends building information modeling with the data and logic environment of a graphical algorithm editor.

User's prerequisites

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

Course Outline

Introduction to Dynamo

- An Introduction to Dynamo

Data Management in Dynamo

- Intro to Lists
- List Manipulations
- List Structures

Geometry Creation in Dynamo

- Attractor Point
- Multiple Attractors
- Louvres
- Trigonometric Surfaces
- Surface Generation and Panelization
- Parametric Bridge

BIM Elements •

- Family
- Instance
- Adaptive Pipe
- LunchBox and Adaptive Modules

Interoperability

- Family
- Instance
- Levels Data
- Structural Data
- Importing Geometry
- Room Data

Conceptual Tower •

- Tower Form and Levels
- Creating Floors
- Façade Structure

Façade

Diagonals

- Façade Panels
- Panel Control

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Autodesk Fabrication CADmep

Autodesk Fabrication CADmep for Beginners / Intermediate shows new users how to navigate and generate basic Piping, Plumbing, and Sheet Metal drawings. While going through this course, you will discover how to use the software to greatly improve your Coordinated shop drawings for fabrication and installation use. 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

User’s prerequisites

You don’t need any previous experience with Autodesk® Fabrication CADmep to take this course.

Course Outline

Introduction to Autodesk Fabrication CADmep Beginner/ Intermediate

- Introduction to Autodesk Fabrication CADmep Beginner/ Intermediate

Recommended Pre-Requisites

- Familiar AutoCAD Terms and Functionality
- Building Information Modeling (BIM)
- LOD (Levels of Detail)

Autodesk Fabrication CADmep Interface

- Navigating the Toolbars
- Placing Items in the Drawing
- Editing and Modifying Items
- Working with CADmep Object Properties

Services and Sections

- Navigating through Sections
- Selecting the Different Services
- Layer Management in Services

Drawing Tools

- Review of Database Takeoff and CAD Settings

Working with Manual Drawing Methods

- Manual Drawing Methods
- Working with Attacher Arrow

Working with Automatic Drawing Methods

- Working with Design Line
- Automated Fill Routines

Working with Annotations

- Fabrication Annotations

Working with Reports

- Reports and BOMs

Spooling

- Navigating the Spool Manager and Spool Reports

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importantly practice with the hundreds of real-world, Let Me Try examples.



Autodesk FormIt 360

FormIt 360 2017 is a cloud-based architectural modeling application built to capture conceptual building designs. Through a series of simple and easy-to-use tools like sketching and extruding, you tug, pull, and push to define blocks thus building your model. FormIt 360 can become a key component of your Building Information Modeling (BIM) workflow as your concepts can be further refined within Autodesk Revit.

Autodesk FormIt 360 2017 The Complete Guide is designed to give you a solid understanding of FormIt 360 and its features. This course includes text, images, audio,

Course Outline

Welcome to FormIt 360

- What is FormIt 360?
- Using the FormIt 360 User Interface

Getting Started • Building Your First Model

- More Sketching Tools

More Design Tools

- More Sketching
- More 2D Tools
- Additional Tools
- Grouping

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User's prerequisites

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

video, quizzes and practical Let Me Try exercises to accommodate all learning styles. In this course, you will start by familiarizing with FormIt 360 features. After, you will explore how to start a new sketch and the basics of adding objects. Then, you'll learn about tools to aid in the creation of both 2D and 3D objects, as well as how to modify and organize 3D objects. Finally, you'll discover the key features of FormIt 360 Pro.

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- Collaboration
- Analysis

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Autodesk Fusion 360

Autodesk Fusion 360 The Complete Guide is designed to give you a solid understanding of Fusion 360's modelling features and capabilities. This course is designed to help you follow a workflow-based approach that mirrors the development of projects in the real world, learning 2D drawing skills, editing entities, working with T-Splines, adding to use all learning styles from text, audio, video, interactivity and quizzes. Fusion 360 is a 3D CAD, CAM, and CAE tool. It connects your entire product development process in a single cloud-based platform - that works on both Mac and PC.

User's prerequisites

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

Course Outline

Fusion 360 User Interface

- The Fusion 360 Interface
- Projects
- Setting Preferences
- Workspaces
- The Browser
- Toolbars
- Navigation Bar
- Using the ViewCube
- Named Views
- Mouse or Track Pad Navigation
- Visual Styles
- Environment and Effects
- Selection Filters and Tools
- Invite people to a project
- A360 to Manage Relationships and Copy Files

Creating Sketch Geometry

- Creating a New Sketch
- Sketching with Lines, Splines and Points

- Creating a Sweep
- Creating a Loft
- Creating a Rib
- Creating a Web
- Creating a Hole
- Creating a Thread
- Mirrored Features
- Creating Patterns

Editing

- **Tools**
 - Press / Pull
 - Fillets and Chamfers
 - Rule Fillets
 - Shells
 - Draft
 - Combine Bodies
 - Split Tools
 - Replace Face
 - Move and Align

- Reusing Components
- Positioning Components
- Using the Rigid Joint Type
- Working with the Different Types of Joints
 - Understanding Joint Origins
 - Creating Rigid Groups
 - Understanding Contact Sets
 - Enabling Motion Linking
 - Driving Join
 - Creating Motion Studies
 - Managing Top Level Assembly and Subassemblies

Materials, Images and Inspection

- Inspection Tools
- Inspect
- The Measure Tool
- Design Interferences

- Circles
- Rectangles
- Arcs
- Polygons
- Slots
- Geometric Sketch Constraints
- Dimensional Constraints
- Editing Sketch Geometry
- Projecting Geometry

Modifying Sketch Geometry

- Fillets
- Trim, Extend and Break
- Offset
- Mirrored Sketches
- Circular and Rectangular Patterns
- Solid Modeling Tools
- Quick Shape Creation
- Creating an Extruded Feature
- Creating a Revolve

- Work Planes, Work Axes and Work Points
- Using Direct Edit Tools

T-Spline Surface Modeling

- The Sculpt Workspace
- Creating Primitive Shapes
- Creating a T-Spline Extruded Surface from a Sketch
- Creating a T-Spline Revolved Surface from a Sketch
- Creating a Lofted T-Spline Surface from a Sketch
- Creating a Swept T-Spline Surface from a Sketch
- Working with Pipes
- Editing an Edge
- Editing Forms
- Assigning Symmetry
- Working with Vertices
- Creases
- Additional T-Spline Modification Tools

Assemblies and Constraints

- Understanding Components in Fusion
- Creating Components

- Curvature Comb Analysis Zebra Analysis
- Section Analysis Draft Angle Analysis
- Curvature Map Analysis
- Component Color Cycling
- Assigning Materials
- Managing Materials
- Using Texture Map Controls
- Inserting Images for Use as Decals
- Inserting Images as Modeling References
- Tiles

Fusion 360 Output

- Base, Projected, Section and Detail Views
- Add Annotations
- Edit Views
- Edit Border and Title Block
- Create A STL (3D Print) File
- Simulation
- Structural Constraints and Loads

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Autodesk Infracore 360

In the **Autodesk Infracore 360 The Complete Guide** course, learn how to customize To get the most out of this course, we strongly recommend you review every topic .within model visualizations as well as coordinate model data with various types of softwares. the course and take advantage of the different tools and activities to help to ensure you Investigate how to apply specific-to-your project data and retrieve analysis results to help retain the important information within. We also encourage you to take all the progress benefit your civil engineering project. 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® Infracore 360 to take this course.

Course Outline

The Infracore Environment

- User Interface
- Data Sources, Panel Settings & Features
- Application Options and Asset Cards Overview
- Coordinate Systems
- Working with GIS

Navigation and Selection

- Navigation and Selection

Working with

Styles • Working

with Styles

- Materials

Sourcing for Existing Conditions

- Terrain Data
- City Furniture

Creating the

Design • Propose

Site Features

- Proposals
- Roads and Railways
- Coverages
- Trees
- Pipelines and Pipeline Connectors
- Water Areas
- Barriers
- Point of Interest

Analyzing Your Design

- Measurements
- Site Visual Effects and Statistics
- Working with Themes

Presenting Your Design

- Storyboards
- Snapshot
- Rendering Images

Sharing Your

Design • Sharing

Your Design

- Publish Options & Design Feeds
- Scenarios
- InfraWorks and AutoCAD Civil 3D
- Working with Revit Models

Roadway Design Module

- Roadway Design Toolbar Overview
- Creating Design Roads and Intersections
- Road Editing Tools
- Road Analysis

Drainage Design

Module • Drainage

Design Module

- Culverts
- Drainage Network

Bridge Design Module

- Introduction
- Exploring the Bridge Design Asset Card
- Creating Bridges
- Editing Bridges with Properties and Gizmos
- Bridge Analysis Tools

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Autodesk Inventor

Inventor is a parametric CAD software that offers an easy-to-use set of tools for 3D mechanical design, documentation, and product simulation.

Digital Prototyping with Inventor helps you design and validate your products before they are built - to deliver better products, reduce development costs, and get to market faster.

User's prerequisites

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

Course Outline

Inventor R2 and R3 Improvements

- R2 Enhancements
- R3 Enhancements

What's New - General, Sketching, and Part Enhancements

- General Updates
- Sketching Enhancements
- Part Enhancements
- Technical Specifications

What's New - Assembly and Drawing Enhancements

- Assembly and Drawing Enhancements
- Technical Specifications
- Interoperability Updates

What's New -

Presentations •

Presentation
Enhancements

Introduction to Autodesk

Inventor • Getting Started with Autodesk Inventor

- Working with Drawing Display Tools
- Important Terms and Definitions

Drawing Sketches for Solid

Models • Understanding the Sketching Environment

- Drawing Sketched Entities I
- Drawing Sketched Entities II
- Fillets, Chamfers, and Splines

Adding Constraints and Dimensions to Sketches

- Working with Geometric Constraints
- Working with Dimensional Constraints
- Measuring Sketched Entities

Editing, Extruding and Revolving the Sketches

- Editing Sketched Entities
- Creating Patterns, Adding Text and Images
- Extruding, Revolving, Primitives and Freeforms
- Rotating the View and Controlling the Display

Other Sketching and Modeling Options

- Creating Work Planes
- Creating Work Axes and Points
- Other Extrusion and Revolution Options

Advanced Modeling Tools - I

- Creating Holes
- Creating Fillets and Chamfers
- Moving the Faces and Editing Features
- Project Entities in the Sketching Environment

Advanced Modeling

Tools - II • Sweeps, Lofts, Coils and Threads

- Shells, Drafts and Splits
- Editing Surfaces
- Editing without Using Sketches

Assembly Modeling - I

- Understanding Assembly Modeling
- Assembling Components using the Constrain Tool
- Applying Joints to the Assembly
- Relationships, Moving and Rotating Components

Assembly Modeling - II

- Editing Assembly Constraints and Components
- Modifying Components in An Assembly
- Analyzing Assemblies and Creating Representations

Working with Drawing Views

- Drawing Standards
- Dimension Styles
- Annotating the Drawing

Presentations

- The Presentation Module
- Animating An Assembly

Working with Special Design

Tools • Adaptive Parts and Defining Parameters

- iParts
- 3D Sketches

Working with Sheet Metal Components

- Understanding Sheet Metal
- Additional Sheet Metal Options

Introduction to Weldments

- Understanding Weldments
- Editing Weldments
- Adding the Finishing Touches

Miscellaneous Tools

- Sketches
- iMates
- Title Blocks

Introduction to Stress Analysis

- Introduction to Analysis
- More on Analysis
- Starting an Analysis
- Applying Constraints and Loads

Introduction to Plastic Mold Design

- Starting with Plastic Mold Design
- Adjusting the Model
- Generating the Core and Cavity
- Runners, Wells, and Channels

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Autodesk Inventor iLogic

Autodesk Inventor's iLogic feature enables you to automate and standardize design processes, providing a simple way to capture and reuse your work. iLogic embeds rules as objects directly into part, assembly, and drawing documents. The rules determine and drive a

designs parameter and attribute values. By controlling these values, you can define behavior of the attributes, features, and components of a model. With iLogic, Inventor users can analyze problems, and define new standards and templates - enabling them to create not only single products, but entire product families.

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Autodesk Inventor iLogic The Complete Guide is designed to give you a solid understanding of Inventor iLogic features and capabilities from the basics through to advanced components.

User's prerequisites

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

Course Outline

Starting with iLogic

- What is iLogic?
- The Anatomy of Your Code

Rule Creation

- Building Your Rules
- Conditional Statements
- Other Rule Options

Working with Parts

- Rules for Parts
- iFeatures, iParts & iAssemblies

Assemblies and Drawings

- Assemblies and Drawings
- Drawings

Working with Microsoft Excel

- Microsoft Excel and iLogic

Interaction with the User

- User Interaction
- Forms

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.

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Autodesk Inventor Professional

Autodesk Inventor Professional The Complete Guide is designed to give you a solid understanding of Inventor features and capabilities, from the basics through advanced and complex 3D modeling components. Inventor is a parametric CAD software that offers an easy-to-use set of tools for 3D understanding of Inventor features and capabilities, from the basics through advanced and mechanical design, documentation, and product simulation. Digital Prototyping with Inventor helps you design and validate your products before they are built - to deliver better products, reduce development costs, and get to market faster.

User's prerequisites

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

Course Outline

New – Features & Enhancements

- R2 Enhancements
- R3 Enhancements
- General Updates
- Sketching Enhancements
- Part Enhancements
- Technical Specifications
- Assembly and Drawing Enhancements
- Technical Specifications

- Interoperability Updates
- Presentations

Introduction to Autodesk

Inventor • Getting Started with Autodesk Inventor

- Working with Drawing Display Tools
- Important Terms and Definitions
- Drawing Sketches for Solid Models

Understanding the Sketching Environment

- Drawing Sketched Entities I
- Drawing Sketched Entities II
- Fillets, Chamfers, and Splines

Adding Constraints and Dimensions to Sketches

- Working with Geometric Constraints

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- Working with Dimensional Constraints
- Measuring Sketched Entities

Editing, Extruding and Revolving the Sketches

- Editing Sketched Entities
- Creating Patterns, Adding Text and Images
- Extruding, Revolving, Primitives and Freeforms
- Rotating the View and Controlling the Display

Other Sketching and Modeling Options

- Creating Work Planes
- Creating Work Axes and Points
- Other Extrusion and Revolution Options

Advanced Modeling Tools - I

- Creating Holes
- Creating Fillets and Chamfers
- Moving the Faces and Editing Features
- Project Entities in the Sketching Environment

Advanced Modeling

Tools - II • Sweeps, Lofts, Coils and Threads

- Shells, Drafts and Splits
- Editing Surfaces
- Editing without Using Sketches

Assembly Modeling - I •

Understanding Assembly Modeling

- Assembling Components using the Constrain Tool

- Applying Joints to the Assembly
- Relationships, Moving and Rotating Components

Assembly Modeling - II • Editing Assembly Constraints and Components

- Modifying Components in An Assembly
- Analyzing Assemblies and Creating Representations

Working with Drawing Views

- Drawing Standards
- Dimension Styles
- Annotating the Drawing

Presentations •

The Presentation Module

- Animating An Assembly

Working with Special Design

Tools • Adaptive Parts and Defining Parameters

- iParts
- 3D Sketches

Working with Sheet Metal Components

- Understanding Sheet Metal
- Additional Sheet Metal Options

Introduction to Weldments

- Understanding Weldments
- Editing Weldments
- Adding the Finishing Touches

Miscellaneous Tools

- Sketches

- iMates
- Title Blocks

Introduction to Stress Analysis

- Introduction to Analysis
- More on Analysis
- Starting an Analysis
- Applying Constraints and Loads

Introduction to Plastic Mold Design

- Starting with Plastic Mold Design
- Adjusting the Model
- Generating the Core and Cavity
- Runners, Wells, and Channels

Introduction to Tube & Pipe

- Creating your First Tube & Pipe Assembly

Rigid Pipe •

Rigid Pipe Styles

- Routing Pipe
- Pipe Fittings
- Other Rigid Pipe Tools

Tubing •

Routing Tube

- Working with Tube Routes
- Fittings

Self-Draining Pipe

- Building Self Draining Pipe

Autodesk Inventor Professional (cont'd)

Course Outline (cont'd)

Flexible Hose

- Building Flexible Hoses
- Working with Flexible Hoses

Harnesses

- Building the Harness
- Working with the Harness

Component Authoring

- Building Your Own Tube & Pipe Components
- Tube and Pipe Documentation

Ribbon Cables

- Creating Ribbon Cables

Drawings and Annotation

- Bill of Materials, Parts Lists, and Ballooning

Harness Documentation

- Reports and Documentation
- Nailboard Drawings

- Exporting Data

Introduction to the Cable and Harness Environment

- The Cable and Harness Environment

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Autodesk Inventor Routed Systems

Autodesk Inventor Routed Systems The Complete Guide is designed to give you a solid understanding of more complex modelling options available in Inventor. These options include the tools and analyses for adding Tubing and Piping to an Inventor model, you design and validate your products before they are built to deliver better products, as well as describing how to add Cables and Harnesses. Autodesk Inventor is a parametric CAD software offers an easy-to-use set of tools for 3D mechanical design, documentation, and product simulation. Digital Prototyping with Inventor helps reduce development costs, and get to market faster.

User's prerequisites

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

Course Outline

Introduction to Tube & Pipe

- Creating your First Tube & Pipe Assembly

Rigid Pipe

- Rigid Pipe Styles
- Routing Pipe
- Pipe Fittings
- Other Rigid Pipe Tools

Tubing

- Routing Tube
- Working with Tube Routes
- Fittings

Self-Draining Pipe

- Building Self Draining Pipe

Flexible Hose

- Building Flexible Hoses
- Working with Flexible Hoses

Component Authoring

- Building Your Own Tube & Pipe Components
- Tube and Pipe Documentation

Drawings and Annotation

- Bill of Materials, Parts Lists, and Ballooning
- Exporting Data

Introduction to the Cable and Harness Environment

- The Cable and Harness Environment

Harnesses

- Building the Harness
- Working with the Harness

Ribbon Cables

- Creating Ribbon Cables

Harness

- **Documentation**
 - Reports and Documentation
 - Nailboard Drawings

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Autodesk Maya Animation

Autodesk Maya is a 3D software which enables you to create realistic 3D models and visual effects with much ease. Used to create interactive 3D applications, Maya is a comprehensive toolset that allows you to realize your creative vision. In this course, you will learn the major functions of Animation in Maya.

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 Autodesk® Maya to take this course.

Course Outline

Animation

- Animation Types
- Animation Controls
- Creating Animations
- Animation Menus
- Animation Menus II
- Animation Menus III
- Animation Menus IV
- Animation Layers
- Animation Layers II

Rigging, Constraints and Deformers

- Bones, Joints and Deformers
- Deformer Tools
- Applying Constraints
- Adding Constraint to Animation Layers
- Skinning an Object and Muscle Deformer
- Set Driven Key

Paint Effects

- Working with the Visor Window
- Working with the Paint Effects Window
- Working with the Paint Effects Window II

Rendering •

- Rendering
- Renderers
- Renderers II

Particle System •

- Creating Particles
- Creating Emitters
- Particles
- Creating Effects

Introduction to nParticles

- Creating nParticles
- Creating nParticles II

Fluids

- Classification of Fluid Effects
- Working with Fluid Containers • Fluid Components and Effects

nHair •

- nHair
- Simulating nHair

Fur

- Creating Fur with Maya
- Creating Fur with Maya II

Bullet

- Physics •
- B
- Bullet Objects
- Bullet Objects II

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Autodesk Maya Modeling

Autodesk Maya is a 3D software which enables you to create realistic 3D models and To get the most out of this course, we strongly recommend you review every topic .within visual effects with much ease. Used to create interactive 3D applications, Maya is a the course and take advantage of the different tools and activities to help to ensure you comprehensive toolset that allows you to realize your creative vision. In this course, you will retain the important information within. We also encourage you to take all the progress learn the major functions of both the interface and modelling in Maya. 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® Maya to take this course.

Course Outline

Exploring Maya Interface

- Autodesk Maya Screen Components I
- Autodesk Maya Screen Components II
- Shelf
- Tool Box
- Time Slider and Range Slider
- Panel Toolbar II
- Channel Box / Layer Editor
- Attribute Editor, Hotbox and Other

Polygon

Modeling •

Polygon Primitives

I

- Polygon Primitives II
- Polygon Primitives III
- Polygon Editing Tools
- Editing the Polygon Components
- Editing the Polygon Components Using Mesh Tools

NURBS Curves and Surfaces

- NURBS Primitives
- NURBS Primitives II
- NURBS Primitives III
- Tools for Creating NURBS Curves II

NURBS Modeling

- Working with NURBS Tools
- Working with NURBS Tools II
- Converting Objects

UV

Mapping •

UV

Mapping

- UV Mapping II
- UV Layout Group
- UV Layout Group II
- UV Layout Group III

Shading and Texturing

- Working in the Hypershade Window
- Hypershade Tab Toolbar
- Exploring the Shaders
- Shader Attributes

Lighting

- Types of Lights
- Types of Lights II
- Glow and Halo Effects
- Physical Sun and Sky Effects

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Autodesk Moldflow Insight Fundamentals

The Introduction to **Autodesk Moldflow Insight Fundamentals** is a 40-hour course that gives you an understanding of polymer flow and how it relates to part quality, and introduces you to Autodesk Moldflow Insight. In *It's All About Flow*, learn how polymers flow and how the Moldflow design philosophy is used to address polymers characteristics. In *Gate Placement*, find out where and why gates should be placed where they are and how Moldflow can help with gate placement. In *Molding Window*, discover the primary processing conditions used in injection molding and how to optimize them. In *Gate and Runner Design*, learn how to model and analyze the runner system for injection molding—including valve gates. In *Meshing*, discover the different mesh types used in Moldflow and how to create a good mesh. In *Materials*, familiarize yourself with specific polymer characteristics and polymer related molding defects, and learn how to find materials to use in a Moldflow analysis. In *Fill and Pack Analysis*, find out how to run filling and packing analyses and what results are available. In *Results*, discover how to result plot properties and how to manipulate them. Molding problems and results guidelines are also discussed. And finally, in *Reports*, learn the methods of sharing results from Moldflow to others on your team.

User's prerequisites

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

Course Outline

It's All About Flow

- Introduction
- How Plastic Fills a Mold
- Key Mold Settings
- Moldflow Flow Concepts
- Moldflow Design Philosophy

Gate Placement

- Introduction
- Flow Concepts
- Number of Gates
- Position Gates

Molding Window

- Introduction
- Analysis Inputs
- Viewing Results

Gate and Runner Design

- Introduction
- Flow Concepts
- Gate Design
- Modeling Feed Systems
- Manual Creation
- Runner Balancing
- Valve Gates

Meshing •

- Introduction
- Types of Mesh
- Importing
- Generate Mesh
- Mesh Evaluation
- Closer Inspection
- Manual Mesh Repair

Materials •

- Introduction
- Material Properties • Materials Database

Fill and Pack Analyses

- Introduction
- Fill Inputs
- Fill Results
- Pack/Hold Control
- Pack Results

Results

- Introduction
- Plot Type
- Plot Properties
- Results Display

- Basic Symptoms
- Molding Problems
- Guidelines
- Guidelines 2

Reports •

- Introduction
- Create Reports • Export Files
- Communicator

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Autodesk Moldflow Adviser

Autodesk Moldflow Adviser 2017 gives you an understanding of polymer flow and how it relates to part quality and introduces you to Autodesk Moldflow Adviser. This 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 Autodesk® Moldflow® Insight to take this course.

Course Outline

It's All About Flow

- It is all about Flow - Introduction
- How Plastic fills a mold
- Key molding settings
- Moldflow Flow Concepts

User Interface Overview

- User Interface Overview - Introduction
- Adviser's User Interface Components
- Working in Adviser

Analysis Workflow

- Analysis Workflow - Introduction
- Optimizing the Part Filling
- Optimizing the Fill and Pack of the Mold
- Optimizing the Part's Warpage

Materials

- Materials - Introduction
- Material Properties
- Materials Database

Design Adviser Analysis

- Design Adviser Analysis - Introduction
- Analysis setup
- Results

Gate Placement

- Gate Placement - Introduction
- Flow Concepts
- Number of gates
- Position gates

Molding Window

- Molding Window - Introduction
- Analysis inputs and results

Evaluating the Part Design

- Evaluating Part Designs

Reports

- Reports - Introduction
- Create reports
- Export files
- Communicator

Gate and Runner Design

- Gate and Runner Design - Introduction
- Flow Concepts
- Gate design
- Modeling feed systems
- Runner Sizing
- Pack and Warp Overview
- Pack and Warp Overview - Introduction
- Packing Analysis
- Packing Results
- Shrinkage
- Warpage Analysis
- Warpage Results

Cooling Modeling and Analysis

- Cooling Modeling and Analysis - Introduction
- Cooling modeling
- Cooling Overview
- Cooling Analysis
- Effect of Cooling on Packing and Warpage

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Autodesk Navisworks

Autodesk Navisworks The Complete Guide is designed to give you a solid understanding of Navisworks features and capabilities from the basics through to advanced. To get the most out of this course, we strongly recommend you review every topic within understanding of Navisworks features and capabilities from the basics through to advanced. The course and take advantage of the different tools and activities to help to ensure you components. 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 Navisworks project review software enables architecture, engineering, and construction professionals to holistically review integrated models and data with stakeholders to gain better control over project outcomes. hundreds of real-world, Let Me Try examples.

User's prerequisites

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

Course Outline

New for Navisworks

- Coordination and Integration
- Integration with Autodesk AutoCAD
- Navisworks Integration with BIM360 Glue
- Quantification Updates

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

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Autodesk Navisworks Manage

Autodesk Navisworks Manage The Complete Guide is designed to give you a solid understanding of Navisworks Manage features and capabilities, from the basics through advanced components. Navisworks project review software enables architecture, engineering, and construction professionals to holistically review integrated models and data with stakeholders to gain better control over project outcomes.

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

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

- Working with Timeliner

Working with Animator and Scripter

- Working with Animator
- Working with Scripter

Quantification

- Quantification Workbook Window

Clash Detection

- Working with Clash Detective
- Managing Clash Tests

Autodesk Rendering

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

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

- Working with Timeliner

Working with Animator and Scripter

- Working with Animator
- Working with Scripter

Quantification

- Quantification Workbook Window

Clash Detection

- Working with Clash Detective
- Managing Clash Tests

Autodesk Rendering

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

- Selection Tools
- Selection Sets

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Autodesk Navisworks Simulate

Navisworks Simulate The Complete Guide is designed to give you a solid understanding of Navisworks Simulate features and capabilities, from the basics through to advanced components. Navisworks project review software enables architecture, engineering, and construction professionals to holistically review integrated models and data with stakeholders to gain better control over project outcomes.

User's prerequisites

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

Course Outline

Introduction to Autodesk

- 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

- Working with Timeliner

Working with Animator and Scripiter

- Working with Animator
- Working with Scripiter

Quantification

- Quantification Workbook Window

Autodesk Rendering

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

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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.

Autodesk ReCap

Autodesk ReCap reality capture software and services enable users to capture and integrate reality data directly into your design process. Autodesk ReCap works with Autodesk design and creation suites, so you can start your design with accurate 3D data and full photoquality context rather than a blank screen. Autodesk ReCap follows a workflow-based approach that mirrors the development of projects in the real world, learning concepts such as point cloud access, appearance and management.

Autodesk ReCap The Complete Guide is designed to give you a solid understanding of it's features and capabilities from the basics through to advanced components.

User's prerequisites

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

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.

Course Outline

Introduction to Autodesk ReCap

- Introducing Autodesk ReCap
- Getting Started with Autodesk ReCap
- File Formats & Usability
- Resources

Importing Opening and Saving Projects

- Creating a New Project
- General Point Cloud Settings
- Saving the Project

The User

Interface • The

User Interface

- Display Settings
- Project Navigator

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Autodesk ReCap Photo

ReCap reality capture software and services enable users to capture and integrate reality data directly into your design process. ReCap works with Autodesk design and creation suites, so you can start your design with accurate 3D data and full photo-quality context rather than a blank

View and Navigation

- View and Navigation Tools Overview
- Navigating the Point Cloud

Point Cloud Appearance

- Point Cloud Appearance Settings
- Point Cloud Colour Modes
- Point Cloud Lighting and Shading

Organising and Editing Point Clouds

- Editing Point Clouds
- Grouping Scan Data
- Scan Location Settings

Measurement and Labelling

- Basics of Measurement
- Working with Annotation

Exporting / Importing and Use of Scan Data Downstream

- Exporting ReCap Projects for use in Other Applications
- Export and Import Settings

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.

screen. You'll follow a workflow-based approach that mirrors the development of projects in the real world, learning concepts such as point cloud access, appearance and management.

Autodesk ReCap Photo The Complete Guide is designed to give you a solid understanding of its features and capabilities from the basics through to advanced components.

User's prerequisites

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

Course Outline

Introduction to Autodesk

- Introduction to Autodesk ReCap Photo
- The Photographic Process
- The ReCap Photo Web Page and Interface

Setting up a New Project

- Creating a New Project
- Setting up the Project in ReCap Photo
- Analysing Images and Viewing Results

Navigation and Review

- Basic Navigation and Review Tools
- Adding Further Information

Exporting and Use in other Application

- Exporting and use Downstream
- Use of Mesh

Storage and Management

- Autodesk Recap 360 Storage

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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.

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Autodesk ReCap Pro

ReCap reality capture software and services enable users to capture and integrate reality data directly into your design process. ReCap works with Autodesk design and creation suites, so you can start your design with accurate 3D data and full photo-quality context rather than a blank screen.

Autodesk ReCap Pro The Complete Guide follow a workflow-based approach that mirrors the development of projects in the real world, learning concepts such as point cloud access, appearance and management.

User's prerequisites

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

Course Outline

Introduction to Autodesk ReCap

- Introducing Autodesk ReCap
- Getting Started with Autodesk ReCap
- File Formats & Usability
- Resources

Importing Opening and Saving Projects

- Creating a New Project
- General Point Cloud Settings
- Saving the Project

Getting Started with Autodesk ReCap Pro

- Getting started with ReCap Pro
- Using Scan Data

Registration with ReCap Pro

- Accuracy Reports
- Registration Fundamentals

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

Survey Control Verification

- Survey Control
- Registration Rollback & Reporting

Real View on ReCap 360

- RealView on ReCap 360

The User Interface •

The User Interface

- Display Settings
- Project Navigator

View and Navigation • View and

Navigation Tools Overview

- Navigating the Point Cloud

Point

Cloud

Appearance •

Point

Cloud

Appearance

Settings

Settings

- Point Cloud Colour Modes
- Point Cloud Lighting and Shading

Organising and Editing Point Clouds

- Editing Point Clouds
- Grouping Scan Data
- Scan Location Settings

Measurement and Labelling

- Basics of Measurement
- Working with Annotation

Exporting / Importing and Use of Scan Data Downstream

- Exporting ReCap Projects for use in Other Applications
- Export and Import Settings

EDUCATION, GOVERNMENT AND BUSINESS ENTERPRISE LICENSING DISCOUNTS ARE AVAILABLE.

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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

Autodesk Revit Advanced Concepts

Autodesk Revit Advanced Concepts The Complete Guide introduces and expands on advanced Revit concepts. Concepts covered include Construction Modeling , Phases and Design Options, Site Tools and Design Analysis, Presentation Views, Project and Setting Management and Conceptual Design. examples.

User's prerequisites

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

Course Outline

Construction Modeling

- Construction Modeling
- Assemblies
- Settings Management

Phases and Design Options

- Phases and Design
- Walls

Site Tools and Design Analysis

- Site Tools
- Energy and Sun
- Sun Settings
- Rendering

Schedules and Tags

- Tags
- Schedules
- Organization
- Project Management

View Graphics

Walls and Curtain Walls

- Design Options

Renderings and Walkthroughs

- Conceptual Design
- Conceptual Mass

Projects and Settings

- Overrides
- Curtain Walls

- Walkthroughs
- Forms

Presentation Views

- Presentation Views
- Using Decals and Shadows

- Mass Elements

- Divided Paths and Surfaces

EDUCATION, GOVERNMENT AND BUSINESS ENTERPRISE LICENSING DISCOUNTS ARE AVAILABLE.

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Autodesk Revit Architecture

Revit Architecture The Complete Guide is designed to give you a solid understanding of Revit Architecture features and capabilities from the basics through to advanced components. You'll follow a workflow-based approach that mirrors the development of projects in the real world, learning this powerful, sophisticated building information modeling (BIM) software that has transformed the architectural design industry. It is the perfect introduction to the powerful software for architects, designers, and students.

User's prerequisites

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

Course Outline

Introduction to Autodesk Revit Architecture Using Basic Building Components-III

- User Interface Tour
- Browsers, Bars, Palettes and Windows
- Revit Architecture Help
- Creating Curtain Walls
- Working with Components
- Adding Stairs
- Adding Railings and Ramps

Starting an Architectural Project

- Starting a New Architectural Project
- Navigation Tools
- Configuring Global Settings
- Adding Site Components
- Adding Site Features
- Working with Site Features
- Property Lines and Building Pads

Creating Walls

Using

- Creating Architectural Walls
- #### Massing Tools

- Creating Architectural Walls II

Using Basic Building Components-I

- Adding Doors
- Adding Window and Wall Openings

Using the Editing Tools

- Working with Selection Sets

Editing Tools **Adding Annotations and Dimensions**

- Editing Tools II
- Grouping Elements
- Retrieving Information about Elements

- Adding Tags
- Room Tags
- Keynotes
- Adding Symbols and Dimensions
- Dimensioning Terminology and Dimensioning Tools
- Adding Alternate Dimension Units and Spot Dimensions

Working with Datum Planes and Creating Standard Views

- Working with Levels

- Working Grids

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Working with Reference Planes and Work Planes **Schedules**

- Controlling the Display of Elements
- Working with Project Views

Using Basic Building Components-II

- Creating Floors
- Creating Roofs

- Shape Editing Tools

Creating Ceilings **Creating Drawing Sheets and Plotting**

- Adding Rooms
- Creating Drawing Sheets
- Creating Duplicate Dependent Views
- Printing in Revit Architecture

Creating 3D Views • Three Dimensional (3D Views)

- Dynamically Viewing Models with Navigation Tools
- Orienting a 3D View
- Generating Perspective Views
- Using a Section Box

Rendering Views and Creating Walkthroughs

- Rendering in Revit Architecture
- Working with Materials
- Lights, Decals, and Entourage
- Rendering Settings
- Creating a Walkthrough
- Autodesk 360 | Rendering

Using Advanced Features • Creating Structural Components

- Generating Multiple Design Options
- Using Area Analysis Tools • Masking Regions
- Creating Displaced Views
- Color Schemes
- Working With Project Phasing Tools

Using Advanced Features II

- Worksharing Concepts

Creating Project Details and

- Project Detailing in Autodesk Revit Architecture
- Crop Regions, Fill Patterns, and Detail Components
- Adding Text Notes
- Creating Drafting Views
- Revision Clouds
- Working with Schedules

- Elements Families, Browsers, Generating Shadows
- Creating Solar Studies
- Working with Point Clouds
- Revit Architecture Interoperability
- Linking Building Models and Sharing Coordinates
- Working with Linked Models

Autodesk Revit Families

Revit Families The Complete

Guide gives attendees a thorough introduction to creating Revit Families - from basic 2D Symbols through to complex 3D Nested Families.

The course covers Family templates; 2D and 3D Family editor environment; parametric framework; creating and managing Family elements; and includes a bonus project.

User's prerequisites

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

Course Outline

Introduction to Revit Families Creating Family Elements

- What is a Revit Family
- Family Element Commands

Family Templates Moving Beyond The Basics

- An Introduction to Family Templates
- More Advanced Options

The 2D Family Editor Environment

- The 2D Menu Ribbon • Managing Revit Families

Managing Revit Families**The 3D Family Editor Environment****Bonus Project Exercises**

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

- The 3D Menu Ribbon • Bonus Exercises for You to Try

Parametric Framework

- Reference Planes: The Skeleton of Parametric Framework
- Dimensions and Labels

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.

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Autodesk Revit MEP

Autodesk Revit MEP The Complete Guide is designed to give you a solid Autodesk Revit MEP has been created for engineers, designers, architects and CADD understanding of Revit MEP features and capabilities, from navigating the interface to technicians; allowing them to design, document, and analyze building information for the more advanced subjects. This course includes text, images, audio, video, quizzes and mechanical, electrical, and plumbing disciplines. This version brings new and exciting practical Let Me Try exercises to accommodate all learning styles. features, like Schedules and Fabrication.

User's prerequisites

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

Course Outline

New For Revit - Multidiscipline • Working with Grids • User Interface and Workflow • Understanding Wall Types

- Text Enhancements • Working with Walls, Floors, and Ceilings, Adding Rooms
- Schedules

Spacing, Zones, and Cooling and Heating Load Analysis

- Creating Spaces

New for Revit MEP

- Fabrication • Color Schemes, Working with Zones

Introduction to Autodesk Revit MEP

- Introducing the Autodesk Revit MEP User Interface • Understanding HVAC Systems
- Understanding the Interface, Getting Help • Generating HVAC System Layouts

Creating a Mechanical System**EDUCATION, GOVERNMENT AND BUSINESS ENTERPRISE LICENSING DISCOUNTS ARE AVAILABLE.**

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Getting Started with an MEP Project Creating an Electrical System

• Starting a New Project in Revit MEP • Understanding Electrical Systems

- Linking Revit Models and Sharing Coordinates • Adding Power and System Devices
- The Snaps Tool, The Options Dialogue Box

Creating a Plumbing System**Creating Datums, Project Views, and Building Envelopes**

- Understanding Plumbing Systems
- Working with Levels • Working with Plumbing Systems

Creating a Fire 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

Autodesk Revit MEP Advanced

Revit provides mechanical, electrical, and plumbing engineers with tools to design even the most complex building systems. Revit is a world leading Building Information Modeling (BIM) software, which helps drive more accurate design, analysis, and documentation of efficient building systems from concept through construction.

Using Revit MEP you can create even the most complex building systems more accurately and efficiently with tools designed specially for mechanical, electrical, and plumbing (MEP) engineers.

Revit MEP Advanced The Complete Guide is designed to give you a solid understanding of Revit MEP features and capabilities from the basics through to advanced components.

examples.

User's prerequisites

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

Course Outline

MEP Essentials •

Linking Discipline

Models

- Using the System Browser
- Using the Project Browser
- Creating and Modifying Levels
- Controlling Datum Visibility
- Using Scope Boxes
- Creating and Tagging Spaces
- Placing Space Separators
- Creating Color Schemes for Lighting Averages
- Creating Legends
- Creating HVAC Zones
- Setting and Showing the Active Work Plane
- Creating Reference Planes
- Modeling Accurately with Length and Angle
- Working with Object Snaps and Snap Increments
- Modify Ribbon Tools
- Using Visualization Aids When Working in 3D Views
- Tagging MEP Elements
- Coordinating Between Mechanical and Electrical Disciplines
- Interference Check
- Interference Check Documentation

HVAC Airside • Adding

Mechanical Equipment

- Placing Air Terminals
- Placing Air Terminals on Ducts
- Creating Duct Systems

- Splitting Duct Systems
- Duct Settings
- Modeling Ductwork
- Placing Duct Placeholders
- Defining Duct Routing Preferences
- Generating Duct Layouts
- Sizing Ductwork
- Adding Duct Accessories
- Modifying Ductwork and Fittings
- Adding Duct Insulation
- Checking Duct Systems
- Analyzing Duct Systems and Pressure Loss Reports
- Understanding HVAC Airside Scheduling
- Understanding HVAC Airside Tags

General Piping

- Pipe Settings
- Modeling Piping
- Placing Pipe Placeholders
- Defining Pipe Routing Preferences
- Adding Pipe Accessories
- Modifying Piping and Fittings
- Adding Pipe Insulation
- Creating Parallel Pipes • Modeling Sloped Pipe

HVAC Piping •

Creating Piping

Systems

- Generating Pipe Layouts
- Sizing Pipe
- Analyzing Piping Systems
- Creating Pipe Pressure Loss Reports

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

- Understanding HVAC Piping Tags

Plumbing •

Adding Plumbing

Fixtures

- Using Copy and Monitor for Plumbing Fixtures
- Placing Pipe Connectors
- Creating Plumbing Piping Systems
- Splitting Piping Systems
- Creating Piping System Types
- Working with Piping Components
- Laying Out Plumbing Systems
- Creating Risers and Underfloor Views
- Understanding Plumbing Scheduling
- Understanding Plumbing Tags

Electrical •

Electrical

Settings

- Specifying Demand Factors and Load Classifications
- Cable Tray and Conduit Settings
- Voltage Definitions
- Distribution Systems
- Assigning Secondary Systems
- Wire Types and Sizes
- Modeling Cable Trays
- Modeling Conduit
- Creating Parallel Conduits
- Adding Electrical Devices
- Annotation Symbols
- Applying Panel Schedule Template
- Mounting Heights Parameter
- Electrical Label Parameters

- Fire Alarm Devices
- Grounding Symbols
- Settings for Grounding Wire

Power

- Reference Planes and Levels
- Placing Electrical Fixtures
- Creating and Naming Circuits
- Wiring Settings
- Wiring Circuits
- Checking Circuits
- Circuit and Pole Breakers
- Creating Power Circuits
- Creating Lighting Circuits
- Creating Switch Systems
- Annotation - Tagging
- Wire Placement
- Panel Naming
- Creating Panel Schedules
- Editing Panel Schedule Template Options

- Placing Cable Tray or Conduit
- Placing Conduit Underground
- Selecting Types
- Adding/Changing Fittings
- Routing Methods
- Changing Justifications
- Avoiding Obstacles
- Creating Service Type Filters
- Spot Elevations for Bottom of Cable Tray
- Annotation - Tagging
- Creating Parallel Conduit Runs

Views and Sheets

- Plan Views
- Reflected Ceiling Plan Views
- Creating Section Views
- Segmenting Section Views
- Creating Callout Views
- Sketching a Callout View

- Printing to PDF
- Publishing Files to Buzzsaw

Managing Your

Projects • Managing

Project Information

- Specifying a Project Location and Weather
- Understanding Coordinate Systems
- Relocating a Project
- Rotating True North and Project North
- Mirroring a Project
- Managing Project Browser View Organization
- Using Parameters and Filters for Browser Organization
- Managing Project Browser Sheet Organization
- Project Template Files
- Transferring Project Standards
- Deleting Unused Items from a Project

Autodesk Revit MEP Advanced (cont'd)

Course Outline (cont'd)

Lighting • Lighting Fixtures and Photometric Data

- Placing Lighting Fixtures - Reference Planes
- Placing Unhosted Lighting Fixtures
- Emergency Lighting Fixtures
- Luminaire Schedules
- Mounting Parameters
- Using Copy and Monitor for Lighting Fixtures
- Adding Lighting Switches
- Creating a Switch System
- Powering Lighting Systems
- Analyzing Lighting Systems
- Rendering Views to Analyze Lighting
- Managing Lighting with Groups
- Understanding Lighting Scheduling
- Lighting Tags

- Creating Drafting Views
- Setting Up Detail Views
- Importing Details
- Creating a Reference View
- Duplicating Views
- Creating Matchlines and View References
- Creating and Using Sheets
- Working with Viewports on Sheets
- Aligning Views on Sheets
- Using a Sheet List
- Creating Custom Titleblocks
- Creating a Key Plan
- Creating Revision Clouds and Tags
- Managing Sheet Issues and Revisions
- Adding a Revision Schedule to a Titleblock

- Setting the Starting View

Interoperability •

Importing and Managing Image Files

- Linking and Importing CAD Files
- Managing Linked CAD Files
- Controlling the Coordinates of Linked CAD Files
- Managing Imported CAD Files
- Controlling Line Weights in Imported CAD Files
- Working with Point Clouds
- Working with IFC
- Exporting to 2D CAD Formats
- Exporting to 3D CAD
- Exporting Views to Image Files
- Exporting to IFC

Cable Trays, Conduit and Busway

Printing and Publishing • Printing and Managing Print Settings

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Autodesk Revit Structure

Autodesk Revit Structure The Complete Guide is designed to give you a solid modeling, rebar modeling, understanding of Revit Structure features and capabilities, from the basics through This course emphasizes on physical modeling, analytical and quantity scheduling.

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Also, the course covers the various stages involved in analyzing advanced and complex 3D modeling components. the model in Robot Structural Analysis software. This course is specially meant for

professionals and students in structural engineering, civil engineering, and allied fields in the building industry.

User's prerequisites

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

Course Outline

New for Revit Structure

- Revit Multi-Disciplinary Improvements
- Revit Structure Improvements

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 Revit Structure Advanced

Revit Structure Advanced The Complete Guide is designed to give you a solid To get the most out of this course, we strongly recommend you review every topic within understanding of Revit Structure features and capabilities from the basics through to the course, and use all the learning styles to ensure you retain the important information advanced and complex 3D modeling components. Every course is designed to use all within. We also encourage you to take all the progress tests to ensure you have retained learning styles from text,

audio, video, interactivity, quizzes and practical Let Me Try world, Let Me Try examples. examples.

the knowledge, and most importantly practice with the hundreds of real

This course emphasizes on physical modeling, foundation modeling, reinforcements, and scheduling. Also, the course covers the various stages involved in analyzing the model and project collaboration. This course is specially meant for professionals and students in structural engineering, civil engineering, and allied fields in the building industry.

User's prerequisites

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

Course Outline

Setting Up The Revit Structure Interface

- Revit Structure Interface
- Setting up Revit Structure File Locations

Family Concepts and Techniques

- Family Types
- Adding to the Family

Creating Custom Families

- Creating a Composite Metal Deck Family
- Creating a Tapered Concrete Column Family

Creating Trusses

- Truss Techniques and Concepts
- Finishing the Truss Family

Using Trusses in

Projects • Adding a

Truss to a Project

- Attaching a Truss to a Roof or Slab in a Project

Creating Structural Walls and

Floors • Architectural Walls and Structural Walls

- Structural Floor Placement and Options
- Using Structural Beam Systems

Creating Foundations

- Isolated and Wall Foundations
- Slab and Floor Slab Foundations

Reinforcement

- Rebar and Fabric Settings
- Reinforcement Settings

Structural Column Families

- Setting Up a Structural Column Family
- Inventor

Creating Specific Family

Types • Typical Concrete

Corbelling Profile

- Typical Annotation Arrow Symbol

Structural Analysis

- Preparing Projects for Structural Analysis
- Creating Analytical Views

Project Team Collaboration

- Introduction to Worksets
- Working with Worksets

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Autodesk Robot Structural

Robot Structural Analysis Professional software gives structural engineers advanced **Autodesk Robot Structural The Complete Guide** is designed to give you a solid building simulation and analysis capabilities for large, complex structures. The software understanding of Robot Structural Analysis, its features and capabilities; from the basics offers a smooth workflow, enabling engineers to more quickly perform simulation and to the advanced components. This course is designed using all learning styles through text, analysis of a variety of structures. It also provides engineers with advanced BIM-integrated audio, video, interactivity, quizzes and practical Let Me Try exercises. analysis and design tools to understand the behavior of any structure type and verify code compliance.

User's prerequisites

You don't need any previous experience with Autodesk® Robot Structural Analysis Professional to take this course.

Course Outline

Welcome to Robot Structural Analysis Professional

- The User Interface and Viewing Your Models
- Working with Objects
- Running Your First Analysis

Projects and Preferences

- Creating Projects
- Preferences
- Customization

Model Preparation I

- Model Preparation
- Adding Structural Objects

Model Preparation II

- Additional Tools
- Editing Tools

Setting Up the Analysis

- Applying Loads
- Generate the Mesh

Analysis and Exploring the Results

- Run the Analysis
- Analysis Results
- Printouts

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Autodesk Showcase

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 The 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.

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

Course Outline

Introduction to Autodesk Showcase

- Introduction to Autodesk Showcase
- Working with Data

Working with Your Models

- Working with Objects
- Using the Organizer

Scenes and the Environment

- Shots
- The Environment, Lights, and Shadows

Materials

- Applying Materials
- Editing Materials and Applying Decals

Presenting Your Scene

- Alternatives and Cross Sections
- Behaviors
- Storyboards
- Presentation Options

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.

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Autodesk Simulation Mechanical

Autodesk Simulation Mechanical The Complete Guide is designed to give you a solid understanding of Autodesk Simulation features and capabilities. 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 Autodesk® Simulation to take this course.

You'll follow a workflow-based approach that mirrors the development of projects in the real world, learning the steps to start a Simulation project, exporting and importing Geometry, working with equipment in the drawing, using Meshing techniques, creating and editing Joints and Contacts, and analyzing the model and producing results.

Course Outline

Introduction to

FEA

Introduction to

FEA

- Types of Analysis and Theories of Failure
- Introduction to Autodesk Simulation Mechanical
- Introduction to Autodesk Simulation Mechanical

Getting Started With Autodesk Simulation

Mechanical

- Setting the Unit System
- Important Environments of Autodesk Simulation Mechanical
- Short Cut Menus, Color Schemes and HotKeys

Importing and Exporting Geometry

- Introduction and Importing and Splitting Splitting Surfaces Of CAD Model
- Simplifying the Model Geometry Before Importing
- Importing, Saving and Exporting FEA Model
- Archiving FEA Model
- Understanding the Drawing Display TOOLS
- Changing the View Using the View Using ViewCube
- Navigating the Model using Steering Wheels and Controlling the Display of Models
- Importing the Inventor Assembly File Tutorial
- Importing a SolidWorks Assembly File Tutorial
- Importing a STEP File Tutorial

Creating and Modifying Geometry

- Creating and Modifying Geometry and Selection Methods
- Creating 2D Sketched Geometry
- Editing and Modifying Geometry

Meshing

- Generating Mesh
- Viewing the Meshing Results
- Eliminating Unmatched and Multi-Matched Feature Lines
- Generating 2D Mesh
- Unmatched and Multi-Matched Feature Lines

Meshing 2

- Creating Refine Mesh
- Editing Refinement Points

Working with Joints and Contacts

- Introduction and Creating Joints
- Creating Bolted Connection
- Working with Contacts

Defining Materials and Boundary Conditions

- Introduction and Assigning Material
- Managing Material Libraries
- Boundary Conditions Part 1 • Boundary Conditions Part 2 • Boundary Conditions Part 3
- Boundary Conditions Part 4

Performing Analysis and Viewing Results

- Introduction to Performing Analysis and Viewing Results
- Performing Analysis and Viewing Results
- Reviewing the Displacement Results
- Reviewing the Stress Results
- Reviewing the Strain Results
- Reviewing the Reaction Force Results
- Reviewing the Current Result for Nodes, Faces and a Part
- Adding Probes and Reviewing Results in Graphical Path Format
- Modifying Legend Properties and Displaying Loads and Constraint
- Creating and Generating Report

Advanced Structural Analysis

- Introduction to Advanced Structural and Dynamic Analysis • Nonlinear Analysis

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Autodesk Vault Basic

Autodesk Vault is a data management tool integrated with a number of Autodesk software products including AutoCAD and Revit and Inventor. It helps design teams track work in progress and maintain version control in multi-user environments. It allows them to organize and reuse designs by consolidating product information and reducing the need to re-create designs from scratch.

User's prerequisites

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

Course Outline

New for Vault – Security and Administration Updates Working with AutoCAD

- Security Updates Administration Change • Working with AutoCAD

New for Vault - Usability Enhancements Working with Inventor

- Usability Enhancements • Working with Inventor
- Other Inventor Vault Add-in Tools

Using Autodesk Vault

- Introduction to Autodesk Vault Working with Files
- Working with Files • Data Management
- Data Management (Part 2)

Working with Microsoft Office

- Working with Microsoft Office Vault Administration
- Vault Administration

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Autodesk Vault Professional

Autodesk Vault Professional is a data management tool integrated with a number of Autodesk software products including AutoCAD and Revit and Inventor. It helps design teams track work in progress and maintain version control in multi-user environments. It allows them to organize and reuse designs by consolidating product information and reducing the need to re-create designs from scratch.

User's prerequisites

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

Course Outline

New for Vault - Security and Administration Updates

- Security Updates Administration Changes

New for Vault - Usability Enhancements

- Usability Enhancements

Using Autodesk Vault

- Introduction to Autodesk Vault Working with Files

Working with Microsoft Office

- Working with Microsoft Office

Working with AutoCAD

- Working with AutoCAD

Working with Inventor

- Working with Inventor
- Other Inventor Vault Add-in Tools

Working with

Files • Data Management

- Data Management (Part 2)

Vault Administration

- Vault Administration

Extended Tools and Workflows

- Data Management Additional Vault Tools

Behaviors

- Vault Behaviors Working with Behaviors

Behavior Administration

- Configuring Behaviors
- Reports
- Reporting

Custom Objects

- Working with Custom Objects

Items

- The Item Master Files and Items Bills of Materials

Item

Behaviors •

Item

Lifecycles

- Item Administration

Change Orders

- Vault Change Orders

Sharing with Others

- Vault Web Client
- Autodesk Buzzsaw and PLM 360

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Autodesk Vault Workgroup

Autodesk Vault Workgroup is a data management tool integrated with a number of Autodesk software products including AutoCAD and Revit and Inventor. It helps design teams track work in progress and maintain version control in multi-user environments. It allows them to organize and reuse designs by consolidating product information and reducing the need to re-create designs from scratch.

User's prerequisites

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

Course Outline

New for Vault - Security and Administration Updates Working with Inventor

- Security Updates • Working with Inventor
- Administration Changes • Other Inventor Vault Add-in Tools

New for Vault - Usability Enhancements Working with Files

- Usability Enhancements • Data Management
- Data Management (Part 2)

Using Autodesk Vault

- Introduction to Autodesk Vault • Vault Administration • Working with Files • Vault Administration

Working with Microsoft Office Extended Tools and Workflows

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- Working with Microsoft Office • Data Management

Additional Vault Tools Working with AutoCAD

- Working with AutoCAD Behaviors

- Vault Behaviors
- Working with Behaviors

Behavior

Administration

- Configuring Behaviors

Reports

- Reporting

Custom Objects

- Working with Custom Objects

It is not necessary to have worked with BIM before to understand the concepts mentioned in this course. You will learn the language that Architects use within the BIM environment, and how these concepts are applied.

BIM 101

A 2 hour introduction to BIM. At the end of the course, the learner would be expected to have sufficient skills and knowledge to manage their own future BIM learning.

Course Outline

Introduction •

Presenters

- Course Summary
- What is BIM

Motivation - Benefits & Drivers

- Introduction
- Stakeholder Benefits
- Project Level Benefits
- International Expectations
- Drivers

Concepts •

Introduction

- Communication / Coordination / Collaboration
- BIM Stands for ...
- Roles and Certifications

Terminology •

- Introduction
- BIM Maturity Model
- Modelling
- Level of Development
- 3D, 4D, 5D, 6D, 7D
- Information Exchange
- Standards
- BIM Execution Plan

Common Industry Uses

- Introduction
- Visualization
- Coordination
- Design Analysis
- Cost Estimation
- Scheduling (4D)
- Site Layout / Site Coordination
- Prefabrication (Systems)
- FM Handover
- Permits and Codes

Obstacles •

Introduction

- When BIM Doesn't Have the Desired Results
- Organizational Issues
- Projects

It is not necessary to have worked with BIM before to understand the concepts that Architects use within the BIM environment, and how these concepts are applied.

- Costs

Broad Steps for BIM Adoption

- Introduction
- Self Assessment
- People

- First Project
- Technology
- Mandate and Goals

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BIM 201: Understanding BIM

A 2+ hour follow-up to the BIM 101 introduction. At the end of the course, the learner would be expected to critically examine the use of BIM on a project and have the ability to engage in independent research to understand areas of uncertainty.

Course Outline

Introduction

- Introduction

BIM Uses •

Introduction

on

- Disciplines
- Disciplines
- BIM Uses

BIM Roles •

Introduction

on

- Roles, Tasks, and Job Descriptions
- Certification and Training

Model Definition

- Introduction
- Definition
- Model Purpose
- Structure

Coordination

-

Introduction

duction

- Roles
- LOD
- Model Exchange Tables
- Logistics

BIM

Execution Plans

- Introduction
- Purpose
- Structure
- Templates
- Relationship to Contracts

Summary and Conclusion

- Recap

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It is not necessary to have worked with BIM before to understand the concepts in this course. You will learn the language that Architects use within the BIM environment and how these concepts are applied.

BIM for Architects

BIM For Architects is designed to give you a greater understanding of standard BIM practices, and terms used by Architects. This ranges from understanding BIM Strategy for design, to descriptions of Level of Development.

Course Outline

Introduction • An Introduction to the General Process

- Architect's Design BIM
- Course Direction A

Level of Development • What is Level of Development

- LOD Further Explained

BIM Standards • Course Direction B

- National BIM Standards
- Deliverables Overview
- Establishing Modeling Standards
- Data Deliverables
- COBie and Open Data Standards

BIM Strategy for Project Types

- Bringing it All together
- New Build Projects
- Renovation Prone Facilities

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Architects use within the BIM environment, and how these concepts are applied.

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- Design - Based Project Execution Plans
- Construction - Based Project Execution Plan
- What is a Facility BIM Development Plan

Architect's Conclusion

- Conclusion

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It is not necessary to have worked with BIM before to understand the concepts in this course. You will learn the language that Architects use within the BIM environment and how these concepts are applied.

BIM for Contractors

BIM For Contractors is designed to give you a greater understanding of standard BIM practices, and terms used by Contractors. This ranges from understanding BIM Strategy for design, to descriptions of Level of Development.

Course Outline

Introduction • An Introduction to the General Process

- Contractor's BIM
- Course Direction A

Level of Development • What is Level of Development

- LOD Further Explained

BIM Standards • Course Direction B

- National BIM Standards
- Deliverables Overview
- Establishing Modeling Standards
- Data Deliverables

- COBie and Open Data Standards

BIM Strategy for Project Types

- Bringing it All together
- New Build Projects
- Renovation Prone Facilities

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- Design - Based Project Execution Plans
- Construction - Based Project Execution Plan
- What is a Facility BIM Development Plan

Contractor's Conclusion

- Conclusion

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It is not necessary to have worked with BIM before to understand the concepts in this course. You will learn the language that Architects use within the BIM environment and how these concepts are applied.

BIM for Engineers

BIM For Engineers is designed to give you a greater understanding of standard BIM practices, and terms used by Engineers. This ranges from understanding BIM Strategy for design, to descriptions of Level of Development.

Course Outline

Introduction • An Introduction to the General Process

- Mechanical, Electrical, Plumbing Design BIM
- Course Direction A

Level of Development • What is Level of Development

- LOD Further Explained

BIM Standards • Course Direction B

- National BIM Standards
- Deliverables Overview
- Establishing Modeling Standards

- Data Deliverables
- COBie and Open Data Standards

BIM Strategy for Project Types

- Bringing it All together
- New Build Projects
- Renovation Prone Facilities

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It is not necessary to have worked with BIM before to understand the concepts m
Architects use within the BIM environment, and how these concepts are applied.

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- Design - Based Project Execution Plans
- Construction - Based Project Execution Plan
- What is a Facility BIM Development Plan

MEP Conclusion

- Conclusion

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It is not necessary to have worked with BIM before to understand the concepts mentioned

BIM for Owners

BIM For Owners is designed to give you a greater understanding of the standard BIM Practices and terms used by the Owners of BIM Projects. This ranges from Necessary Tools in this course. Learn the language the Architects use within the BIM environment, and how for designing to descriptions of Level of Development. This course is designed to use all the concepts are applied. learning styles from text, audio, video, interactivity, and quizzes.

Course Outline

Introduction

- An Introduction to the General Process
- Architect's Design BIM
- Course Direction A

Level of Development

- What is Level of Development
- LOD further Explained

BIM Standards

- Course Direction B
- National BIM Standards
- Deliverables Overview
- Establishing Modeling Standards
- Data Deliverables

BIM Strategy for Project Types

- Bringing it All Together
- New Build Projects
- Renovation Prone Facilities

Necessary Tools

- Introduction to the Necessary Tools
- Design - Based Project Execution Plans
- Construction - Based Project Execution Plan
- What is a Facility BIM Development Plan

Owner's

Conclusion

- Intro to Conclusion
- Establishing Data Requirements
- Digital Quality Assurance
- Importance of a Reconciled BIM
- The struggle of BIM Maintenance
- Establishing Workplan Standards

It is not necessary to have worked with BIM before to understand the concepts mentioned

- COBie and Open Data Standards

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It is not necessary to have worked with BIM before to understand the concepts mentioned

BIM for Structural Engineers

BIM For Structural Engineers is designed to give you a greater understanding of standard BIM practices, and terms used by Structural Engineers. This ranges from understanding in this course. Learn the language the Contractors use within the BIM environment, and BIM Strategy for design, to descriptions of Level of Development. how the concepts are applied.

Course Outline

Introduction

- An Introduction to the General Process
- Structural Engineer's Design BIM
- Course Direction A

Level of Development

- What is Level of Development
- LOD Further Explained

BIM Standards

- Course Direction B
- National BIM Standards
- Deliverables Overview
- Establishing Modeling Standards
- Data Deliverables
- COBie and Open Data Standards

BIM Strategy for Project Types

- Bringing it All together
- New Build Projects
- Renovation Prone Facilities

Necessary Tools

- Introduction to the Necessary Tools
- Design - Based Project Execution Plans
- Construction - Based Project Execution Plan
- What is a Facility BIM Development Plan

Structural Engineer's Conclusion

It is not necessary to have worked with BIM before to understand the concepts mentioned

- Conclusion

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It is not necessary to have worked with BIM before to understand the concepts mentioned

BIM in Facilities Management

The BIM in Facilities Management course will provide overall themes surrounding the use of BIM processes in Facilities Management. The target audience varies from staff in this course. You will learn the language that Architects use within the BIM environment, who utilizes 3D Software to manage documents within an organization, to management and how these concepts are applied. personnel who must make staffing choices, to CFOs looking to understand the investments and opportunities that come with BIM.

Course Outline

Clearing of the Decks

- BIM Definitions
- Definition, American General Contractors
- BIM Opportunities for Facility Management
- Application of term in discussion

Level of Development

Data In, Data Out

- Revit Technicalities - Removing the mystery
- Terms: Family, Parameter, Schedule, Exporting

Facility BIM Development Plan

- Assessment Tools
- Stakeholder responsibilities

BIM in Greenfield v/s BIM in Renovation Prone Facilities BIM Based Project Delivery & BIM Commissioning

- Digital Lifecycle
- Definition & Applicability
- Data Re-Purposing & Maintenance
- Project Integration & Potential Fee Structure

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It is not necessary to have worked with BIM before to understand the concepts mentioned
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BIM Acronyms

BIM as a concept and process has evolved, and the way AEC professionals use terminology is an important part of ensuring consistency amongst all projects. Acronyms—in the context of

BIM—are complex and involved. By the end of this 1-hour mini course, you will be able to describe the importance of BIM acronyms, be familiar with a variety of BIM acronyms, and be

able to use BIM acronyms in your projects to communicate more effectively.

Course Outline

BIM Acronyms

- Overview
- BIM Acronyms A - J
- BIM Acronyms K - T
- Summary

About the Author - Rebecca De Cicco

Rebecca has always had a keen interest in digital technologies and how they can radically change the way we work and interact with one another. Having studied and worked in Australia as an Architect the basis for her experience always involved managing and training teams to utilize this technology and interact with those ready and willing for change to enable a more efficient workflow.

Rebecca lived in the UK for almost 10 years and following a series of successful senior roles in varied architectural organizations, Rebecca now manages her own consultancy, Digital Node, providing advice and insight to construction professionals all over the world on advanced digital solutions on projects as well as implementation and management processes. It is with this knowledge that she can communicate, train and manage teams in a BIM environment as well as ensure her knowledge is spread throughout the industry within education and focused groups.

Rebecca works with Building Smart UK, sits on the Autodesk Developer Network and feedback community and supports the London BIM initiative within the BIM Regions that help support and grow an industry. She is also a strong advocate for diversity and young people (having been part of a future focused industry group, BIM2050) and also teaches, mentors and trains young people regarding future processes and BIM. Her interest in training and upskilling also involved a strong social media presence for herself (@becdecicco), her organization (@digital_node) and finally her diversity group (@womeninBIM).

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BIM Fundamentals

BIM Fundamentals is a 1-hour course that will provide you with the key information required to support all stages of a Building Information Modelling (BIM) project—from design through to operation. By the end of this course, you'll be able to define BIM, describe how BIM can provide great benefits to a project, explain why it is critical to implement BIM, and list potential solutions for BIMs' greatest challenges.

Course Outline

What is BIM?

- Learning Objectives and learning outcomes
- What is BIM ?
- BIM - The Basics
- BIM - Definitions
- BIM during Design, Construction and Operation
- Client Responsibilities
- The Importance of a Whole Life Approach

Why BIM?

•

Why BIM?

- BIM vs a Traditional Methods
- BIM and the future of Construction
- Skills and Opportunities
- Stakeholder Engagement

Benefits of BIM

- Benefits of BIM - Overview
- Benefits of BIM - Client Side
- Benefits of BIM - Design
- Benefits of BIM - Construction
- Benefits of BIM - Whole Life
- Benefits of BIM - In use / Asset Management
- Benefits of BIM - Buildings & Infrastructure

Challenges of BIM

- Challenges of BIM Overview
- BIM Implementation - Organisational
- BIM Implementation - Project
- BIM Costs
- Cultural Challenges

- People, Process & Technology
- Regional Differences
- A staged approach
- Skills Shortages

About the Author - Rebecca De Cicco

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BIM & Collaborative Working

The BIM and Collaborative Working course will address how the principles of collaborative working can support BIM and its related processes. Collaborative working is a critical part of BIM and can contribute to positive outcomes for either an owner or a project team by allowing transparent and open communication at all times.

About the Author - Rebecca De Cicco

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BIM Commercials

The BIM Commercials course will discuss how the commercial nature of a project is ultimately affected when BIM becomes part of the process. Commercial risks and processes should be understood by all parties working on a project to provide an environment free of risk and ambiguity.

Course Outline

BIM Commercials • The Commercial Impacts of BIM

- A Contractual Framework
- BIM and Professional Indemnity Insurance
- Post Occupancy Evaluation

About the Author - Rebecca De Cicco

Rebecca has always had a keen interest in digital technologies and how they can radically change the way we work and interact with one another. Having studied and worked in Australia as an Architect the

Course Outline

BIM and Collaborative

Working • Collaborative

Working Basics Principles

- Responsibilities for Collaborative Working
- BS11000 - Principles Toward Collaborative Working
- Collaborative Working and BIM

By the end of this course, you'll be able to recognize the importance of collaborative working in the context of a BIM project, discuss the use of the British Standard 11000 to support an organizations collaborative working principles, and implement collaborative working within your organization.

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BIM Dimensions and Documents

BIM Dimensions and Documents course that addresses how BIM documents should be managed and used across a project, as well as the BIM dimensions, which relate to all project BIM uses. It is imperative that BIM dimensions are understood so that BIM uses can be clearly documented. By the end of this course, you'll be able to describe the BIM dimensions and how they relate to all project processes, as well as how to document and manage them over a project lifecycle.

Course Outline

BIM Dimensions &

Documents • BIM

Dimensions and Uses

Overview

- BIM Dimensions
- BIM Key Documentation

About the Author - Rebecca De Cicco

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BIM During An Asset Lifecycle

The BIM During An Asset Lifecycle course will describe the importance of BIM during the asset lifecycle phase of a built asset. BIM as a process can provide great benefits during the design and construction stages, but the main benefits can be seen well into operation of a facility. It is therefore crucial to ensure that the fundamental nature of how an asset is managed and functions during its life be addressed by the owner.

young people (having been part of a future focused industry group, BIM2050) and also teaches, mentors and trains young people regarding future processes and BIM. Her interest in training and upskilling also involved a strong social media presence for herself (@becdecicco), her organization (@digital_node) and finally her diversity group (@womeninBIM).

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Course Outline

BIM During an Asset Lifecycle

- BIM and the Asset Lifecycle

- Client Strategic Approach Toward BIM
- Maintaining Asset Data Within the CDE
- Security and Managing Data into Operation

About the Author - Rebecca De Cicco

Rebecca has always had a keen interest in digital technologies and how they can radically change the way we work and interact with one another. Having studied and worked in Australia as an Architect the basis for her experience always involved managing and training teams to utilize this technology and interact with those ready and willing for change to enable a more efficient workflow.

Rebecca lived in the UK for almost 10 years and following a series of successful senior roles in varied architectural organizations, Rebecca now manages her own consultancy, Digital Node, providing advice

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BIM Global Differences

BIM Global Differences course that addresses the global impact of BIM, giving examples of three differing regions—the US, Singapore and the UK. You will learn the basics of BIM implementation in those regions and begin to understand, in context, where BIM is being developed and has further weight globally in regard to skills and project experiences. By the end of this course, you'll be able to describe the global impacts of BIM, summarize how the USA, Singapore, and the UK have implemented BIM, and explain how BIM standards are being developed.

Course Outline

Global BIM

- Learning Objectives and Learning Outcomes
- Overview
 - History
- Standards supporting BIM
 - Policy
- Working across differing regions
 - Standards
- The importance of International Standards

BIM in the UK

- Overview
- Standards

BIM Singapore

- Overview

BIM in the USA

- Overview
 - History
- History
 - Policy
- Policy
 - Standards
- Standards

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BIM Roles and Responsibilities

The BIM Roles and Responsibilities course will support how roles and responsibilities, which align to BIM, can be procured and appointed on a BIM project. Roles that have been developed in the industry are a direct result of the development of local and international standards all supporting BIM delivery.

Course Outline

BIM Roles and Responsibilities

- Overview of Roles
- Client Driven Roles
- Supplier Roles
- Role of Information Management

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BIM Terminology

BIM Terminology course, which reviews the terminology required to understand BIM in a global context—with specific reference to terms used in the UK and U.S. Terminology is an important part of a successful BIM project as all participants must understand the basic terms and use of these terms to work effectively and intelligently together. By the end of this course, you'll be able to describe the main BIM terms and references and summarize how they can aid in the planning and management of a BIM project.

Course Outline

BIM

Terminology •

BIM Terms

Overview

- BIM Terminology - Strategy Stage
- BIM Terminology - Project Planning
- BIM Terminology - Operational Phase
- BIM Uses
- LOD Overview

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The Importance of Data

The Importance of Data course will describe the importance of data during all stages of a built asset lifecycle. Data is shared, managed and created across a project, and the accuracy and validity of the data is crucial for an intelligent project to be undertaken. Clearly defining the data that is required—across all stages of a project—requires planning and thought, and this course will explain how this can be achieved.

- Owner Strategy
- Information Exchange and COBie
- Data and CDE
- Security and Management of Data into Operation

Course Outline

The Important of Data •

Data and the Construction

Industry

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Bluebeam Revu Fundamentals

Bluebeam Revu is an award-winning software application that allows you to create, edit, markup, and collaborate using PDFs. In this course, you'll learn how to use Bluebeam Revu's core features on a basic level. After taking this course, you will be able to create, assemble, and work with PDFs, add markups to your PDFs, save your commonly used markups and markup properties to Bluebeam's patented "Tool Chest," create, edit, and apply stamps to your PDFs, and track, sort, and filter your markups and stamps in the "Markup List."

User's prerequisites

You don't need any previous experience with Bluebeam Revu to take this course.

Course Outline

Getting Started

- What is Bluebeam Revu?
- Open/Create PDFs
- The Bluebeam Revu Interface
- Tabbed Navigation

Working with PDFs

- Accessing Files
- Search
- Document Manipulation
- Using the Thumbnails Tab
- Layers and Document Comparison

Markups

- Markup Basics
- Line Tools
- Shape Tools

- Pen Tools
- Text Tools
- Images and Snapshot
- Oddball Markups
- Using Grid and Snap
- Rotation, Snap, and Grid

Stamps

- Introduction to Stamps
- Making Your Own Stamps
- Building a Stamp Library

Tool Chest

- Introduction to the Tool Chest
- Tool Sets
- Organizing Your Tools

Markup List

- Introduction to the Markup List
- Organizing Your Columns
- Filters
- Exporting Data (Summaries)

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Bluebeam Revu

Intermediate

Bluebeam Revu is more than just a simple PDF manipulation and markup tool. It has an integrated network of features designed to help with workflows at all phases of construction.

The Bluebeam Revu Fundamentals course covered the core features: PDF Creation, Markups, The Tool Chest, and The Markup List. This intermediate course will take a deeper

Course Outline

A Deeper Look at the Core Features

- Introduction
- PDF Creation with the Bluebeam Plugin
- Document Manipulation
- Markups
- Measurement Markups
- Tool Chest
- Markup List

Document Handling

- Hyperlinks
- Bookmarks
- Sets

User's prerequisites

You don't need any previous experience with Bluebeam Revu to take this course.

look at these features, exploring tools like Batch PDF creation, Measurement markups, Sequences and Actions, and Custom Columns. Beyond Revu's core features, this course will also look at its document handling features, which helps streamline the organization of complex document sets, making it easier to handle revisions, hyperlinking, searching, and navigating through your sets. This course will also address Revu's Collaboration tools, which allow teams of users to work on the same document sets in real time.

Collaboration

- Bluebeam Studio
 - Studio Sessions
 - Studio Projects

Bluebeam Studio Administration

- Managing Users
- Administering Sessions
- Administering Projects

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Rhinoceros is a versatile 3D modeler. It is used in computer-aided design (CAD), computeraided manufacturing (CAM), rapid prototyping, and 3D printing within various fields, including architecture, industrial design, multimedia and graphic design. You will follow a workflow-based approach that mirrors the development of projects in the real world,

Rhino Level 1

Rhino Level 1 (Beginner) course is designed to give you a solid understanding of McNeel's Rhinoceros software basic features and capabilities. This course includes video demonstrations, quizzes and practical Let Me Try exercises, and accommodates all learning styles. learning Nurbs, Lines and Points, Nurbs Surfaces, Meshes and Model Organization.

User's prerequisites

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

Course Outline

Introduction to

Rhino

Introduction to

Rhino

- User Interface Tour
- Commands

Introduction to NURBS Lines and Points

- Points
- Line

Meshes

- What is a Mesh?
- Complications
- Conversion

Model Organization

- What are Properties Layers>/li>
- Display
- Grouping and Block

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- Polylines
- Curves

Introduction to NURBS Surfaces

- Surfaces
- Polysurface
- Solids

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Rhino Level 2

Rhino Level 2 (Intermediate) course is designed to give you a solid understanding of McNeel's Rhinoceros software intermediate features and capabilities. This course includes video demonstrations, quizzes and practical Let Me Try exercises, and accommodates all learning styles. learning Extended Editing Tools, Intermediate Modelling, 3D Drawing and Presentations.

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User's prerequisites

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

Course Outline

Extended Editing Tools

- Curves
- Surfaces
- Generic Tools
- C-Plane
- Analysis

Intermediate Modeling

- Curves
- Surfaces
- Loft
- Boolean

Views

- Viewport

3D Drawing to 2D

Modelling

- Working with Layouts
- Drawing

Presentations

- Ann
otations
- Printing

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Rhino Level 3

Rhino Level 3 (Advance) is designed to give you a solid understanding of McNeel's Rhinoceros software advanced features and capabilities. This course includes video demonstrations, quizzes and practical Let Me Try exercises, and accommodates all learning styles. learning Advanced Modelling, Rendering, Collaboration and Customization.

User's prerequisites

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

Course Outline

Advanced

Modelling • Cage

Editing Surface

- Editing Surfaces
- Meshes
- Curves
- Advanced Editing with Curves and Surfaces

Collaboration

- Insert
- Referenced Blocks
- Work Sessions

Customization

- Commands

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Views

- Camera

- Tool Bar
Layout

Rendering

- Lighting
- Materials
- Texture Mapping
- Render Settings

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SketchUp Basics 101

SketchUp Basic is the first in a series of courses to provide comprehensive training in the use of Trimble® SketchUp software. SketchUp is a 3D modeling computer program for a wide range of drawing applications such as architectural, interior design, civil and mechanical engineering, film, and video game design.

Created in partnership with EpicBIM, SketchUp Basics covers:

- Setup (Getting Started)
- The User Interface
- Getting comfortable with the different drawing tools

For anyone just starting out with SketchUp, or for seasoned SketchUp veterans, Global eTraining's SketchUp Basics is the training you need to make sure you get the most out of SketchUp. Learn Faster. Retain More. Save Time.

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Solidworks

Solidworks is a parametric CAD software offers an easy-to-use set of tools for 3D modeling, simulation, and documentation. Every course is designed to use all learning styles from text, audio, video, interactivity, mechanical design, and documentation. With a basic design, Solidworks is able to connect to multiple disciplines, easing the communication between designers, engineers, and producers. You'll follow a workflow-based approach, to multiple disciplines, easing the communication between designers, engineers, and producers. creating 2D drawings from 3D data, modeling parts, combining parts into assemblies, annotating drawings, using advanced assembly tools, working with sheet metal, presenting designs, and simulation.

Solidworks The Complete Guide is designed to give you a solid understanding of Solidworks features and capabilities from the basics through to advanced and complex 3D modeling components.

User's prerequisites

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

Course Outline

Introduction to SOLIDWORKS •

Introduction To SOLIDWORKS and Getting Started

- Menu Bar And SOLIDWORKS Menus
- Toolbar and Dimensioning Standards and Units
- Important Terms and Their Definitions
- Auto-Backup Option, Selecting Hidden Entities, Hot Keys and Color Schemes

Drawing Sketches for Solid Models

- The Sketching Environment
- New Document
- Learning Sketcher Terms and Tools
- Drawing Lines
- Drawing Circles, Arcs, Rectangles and Parallelograms
- Drawing Polygons, Splines, Slots and Sketched Points
- Drawing Ellipses, Elliptical Arcs ,Curves and Deleting Sketched Entities
- Drawing Display Tools

Editing and Modifying Sketches

- Editing Sketched Entities
- Creating and Editing Patterns
- Writing Text and Modifying Sketched Entities

Adding Relations and Dimensions to Sketches

- Applying Geometric Relations to Sketches
- Design Intent and Dimensioning A Sketch
- Concept of a Fully Defined Sketch
- Deleting Overdefined Dimensions
- Opening an Existing File

Advanced Dimensioning Techniques and Base Feature

Options

- Advanced Dimensioning Techniques
- Creating Base Features by Extruding and Revolving Sketches

- Dynamically Rotating the View of a Model
- Modifying the View Orientation and Restoring the Previous View
- Displaying the Drawing Area in Viewports and Display Modes of A Model
- Assigning Materials and Textures to Models

Creating Reference Geometries

- Importance of Sketching Planes
- Reference Geometry
- Creating Reference Points
- Advanced Boss/Base Options and Modeling Using the Contour Selection Method
- Creating Cut Features and Concept of the Scope Feature

Advanced Modeling Tools-I

- Holes, Rollouts and Threads
- Creating Fillets
- Select Options
- Creating Fillets Using the FilletXpert
- Creating Chamfers, Shell Features and Wraps

Advanced Modeling Tools-II

- Creating Mirror Features
- Creating Linear Pattern Features
- Creating Circular Pattern Features
- Creating Table Driven Patterns, Variable Patterns and Rib Features
- Changing the Display States

Editing Features •

Editing Features of a Model

- Features

Advanced Modeling Tools-III •

- Creating Sweep Features and Cut-Sweep Features
- Creating Loft Features
- Creating 3D Sketches

Advanced Modeling Tools-IV •

Creating Dome Features and Deform Features

- Creating Fastening Features
- Creating Freeform Features
- Dimensioning a Part Using DimXpert

Assembly Modeling-I

- Assembly Modeling
- Creating Bottom-Up Assemblies and Top-Down Assemblies
- Moving and Rotating Individual Components and Assembly Visualization

Assembly Modeling-II •

Advanced Assembly Mates

- Mechanical Mates
- Creating Sub-Assemblies
- Deleting Components and Sub-Assemblies and Editing Assembly Mates
- Editing Components and Sub-Assemblies
- Creating Patterns of Components in an Assembly
- Copy a Component Along with Mates

Working with Drawing Views-I •

The Drawing Mode and Starting a Drawing Document

- Types of Views
- Generating Derived Views
- Working with Interactive Drafting in Solidworks and Editing and Modifying Drafting Views

Working with Drawing Views-II •

Adding Annotations to the Drawing Views

- Adding the Bill of Materials (BOM) to a Drawing
- Adding Balloons to the Drawing Views and Creating Magnetic Lines
- Sheets

Solidworks (cont'd)

Course Outline (cont'd)

Motion Study

Surface**Modeling •**

Surfac

e Modeling

- Surfaces

Working with Blocks

Introduction to Blocks

Creating Mechanisms by Using Blocks

Sheet Metal**Design • Sheet**

Metal Design

- Creating Sheet Metal Components from a Flat Sheet
- Sheet Metal Parts and Forming Tools

- Motion Study

Equations, Configurations, and Library Features

- Working with Equations
- Working with Configurations
- Library Features

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Attract and Retain the Best People

You're probably already experiencing a workforce shortage both with craft labor and management. How do you compete? What keeps people happy and motivated? What makes prospective employees choose your company over other companies? What makes employees choose to stay rather than leave? We are in the middle of a workforce crisis. How do you attract and retain the very best people? The Workforce Development course explores practical ways to attract and retain the very best people and give you practical ideas to implement immediately.

- Attract and Retain the Best People

Course Outline

- Workforce Development
- Introduction
- Issues in the Industry
- Solutions for the Industry
- Radical Ideas

About the Author - Brent Darnell

Brent earned his Bachelor's in Mechanical Engineering from Georgia Tech in 1981 and began his own construction career. He was an MEP Coordinator and Senior Project Manager on complicated projects like

the Brook Army Medical Center and housing for the 1996 Summer Olympic Village. Because of these first-hand experiences, Brent speaks with a deep understanding of his audience and the problems they commonly face. His passion is to transform the industry into one that is more collaborative, more relationship driven, and more fun. The impact of Brent's unique programs spans the globe and his clients include Skanska,

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Communication Skills

Through this course, participants gain the essential basics of powerful and effective communication. They will learn the pitfalls of communication and how to communicate clearly. Participants will reap the benefits of effective communication and learn how to motivate and persuade others without resorting to the traditional command and control approach.

Course Outline

- Introduction
- It Starts with You
- Connect with Others
- Communication Tools

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Kiewit, Balfour Beatty, Clark, Manhattan, McCarthy, Heery, Beck, Barton Malow, Batson

Cook, Granite, Brasfield & Gorrie, Jacobsen Construction, the AGC, ABC, DBIA, COAA, CMAA. He is also an adjunct professor at Auburn, Penn State, and Virginia Tech, teaching emotional intelligence and people skills to their technical students.

Olympic Village. Because of these first-hand experiences, Brent speaks with a deep understanding of his audience and the problems they commonly face. His passion is to transform the industry into one that is more collaborative, more relationship driven, and more fun. The impact of Brent's unique programs spans the globe and his clients include Skanska,

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Cook, Granite, Brasfield & Gorrie, Jacobsen Construction, the AGC, ABC, DBIA, COAA, CMAA. He is also an adjunct professor at Auburn, Penn State, and Virginia Tech, teaching emotional intelligence and people skills to their technical students.

Diversity and Inclusions

Everyone has biases without exceptions. This course addresses those biases, gets at the heart of the matter of diversity and inclusion and endeavors to create true behavioral shifts to create a more diverse and inclusive industry through practical tools, exercises and simulations. This course will take you beyond EEO compliance and the avoidance of lawsuits. It is our hope that ten years from now, these conversations will be irrelevant.

The **Diversity and Inclusion in the AEC Industry** course addresses our most common biases, gets at the heart of the matter of diversity and inclusion, and endeavors to create true behavioral shifts to create a more diverse and inclusive industry through practical tools, exercises and simulations. This course will take you beyond EEO compliance and the avoidance of lawsuits. It is our hope that ten years from now, these conversations will be irrelevant.

Course Outline

- Introduction
- The Business Case for Diversity and Inclusion
- Conscious and Unconscious Bias
- Practical Steps to Promote Diversity and Inclusion

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Emotional Experience Creation

Can your business sustain itself by competing on price alone? Have you cut your overhead and profit down to next to nothing and still find it hard to compete? Find out how to differentiate your company through creating a positive emotional experience instead of a reliable transaction. Find out how to tap into the intangible, emotional side of business to make your company stand out. Find out how to increase business opportunities without cutting cost. Look at case studies where companies have implemented emotional intelligence principles as a strategic initiative to improve business. You will leave with not only the principles, but also practical ideas to implement the very next day!

Course Outline

- Introduction
- The Brain and How We Buy Stuff
- Create a Positive Emotional Response
- Best Practices

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Emotional Intelligence

This foundation course focuses on the concept of emotional intelligence, how it is measured, how it can be improved, and the powerful results it has on successful projects and your company's bottom line. Enlightening and entertaining, this program shows participants their emotional profile and how to improve the areas that will benefit them the most.

Course Outline

Introduction to Emotional Intelligence in the AEC

Industry

- Introduction to EI in the AEC Industry
- How Emotions Affect Your Performance

Improve

- EI Testing

Performance •

Where Am I

Now?

- Where Do I Want to Be?
- How Do I Get There From Here?
- Case Studies of Improvements

Bonus Materials

- The People Profit Connection eBook - 3rd edition
- The People Profit Connection Audio book - 2nd edition
- Georgia Tech Podcast on Emotional Intelligence
- The Tao of Emotional Intelligence Book and App.

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Great Relationships

This course takes participants through each step of how to create and maintain positive business relationships. Participants will learn every aspect of effective communication from ways to introduce themselves, to that crucial first handshake. Brent shares valuable techniques such as how to remember names and the art of following-up. This program is a must for anyone who wants to learn how to effectively network and forge great relationships that will help create and drive future business.

Course Outline

- Introduction
- Internal Focus
- Connection Focus
- Encounters With Others
- How to Maintain Your Relationships

The impact of Brent's unique programs spans the globe and his clients include Skanska, Kiewit, Balfour Beatty, Clark, Manhattan, McCarthy, Heery, Beck, Barton Malow, Batson Cook, Granite, Brasfield & Gorrie, Jacobsen Construction, the AGC, ABC, DBIA, COAA, CMAA. He is also an adjunct professor at Auburn, Penn State, and Virginia Tech, teaching emotional intelligence and people skills to their technical students.

About the Author - Brent Darnell

Brent earned his Bachelor's in Mechanical Engineering from Georgia Tech in 1981 and began his own construction career. He was an MEP Coordinator and Senior Project Manager on complicated projects like the Brook Army Medical Center and housing for the 1996 Summer Olympic Village. Because of these first-hand experiences, Brent speaks with a deep understanding of his audience and the problems

they commonly face. His passion is to transform the industry into one that is more collaborative, more relationship driven, and more fun.

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Innovation and Problem Solving

Technical construction people and creative thinking don't often go hand-in-hand—but they should. Creative thinking is essential to fostering innovation and leadership in every business. This is how companies will be able to face tomorrow's industry challenges. Through the use of hands-on exercises and improvisational storytelling, Brent helps teach technical-minded professionals how to improve the creative thought process in themselves and their companies and improve their leadership skills. He also covers a problem solving/design methodology from the Stanford "D" School that will enable companies to easily solve the toughest problems. This program is designed for any company that desires to inspire innovation and stay ahead of the curve in a competitive marketplace.

Course Outline

- Introduction
- Get Rid of Your Limitations
- Open Up to Possibilities
- Problem Solving
- Spark Creativity in You, Innovation in Your Company

About the Author - Brent Darnell

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Presentation Skills

This course shows participants how their body, face, voice, movement, and energy affect an audience. They will learn how to use these factors to create more effective, memorable presentations and also increase their effectiveness with one-on-one encounters. This presentation also examines the power of storytelling, the use of metaphors, the basics of rhetoric (creating powerful argumentation), and the use of status. This course goes far beyond learning to create inspiring speeches. It will give participants the tools to create a powerful presence so that they can have more influence on their projects and work environments.

Course Outline

- Introduction
- How to Connect with Your Audience
- How Your Present Yourself
- The Technical Stuff
- Practice Presenting by Observing

About the Author - Brent Darnell

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Safety Program Implementation

This course caters to the "highly independent" alpha males in the construction industry. Brent demonstrates how a simple focus on emotional competencies can turn your safety program around. By tapping into the emotional part of safety, your employees will naturally work safer,

instead of rebelling against rules and policies. The business will reap the financial benefit of them doing so, allowing the company to build a well-respected reputation around this increasingly important metric. The issue isn't about your people knowing the safety guidelines; it's about being motivated to actually follow them. This program provides that motivation.

Course Outline

- Introduction
- Primal Safety Program: A Step by Step Guide

Bonus Materials

- Safety and The Primal Safety Program (ebook)
- Primal Safety Coloring Book (PDF)
- 52 Primal Safety Toolbox Topics

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Stress Management

Participants will discover the powerful impact stress and burnout have on precision and decision-making. This course teaches you how to identify and combat stress triggers before they manifest in the form of low productivity, absenteeism, and illness. In addition, participants will learn to use powerful recovery techniques to create a healthy work environment and

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increase energy and productivity.

Course Outline

- Introduction **Bonus Materials**
- Symptoms and Consequences of Stress • Guided Meditations - MP3s
- Activities to Offset Your Stress and Build in Recovery
- Lifestyle Choices for Less Stress and Better Health and Performance
- The Body Battery Inventory
- How to Create a Healthy, Productive Life Filled with Meaning

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Time Management

This course explores time management, and participants quickly learn that it has very little to do with time. We start with examining the big picture and long-term goals, then drill down, giving students powerful methods to handle all of the things that enter their world. We look at how to eliminate waste and how to handle time wasters such as emails, phone calls, drop-in visitors, and meetings. We also talk about the biggest time waster on the planet and how to avoid it.

Course Outline

- Introduction **Bonus Materials**
- The Physical Side of Time Management • Holy Cr-p Meeting Bingo
- The Organizational Side of Time Management
- How to Eliminate Time Wasters and Clarify Your Tasks

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Training The Trainer

For any subject matter expert (SME), the day will inevitably come when they are asked That required knowledge transfer may be in a live setting, or in the creation of learning to transfer that knowledge to others. This course is intended for SME's who are very content. No matter how it is presented, there are certain considerations that any knowledgeable in their field, but not well versed in best practices for training.

prospective trainer can make - which will increase the ease of that knowledge transfer and provide a productive learning experience for the recipient.

Course Outline

Getting Started

- But I'm Not a Trainer, I'm Just Great at my Job
- But Really....Why Me?
- Bloom's Taxonomy of Training
- Bloom's Taxonomy of Educational Objectives

Learning Styles I

- The Felder-Silverman Learning Style Model
- Sensing Learners vs. Intuitive Learners
- Visual Learners vs. Verbal Learners
- Active Learners vs. Reflective Learners
- Sequential Learners vs. Global Learners

Learning Styles II

- The VARK

Modalities

- Visual (V)
- Aural / Auditory (A)
- Read / Write (R)
- Kinesthetic (K)
- Multimodality - Learning Style Combinations

Instructional Approaches

- Active Learning
- Active Listening
- Cooperative Learning

Learning Cycles

- Lecture / Demonstration / Activity Learning Cycles
- Lecture
- Demonstration
- Activity Assessments

Understanding the Class

- Synchronous Vs Asynchronous Learning
- Synchronous Training
- Asynchronous Training Which is Better?
- What is Blended Learning?
- Flipping the Classroom

Preparation

- Preparing your Training Material
- Preparing yourself to Train
- Preparing the Training Space
- Preparing your Trainees
- The Trained Trainer

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Microsoft Access

Microsoft® Access The Complete Guide provides training on all the essential functions of Access. This course covers introductory through advanced topics. In Unit 1 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. In Unit 2 cover advanced topics related to the four objects, maintaining a



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Try exercises for users to get practical experience with the software, using downloadable datasets aligned with the

database, and integrating Access with Word, Excel and Outlook. In Unit 3, students are presentation content. introduced to complex forms, calculated controls, complex reports, sub-reports, database customization, splitting databases, customizing the user interface, and more.

User's prerequisites

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

Course Outline

Exploring Access

- Defining Access Databases
- Exploring the Access Environment
- Introducing Objects & Exiting

Designing a Database and Creating Tables

- Designing & Normalizing
- Linking Tables
- Creating Tables
- Retrieving Data

Working with Forms

- Form Design & Creation
- Modifying Form Controls
- Modifying Form Layout
- Printing & Using Help

Querying a Database

- Creating Select Queries
- Setting Query Criteria
- Sorting & Performing Calculations
- Creating Special Types of Queries

Using Reports to Display Information

- Designing Reports
- Modifying Reports
- Exploring Other Report Tools
- Printing Reports

Refining Table Design

- Creating and Modifying Relationships
- Modifying Table Structures
- Formatting A Table Datasheet Layout
- Setting Field Properties
- Setting Lookup Fields with the Lookup Wizard

Customizing Input Forms

- Creating a Main Form with a Subform
- Adding Calculations to Forms
- Setting Properties to Assist and Control Data Entry

Creating Complex Queries

- Creating and Running Action Queries
- Identifying Advanced Query Features
- Creating and Running Parameter Queries
- Creating a Calculated Field in a Query

Customizing Reports

- Customizing Reports
- Adding a Subreport to a Main Report
- Creating a Report from a Subreport
- Numbering Items in a Report
- Creating Calculated Controls on a Subreport
- Setting Page Breaks and Customizing Controls
- Analyzing Report Performance

Customizing The Database Interface and Startup Options

- Set Access Options
- Splitting a Database
- Customizing the Database Interface

Importing and Exporting Data Using Word, Excel and HTML

- Convert Access 2013 files to previous Access formats
- Attaching Files to Database Records
- Integrating Access with Word
- Integrating Access with Excel
- Displaying Access Data on the Web

Maintaining a Database

- Improving and Maintaining a Database
- Creating Macros to Improve Efficiency
- Managing Database Objects
- Analyzing and Documenting Databases
- Compacting and Repairing a Database
- Setting Database Security
- Exploring Microsoft Cloud Storage

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Microsoft Excel

Microsoft® Excel The Complete Guide provides extensive, thorough training of Excel. This course covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Excel. Topics introduced in Unit 1 include the Ribbon interface; entering and editing data; selecting

deleting columns, rows, and cells; charts; and more. Unit 2 covers such topics as large

presentation content.

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.

User's prerequisites

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

Course Outline

Exploring

Excel •

Exploring
Excel

- Exploring The Excel Program Window
- Entering Data In Excel
- Working With Numbers And Save Concepts

Editing Worksheets • Opening

Workbooks and Editing Entires

- Selecting Cells and Ranges. and Cut, Copy, and Paste
- Undo and Redo, and Clearing Cell Contents and Formats
- Using AutoFeatures
- Using AutoCorrect

Appearances of

Worksheets • Exploring the

Many Views Of Excel

- Editing Workbook Properties and Managing Worksheets
- Copying/Hiding Worksheets, and Modifying Columns/Rows

Formulas and Functions

- Working With Formulas and Functions

Formatting Cell Contents

- Formatting Worksheets
- Text Control Options and Formatting Numbers
- Format Cells Dialog Box

Charting Worksheet Data

- Creating Charts
- Moving & Sizing Embedded Charts
- Exploring and Modifying Charts
- Applying Layouts
- Trendlines, Sparklines & Printing

Formatting Cell Contents, Advanced

Skills • Working with the Format Painter and Quick Styles

- Formatting with Themes
- Inserting Date Functions and Formatting
- Creating Custom Formats and Working with Conditional Formatting
- Naming Cells and Ranges

Managing Multiple-Sheet Workbooks

- Sorting Worksheet Data
- Using Flexible Worksheet Views
- Printing Multipage Worksheets
- Using Multiple Worksheets & Linking Cells and Formulas
- Using 3-D Cell References in Formulas
- Copying Worksheets
- Printing Multiple-Sheet Workbooks

cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and

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Applying Advanced Functions and Data Analysis

- Creating Formulas Using Criteria IF Functions
- Using Logical Functions in Formulas
- Using Functions to Format Text
- Creating Financial Functions
- Using Data Analysis Tools

Creating Tables and Outlines

- Creating a Table
- Working with Tables
- Structured References & Enhanced Sorting and Filtering
- Using SUBTOTAL and Quick Analysis
- Using the Outline Feature and Displaying Subtotals **Utilizing Graphics and Templates** • Using Illustrations & Inserting Pictures and Clip Art
- Getting Into Shapes
- Illustrating with SmartArt and WordArt
- Using and Customizing Templates

Using LOOKUP Functions, PivotTables, and Macros

- Introducing Lookup Functions
- Creating PivotTables
- Creating PivotCharts and Macro Security
- Recording, Running and Assigning Macros

Using Advanced Formatting and Analysis Tools

- Working with Grouped Worksheets
- Consolidating Worksheet Data
- Working with Data Validation
- Circling Invalid Data
- Removing Duplicate Records

- Tracing Formulas
- Auditing Formula Errors
- Using Data Tables

Collaborating in Excel • Creating Folders in Excel

- Inserting, Viewing, Positioning and Sizing a Comment
- Creating Hyperlinks
- Protecting Workbooks and Worksheets
- Creating Digital Signatures

Microsoft Excel (cont'd)

Course Outline (cont'd)

Sharing Workbooks • Preparing Workbooks for Distribution

- Sharing Workbooks Without a Network
 - Tracking Changes to Workbooks
 - Merging Multiple Workbooks
 - Emailing a Workbook
 - Importing Data via a Web Query
 - Collaborating with SkyDrive and Office Web Apps
- ### Integrating Excel with Other Programs
- Maintaining Compatibility
 - Converting Workbooks
 - Merging with other MS Programs
 - Importing External Data
 - Saving Workbook Elements as a Webpage

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Microsoft Outlook

Me Try exercises for users to get practical experience with the software, using downloadable datasets aligned with the

Microsoft® Outlook The Complete Guide 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,

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cancellations, To Do Bar, calendar overlays, message attachments, search folders, color categories, rules, voting buttons and meeting update controls.

User's prerequisites

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

Course Outline

Getting Started with Outlook

- Introducing Outlook
- 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

Formatting Message Content with Track Changes

- Formatting Message Content
- Paragraph Formatting
- Styles
- Find & Replace

Working with Message Attachments

- Working with Message Attachments

Using Search Folders

- Using Search Folders

Customizing Outlook

- Customizing Outlook

Message Options

- Message Options

Using Color Categories

- Using Color Categories
- Message Flags

Rules

-

Rules

- Junk Email
- Desktop Alerts

Meetings

- Meetings

Using Voting Buttons

- Using Voting Buttons

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Microsoft PowerPoint

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User's prerequisites

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

Course Outline

Creating and Delivering a Presentation

- Starting PowerPoint
- Document Themes
- Creating a Basic Presentation
- Delivering the Slide Show and Getting Help

Designing the

Presentation • Working

with Slides and Outlines

- Integration and Formatting
- Format Painter and Slide Sorter
- Organizing and Printing

Adding Graphics, Animation, and Sound

- Online Pictures
- Adding Other Graphics
- Transitions, Animation and Sound Effects

Inserting

Charts •

Inse

rtng Charts

- Working with External Excel Documents
- Creating SmartArt Diagrams

Preparing a Presentation

- Preparing a Presentation
- Editing Your Presentation
- Printing Handouts
- Using Hyperlinks in Presentations
- Using the Slide Show Toolbar

Adding Multimedia to Presentations

- Adding Multimedia to Presentations
- Using Audio in Presentations
- Creating Slide Show Timings
- Using Video in Presentations

Using Tables in Presentations

- Using Tables in Presentations
- Customizing Tables

Customizing Themes and Slide Masters

- Customizing Themes and Slide Masters
- Using Slide Masters
- Using Action Buttons

Connecting and Broadcasting Presentations

- Connecting Presentations
- Broadcasting Presentations

Collaborating with Others Online

- Collaborating Online
- Sharing Files
- Working with Comments and Merging Presentations
- Using SkyDrive, Office Web Apps, and Reference Tools

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.

Transporting

Presentations •

Transporting the

Presentation

- Preparing the Meeting Room
- Following the Presentation Setup Checklist
- Preparing for Success
- Targeting Your Audience

Integrating with Other Office Programs

- Maintaining Compatibility with Previous Versions of Office
- Working with Word, Excel, and Outlook Integration

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Microsoft Project

Microsoft® Project The complete Guide has been designed from the ground up for This course covers introductory through advanced topics.

Students are introduced to

Global eTraining's world-leading, online, on-demand GeT Interactive eTraining platform. what a project is, resources, task list, tracking progress, task durations, task dependencies, With text from internationally recognized content matter experts, professional narration, project statistics, managing resources, task relationships, project baselines, grouping and video demonstrations by leading instructors, and Let Me Try exercises for users to get filtering tasks, and more. 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® Project to take this course.

Course Outline

Beginning a New Project: Creating a Task List and Assign-Tracking Progress in the Project Plan Updating and Viewing the Project Status

ing Resources

- What Is a Project?

- Resources in Microsoft Project
- Managing the Task List

- Tracking Progress as Scheduled
- Tracking Progress by Percentage Completed
- Tracking Progress by Entering Actual Values
- Comparing Actual Values to the Project
- Tracking and Detail Gantt Views

- Setting the Elements of a Project Baseline
- Tracking Actual and Outstanding Work
- Updating Baselines
- Entering Actual Costs Manually
- Rescheduling Unfinished Work
- Identifying Slipping Tasks
- Scrutinizing Resource Costs and Their Impact
- Creating Views to Pinpoint Project Variance

Task Durations and Dependencies

- Calendars in Microsoft Project
- Task Scheduling: Manual vs. Automatic
- Task Durations
- Project Milestones
- Task Dependencies and Linking Tasks
- More on Task Dependencies
- The Resource Information Dialog Box

Refining Details for Assignments and Tasks

- Modifying Task Relationships
- Creating Recurring Tasks
- Changing the Task Type
- Changing Task Assignments
- Adjusting Task Costs with Variable Cost Rates
- Allocating Cost and Material Resources to Tasks
- Identifying Over- and Under-allocated Resources

Troubleshooting and Communicating the Project Plan

- Assigning Overtime Hours
- Troubleshooting Time and Scheduling Issues
- Troubleshooting Task and Resource Cost Issues
- Formatting and Printing the Gantt Chart View, Timeline, and Network Diagram
- Printing Simple Views and Standard Reports
- Customizing Views and Reports
- Creating Visual Reports in Excel and Visio

Managing and Assigning Resources

- Checking the Project Statistics
- Defining and Refining Resource Capacity
- Assigning Work Resources to Tasks
- Adding and Removing Resources to Tasks
- Managing Resource Costs
- Fine-tuning Working Time for Resources

Refining and Reorganizing the Project Plan

- Examining Resource Allocations Over Time
- Manually Resolve Over-allocations
- Checking Statistics for Total Cost and Finish Date
- Sorting Tasks and Resources
- Grouping Tasks and Resources
- Filtering Tasks and Resources
- Customizing and Saving Tables
- Customizing and Saving Views

Customizing

Project • Using

Project Templates

- Customizing the Quick Access Toolbar and Project Ribbons
- Copying Customizations to the Global Project Template
- Recording and Editing Macros in Project
- Copying Project Data to Other Programs

Finalizing the Project Plan

- Defining Cost and Material Resources
- Entering Task and Resource Documentation
- Printing Reports and Views
- Creating a Project Baseline

- Opening Other File Types in Project
- Saving Project Files as Other File Type

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Microsoft Publisher

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User's prerequisites

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

Course Outline

Introducing Microsoft Publisher

- Getting Started with Publisher
- Publisher Setup
- Exploring Publisher

Text Boxes

- Working with Text Boxes
- Styling

Picture Boxes

- Working with Pictures
- Picture Styles and Effects
- Pictures and Text

Drawing and Design

Objects

- Shapes, Lines and Arrows
- Blocks

Tables

- Creating Tables
- Table Design

Mailings

- Understanding Mailings
- Setting Up Mailings

Finalizing Your Project

- Editing

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Microsoft Word

Microsoft® Word 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.

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

Unit 2 covers such topics as newsletter columns, WordArt and clip art, presentation content, 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.

User's prerequisites

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

Course Outline

Introducing Word Basics

- Starting Word
- Working with the Word Interface
- Saving and Exiting

Creating and Editing Business Letters

- Inserting Text
- Editing Text

Creating a Memorandum and a Press Release

- Typing a Memorandum
- Page Breaks & Proofreading
- Formatting & Using Find and Replace
- Navigating & Saving

Creating a Simple Report

- Formatting Reports
- Indenting Text and Using Custom Tab Stops
- Using Numbered and Bulleted Lists
- Formatting
- Reference Tools

Working with Tables

- Tables
- Selecting Data & Cells
- Formatting & Sorting
- Performing Calculations & Sizing

Creating a Research Paper

- Research Paper Styles
- Bibliographies and Captions
- Working with Templates

Using Mail Merge

- Introducing Mail Merge
- Working with the Data Source
- Main Documents and Merging
- Merging Envelopes and Labels

Creating a Newsletter

- Section Breaks and Word Art
- Inserting Media
- Columns and Building Blocks
- Themes, Styles and Views

Creating a Promotional Brochure and a Form

- Working with Shapes
- Working with SmartArt
- Formatting & Working With Forms

Organizing Long Documents

- Creating a Table of Contents
- Working with Multiple Headers and Footers
- Creating an Index
- Adding Cross-References
- Managing Long Documents

Collaborating in Word

- Using a Highlighter
- Tracking Changes to Documents
- Reviewing Tracked Changes
- Saving and Sending Files
- Reviewing Changes from Multiple Reviewers
- Using AutoSave and AutoRecover
- Introducing SkyDrive and Office Web Apps

Sharing and Securing Content in Backstage View

- Preparing Documents for Sharing
- Controlling Document Access
- Attaching Digital Signatures to Documents

Personalizing Word

- Customizing Word Options
- Using Document Properties
- Automating Word Tasks Using Macros
- Using the VBA Editor to Edit Macros

Integrating Word with Excel, PowerPoint, and the Web

- Embedding and Linking Excel Objects
- Using Excel as a Mail Merge Data Source
- Creating Web Pages from Word Documents

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Adobe Acrobat DC

Getting Started With Adobe Acrobat DC provides an understanding of viewing, creating, editing, and performing other actions with PDFs. This course focuses on creating PDFs from other sources, editing the content once converted, commenting on others work, and other methods of collaboration including utilizing the Adobe Document Cloud. Additionally, this course

provides an introduction to Forms—a method of converting paper forms into a means of completing the form electronically from a wide range of devices.

User's prerequisites

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

Course Outline

Getting Started with Adobe Acrobat

- Learning the Basics
- Getting Around a PDF

Building

PDFs •

Cr
eating PDFs

- Editing Pages

Working With PDFs

- Edit the PDF
- Working With Scans

Collaboration

- Adding Markups and Comments
- PDF Export

Doing More With Your

PDFs • Data Protection and Optimization

- Forms

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Adobe Illustrator CC Level 1

Adobe Illustrator CC Level 1 course covers all the fundamental concepts and tools found in the Adobe program. It will allow you to provide design solutions for your company, clients, and yourself. To start, you will identify core concepts and familiarize yourself with the workspace and basic tools. Then, you'll create custom drawings and format them. You'll also learn how to organize objects and work with text. By the end of this course, you will be able to navigate the Illustrator environment, create and modify illustrations, and manage objects with layers and libraries.

User's prerequisites

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

Course Outline

Introduction

- About Illustrator

Understanding the Workspace

- Workspace Fundamentals
- Working with Panels and Windows
- Using and Creating Workspaces

Working with Documents

- Creating New Documents and Saving Files
- Artboards and Navigation

Basic Drawing

- Working with a Drawing
- Line Tools
- Shape Tools
- Drawing for the Screen

Modifying Your Drawing

- Strokes
- Modify Paths
- Reflect and Rotate
- Pen and Pencil

Working with Text

- Text
- Text Styles

Managing Objects

- Align, Distribute, and Group
- Layers
- Creative Cloud Libraries

Formatting

- Colors and Swatches
- Gradients
- Patterns
- Masking

Brushes

- Calligraphic and Bristle Brushes
- Scatter and Art
- Pattern Brushes
- Blob Brush

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Adobe Illustrator CC Level 2

Adobe Illustrator CC Level 2 covers advanced techniques and tools found within the program and will help you enhance and manage your drawings, as well as create more intricate drawings. The course begins with tools that will help you manage existing artwork. Then, you'll learn how to create special effects and graphs and work with data files inside of Illustrator. Lastly, you'll familiarize with the different ways you can share your artwork with others. By the end of this course, you'll be able to manipulate and reuse shapes using the Shape Builder, Symbols, and Recolor Artwork feature, create special effects such as drawings with perspective and 3D drawings, work with graphs and variable data, and output your files for print or the web.

User's prerequisites

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

Course Outline

Create Complex

- Drawings • Pathfinder and Shapebuilder
- Symbols
- Recolor Artwork
- Live Paint
- Image Trace
- Gradient Meshes

Special Effects

- Perspective Drawings
- Appearance Panel
- Effects
- 3D Effect
- Graphic Styles

Data and Automation

- Graphs
- Scripts
- Variables
- Using Actions
- Create an Action

Outputting Your File

- Printing
- Exporting
 - CSS

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Adobe InDesign CC Level 1

Adobe InDesign CC Level 1 is the industry-standard for desktop publishing to create graphics-rich documents for print and electronic publishing. InDesign is part of the Adobe Creative Cloud, a suite of graphics programs that is strictly a subscription service. In this 15-hour introductory course, you will learn many time-saving techniques to create multi-page documents, which include both images and graphics. After taking this course, you will be able to identify the components that make up the InDesign workspace and draw shapes, create and flow text, format text, and place and manage images and graphics.

User's prerequisites

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

Course Outline

Introduction to InDesign Level 1

- Introduction

Getting to Know the Workspace

- A Tour of InDesign
- Work with the Application Bar
- Discover the Control Panel
- Explore Panels
- Manage Rulers
- Using Tools
- Enter Values in Fields

Moving Around in InDesign

- Zoom and Scroll
- Navigate Pages

Getting Started

- Create New Documents
- Open, Save and Close Documents
- Manage Document Pages

Creating and Editing Objects

- Manipulate Objects
- Adjust Appearance
- Create Shapes
- Work with Text Frames
- Explore Images and Graphics
- Manage Links
- Discover Align and Distribute
- Use Transform
- Apply Color

Typography

- Format Characters
- Format Paragraphs

- Work with Guides and Grids
- Create Default Settings
- Discover Undo/Revert and Crash Recovery

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Adobe Photoshop CC Level 1

As part of the Creative Cloud, **Adobe Photoshop** can be used to edit images one at a time or in large batches or create digital “paintings” that appear to be drawn by hand. In this 15-hour introductory course, you will familiarize with the Photoshop interface and many of the tools. You will learn about layers, selections, basic photo retouching, saving images, Adobe Camera Raw, and adding text to images.

User’s prerequisites

You don’t need any previous experience with Adobe® Photoshop to take this course.

Course Outline

Introduction

- Introduction to Photoshop
- Adobe Bridge
- Open Images

Exploring the Interface

- Workspace Basics
- Working with Panels

Using the Tools

- Move, Zoom, Pan
- The Options Bar
- Options to Undo

Image Basics

- Image Size & Resolutions
- The Canvas
- Image Sources

Introduction to Layers

- Layers Explained
- Layer Properties
- Adjustment Layers **Retouching Basics** • Retouching Tools
- Content Aware Tools
- Final Output

Making Selections

- The Selection Tools
- Working with Selections
- Select and Mask

Photo Fixes

- Quick Fixes
- Faces
- How to Blur
- Color Corrections

Saving Images

- Saving for Print
- Saving for Web
- Creative Cloud Libraries

Camera Raw

- Opening & Developing Raw Images

Creative Type

- Type Options
- The Character Panel
- Type of Text

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