

# Subscription Content Package

---



## **AutoCAD 2011 Essentials Training**

The AutoCAD 2011 Essentials training content covers all the basics necessary to get up and running quickly and, more importantly, accurately in AutoCAD 2011. The content discusses how to use basic to intermediate commands to create drawings, use layers, add dimensions and text annotation, add title blocks and then to plot the drawings to different formats. It also covers the basics of using annotative objects and how to create reusable symbols called blocks. Lecture topics include: Tracking, Coordinates, OSNAPS, Circles and Polygons, Selection Sets, Text and Layouts, Dimensions, Editing, Inquiry, Symbols and Hatching and Parametric.



## **Civil 3D 2011 Essentials Training**

The Civil 3D 2011 training content will provide the essentials on the use of many key features in AutoCAD Civil 3D 2011. From the users interface to the use of pipes each lecture will provide instruction along with exercises to become familiar with the operation of Civil 3D 2011. Lecture topics include: Software Installation, User Interface, Points Features, Surfaces, Parcels, Alignments, Profiles, Assemblies/Corridors, Sections, Grading and Data Sharing.



## **Revit 2011 Essentials Training**

The Revit Architecture 2011 training content is great for all user levels to learn the tools and techniques in Revit 2011. Topics include: Interface Overview, Levels, Walls, Modifying and Dimensioning, Doors and Windows, Columns, Rooms and Tags, Adding Components, Text Symbols and Line Styles, Schedules, Sections and Floors, Ceiling Plans, Roofs, Stairs and Railings, Wall Construction, Detailing, Custom Families, Sheets and Plotting and Worksharing.



## **Revit Structure 2011 Essentials Training**

The Revit Structure 2011 training content is great for all user levels to learn the tools and techniques in Revit Structure 2011.



### Revit MEP 2011 Essentials Training

Everyone who uses REVIT MEP must learn this information before they start to model anything. These CADclips establish a solid platform and get you 'Geared Up' to confidently move forward using RME, regardless of the downstream application.



### Inventor 2011 Essentials Training

The Inventor 2010 Essentials training course provides industry experts delivering instruction on commands and features within a live lecture format as real-world concepts



### Map 2011 Essentials Training

The Map 2011 Essentials Training will explain the fundamentals of “Drawing-Based Objects” in a practical and easy-to-follow curriculum. The performance-based training focuses on both Non-Geospatial and Geospatial data. The training covers Drawing Cleanup, Linking Source Drawings for Multi-User Access to your Drawing Files, Stylizing Drawings, and Plotting Maps. Geospatial specific topics include: Coordinate Systems, Working with Object Data (attributes), Classification (CAD Standards), Reprojecting Data, and Importing & Exporting Geospatial Data (Shape files, SDFs, DGN, MapInfo). The session wraps up with a complete workflow taking your

CAD/Drawing-Based data, classifying it for geospatial integration, then exporting your data into a geospatial data format with a preview of feature-source technology highlighted in the Geospatial Essentials curriculum.



### Navisworks Manage 2011 Essentials Training

The Navisworks Manage 2011 Essentials Training covers the following topics: Application Overview, Object Properties, Search/Selection Sets, Views, Red-Lining, Modifying Objects, Clash Detection, Timeliner (4D visualization), the Presenter Module, more In-Depth Features and how to Link to Building Management Systems.



### Google SketchUp (Level 1 and Level 2)

The **Level 1 vBook** will teach you how to: use the various tools for creating and manipulating 3D forms; create and apply surfaces to a model; import components from Google Warehouse; position and export SketchUp models to Google Earth.

The **Level 2 vBook** will teach you how to: manage 3D geometry by creating and manipulating groups and components; import information into SketchUp from Google Earth; use Photomatch to add photographs to you model; create, edit, mix, and apply styles; create a

basic presentation.



### Google Earth (For Engineers and Surveyors)

Learn how you can incorporate this free yet powerful software application, Google Earth, to enhance your engineering, planning and surveying work flows. This vBook will present Google Earth tools and features and demonstrate how to incorporate these tools with AutoCAD Civil 3D.



### Fundamentals of Coordinate Systems

The Fundamentals of Coordinate Systems vBook discusses the history of Map Projections and Coordinate systems and demonstrates the use of Coordinate Systems within Software Applications such as AutoCAD Civil 3D. This vBook is a must for Engineers, Surveyors, Planners or anyone who wants to understand and learn more about working coordinate systems.



### Microsoft Word (Introduction, Intermediate and Advanced)

The **Introduction vBook** will teach you how to enter and edit text, save and browse documents, enhance the appearance of a document by using various formatting options, create tables, insert headers and footers, print documents, insert graphics, and more.

The **Intermediate vBook** will teach you how to work with styles, sections, and columns, format tables, print labels and envelopes, work with graphics, use document templates, manage document revisions, and work with Web features.

The **Advanced vBook** will teach you how to set up mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, Web frames, and more.



**Microsoft Excel (Introduction, Intermediate and Advanced)**

The **Introduction** vBook will teach you how to navigate worksheets and workbooks, enter and edit text, values, formulas and pictures, how to save workbooks in various formats, and more.

The **Intermediate** vBook will teach you how to use multiple worksheets and workbooks efficiently, how to use more advanced formatting options including styles, themes, backgrounds, and watermarks.

The **Advanced** vBook will teach you about advanced formulas, as well as, lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, it covers data validation and database functions such as DSUM.



**Microsoft PowerPoint (Introduction and Advanced)**

The **Introduction** vBook will teach you how to create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. It also discusses how to edit and format slide content, and how to apply transition effects.

The **Advanced** vBook will teach you how to customize PowerPoint by modifying the Quick Access Toolbar and creating macros. It also shows you how to apply themes and templates, and work with SmartArt graphics and tables.



**Microsoft Access (Introduction, Intermediate and Advanced)**

The **Introduction** vBook will teach you the basics of Microsoft Access. The primary focus is getting acquainted in how to create the basic database objects within the interface and how to use these objects effectively.

The **Intermediate** vBook will teach you how to make the database objects more interactive within Microsoft Access. It does this by showing the viewer how to leverage table design to filter data as it gets entered into the database.

The **Advanced** vBook builds on the Introduction and Intermediate courses to show how to bring all of the different Access objects together to make a cohesive application. It also shows the viewer many different techniques to make Access even more interactive.



**Microsoft Outlook (Introduction and Advanced)**

The **Introduction** vBook will teach you how to create e-mail accounts and send e-mail messages using several techniques, how to manage e-mail messages, contacts, tasks, and meeting requests. It will also show you how to customize Outlook for maximum efficiency.

The **Advanced** vBook will teach you advanced techniques for managing stored e-mail messages. It also shows you how to work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.



**Microsoft Project (Introduction)**

This course gives the user a beginning orientation to Microsoft Project. The primary focus of this course is to teach the user how to properly use Project by leveraging the different tools within the application.



### **Microsoft SharePoint (Introduction)**

The objective of this course is to teach you how to share information and collaborate on projects in an efficient and cost-effective manner. More specifically, you will learn how to use Windows SharePoint Services to create virtual team Web sites to enable information sharing and collaboration between project team or department members.



### **New Features in Windows 7**

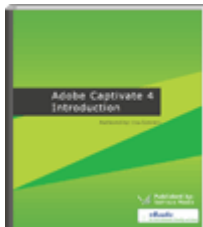
This course introduces students to the major new features and enhancements in Windows 7. Lecture topics include: The New Desktop, Customizing the Desktop, File Management, Managing Devices.



### **Adobe Photoshop (Introduction and Intermediate)**

The Introduction vBook will teach you how to identify the components of the Photoshop environment. It will also discuss the differences between raster and vector graphics, and teach you how to use Adobe Bridge.

The Intermediate vBook will teach you how to use color fills, gradients, patterns, and overlays. It will also show you how to create layer masks, grayscale masks, and clipping masks to show or hide various parts of an image, and how to create and edit paths and convert type to paths.



### **Adobe Captivate (Introduction)**

This course provides a foundation for using Adobe Captivate to create interactive e-learning courses, product demos, or presentations. Learn how to record software simulations, add click boxes, highlights boxes, and images, as well as audio.



### **Crystal Reports (Introduction)**

This course teaches the beginning user how to create useful reports using Crystal Reports. The primary focus is to give each student a solid foundation on effectively using the Crystal Reports interface and its many features.



### **Fundamentals of TCP/IP**

This vBook covers the fundamental TCP/IP concepts. Topics include: A discussion of the various layers of Network Models, the Department of Defense Network Model, the OSI Network Model, IP Addressing, Subnetting, IP Routing, DHCP - Dynamic Host Configuration Protocol and DNS - Domain Name System.



**Social Media Networking Awareness for Parents**

Have you Googled your child's name lately? This vBook discusses Social Networking and Media, outlines best practices for parents, and includes a primer on Facebook Privacy and Security.