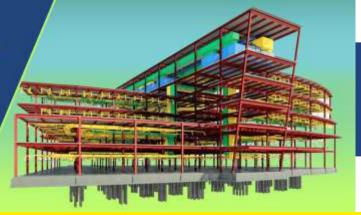


AUTODESK"

Beautiful Visualizations And Building Plans With REVIT Architecture **Techniques** 





▼ Trained 13,500+ Students in AutoCAD, REVIT & 3D Max

The Autodesk® REVIT® software is a powerful **Building Information Modeling (BIM)** program that works the way architects think.

The program streamlines the design process through the use of a central 3D model, where changes made in one view update across all views and on the printable sheets.

The objective of the Autodesk Revit Architecture Training course is to enable students to create full 3D Architectural Project Models and Set them up in Working Drawings. This training course focuses on tools that the majority of users need in the Industry!









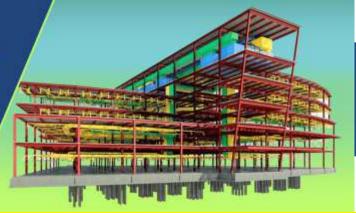








Learn To Create Beautiful Visualizations And Building Plans With REVIT Architecture Techniques







**SOFTPRO is a globally recognized Training provider offer Complete training on Revit Architecture** for large and small size businesses, Engineers of various levels and disciplines as well as individuals who are keen on learning new

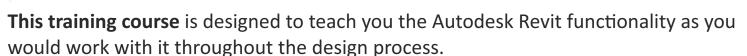
skills and enhancing their careers.

### Who Can Attend?

- Architects
- Engineering Graduates
- University Students
- Freelance CAD Drafters
- BIM Managers

The <u>Autodesk® Revit</u>® software is a powerful

Building Information Modeling (BIM) program that works the way architects think.



**You begin by learning** about the user interface, drawing, editing, and viewing tools. Then you learn design development tools including how to model walls, doors, windows, floors, ceilings, stairs and more. **Finally,** you learn the processes that take the model to the construction documentation phase.

## **Key Benefits of Learning Revit Architecture (BIM)**

- •The most In-demand Architectural Modelling software required by the construction industry
- •Be able to collaborate across teams, disciplines, and time zones. Work hand in hand without being side by side and collaborate on projects even when you're in different countries or continents
- Be able to create coordinated, consistent, and complete model-based designs
- •Be able to design/draw a complete architectural model (House, shop, office, parking, etc) from scratch by the end of your class both in 2D and 3D.

  Get Training on







autodesk.





# Who is a BIM Professional?

Building Information Modelling is a highly collaborative process that lets you Plan, Design, and Analyse a built environment within a 3D model throughout its lifecycle. Architects, Civil, Structural, and MEP engineers; and other Construction Professionals who actively apply this process are called BIM Professionals.

## Why learn BIM?

**BIM booming!** This hot field is full of exciting opportunities for architects seeking intellectually and financially rewarding careers.

▼ Trained 13,500+ Students in AutoCAD, REVIT & 3D Max

## **CAREER OPPORTUNITIES**



By 2024, 89% of Architecture Firms,
72% of Civil Engineering Firms,
and 69% of Construction Firms worldwide
would be actively using BIM

## **HIGHER PAY**



A BIM-Skilled Professional is paid 40% more on average, compared to other professionals with similar experience.





DMTI





The **OBJECTIVE** of the **CERTIFIED REVIT ARCHITECTURE TRAINING** is to enable students to create full 3D Architectural Project models and set them up in working drawings. This Course focuses on BASIC TO ADVANCED tools that is needed in the Industry.

## The Main Topics Include:

- Understanding the purpose of Building Information Management (BIM) and how it is applied in the Autodesk Revit software. **Get Training on**
- Navigating the Autodesk Revit workspace and interface.
- Working with the Drawing and Editing tools.
- Creating Levels and Grids as datum elements for the model.
- Creating a 3D building model with walls, curtain walls, windows, and doors.
- Adding Floors, Ceilings, and Roofs to the Building Model.
- Creating Component-based and Custom stairs.
- Adding Component features, such as Furniture and Equipment.
- Setting up sheets for Plotting with text, dimensions, details, tags, & Schedules.

Creating details.... and much more.

Original Fees: Rs. 29,550 All Inclusive Limited Offer: Rs -10,000 Gift Voucher

You Pay Rs. 19550 Only Limited Offer **Duration 2/3 Months** 



Authorized Software

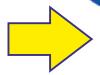
Dadar Matunga 9930375161 9833900330

Andheri Stn 9820936176

CLASSROOM TRAINING



REVIT Course Details







## <u>Diploma in REVIT Architecture [BIM]</u>



**AUTODESK REVIT is BUILDING INFORMATION MODELING software by Autodesk**, which allows the user to design with both parametric 3D modeling & 2D drafting elements. **Building Information Modeling is a Computer Aided Design** (CAD).
In **REVIT**, Views of the Building Model are Cameras, either Orthographic or Perspective: A Component such as a door can be moved in any View & Views of the Model will update automatically as the Actual 3D Model.



#### TRAINING CONTENTS:

#### **BUILDING INFORMATION MODELING**

- •BIM: About Bidirectional Associatively
- •The Revit architecture User Interface
- **•THE DESIGN BAR**

#### STARTING A PROJECT

- About The Projects Templates
- About Revit File Types
- About Vector and Raster Data
- About TOPOSURFACES

#### **CREATING A BASIC FLOOR PLAN**

- Creating Walls In a Floor Plan
- About Temporary Dimensions
- About Drawing Aids / Placing Walls

#### **CREATING AND MODIFYING LEVELS**

- About Levels / Defining Levels
- Guidelines for Creating & Modifying Levels

#### **ADDING AND MODIFYING WALLS**

- Modifying Walls / About joins
- Editing and Preventing Wall Joins

### **WORKING WITH COMPOUND & VERTICALLY**

#### **COMPOUND WALLS**

- Modifying & Inserting Layers
- About Vertically Compound Walls







STUDENT PROJECTS







## Diploma in REVIT Architecture [BIM]





## **Continued Training Contents:**

### **WORKING WITH GRIDS CREATING LEGENDS AND KEYNOTES**

- Process Of Adding and Modifying Door
- Creating a new Door Type

**WORKING WITH DOORS** 

#### ADDING AND MODIFYING WINDOWS

- Process Of Adding and Modifying Windows
- •Exercise: Add Windows to Building Model

#### **COMPONENT FAMILIES**

- Adding & Modifying Components Families
- Creating & Modifying Components Families

#### **CREATING MODIFYING FLOORS**

About Creating Floor/ Modifying Floors

#### **WORKING WITH CEILINGS**

#### APPLYING AND REMOVING CONSTRAINTS

Applying & Removing Constraints

#### **WORKING WITH DIMENSIONS**

#### **CREATE AND MODIFYING 3D VIEWS**

- •3D Views & Cameras
- Create and Modifying Cameras Views
- Create 3D Perspective, 3D Orthographic Views

#### **WORKING WITH SELECTION & ELEVATION VIEWS**

- Selection Views / About Elevation Views
- Create & Modify Selection & Elevation Views

### ADDING AND MODIFYING ROOFS

#### **CREATING CURTAIN WALLS**

- Creating Curtain Walls, Grids, & Mullions
- Modifying Curtain Walls, Grids, & Mullions

#### **CONTROLLING OBJECT VISIBILITY**

- Object Visibility Setting
- Modifying line styles/ User-Defined Filters



#### STUDENT PROJECTS



#### STUDENT PROJECTS











## Diploma in REVIT Architecture [BIM]



4.5/5 \*\* \* \* \* \* \* 457 Reviews

## **Continued Training Contents:**

#### **MASSING & SITE**

#### MANAGING VIEWS

- Creating and Editing Views
- View Properties & View Templates

#### **WORKING WITH DRAWING SHEETS**

Process Of Previewing ,Printing Sheets/Views

#### **WORKING WITH TITLE BLOCKS**

•Guideline: Creating & Updating Title block

#### **CREATING CALLOUT VIEWS**

About Callouts/Creating Reference Callouts

#### **WORKING WITH TEXT AND TAGS**

#### **WORKING WITH DETAIL VIEWS**

#### **WORKING WITH DRAFTING VIEWS**

- Process Of Reusing a Drafting View
- •Exercise: Create Drafting Views
- •Exercise: Import a View and a CAD File

#### **CREATING & MODIFYING SCHEDULES**

- Creating, Modifying, Exporting Schedule Files
- •Exercise: Hardware Key Schedule
- •Exercise: Modify The Appearance Schedule

#### **CREATING ROOMS AND ROOM SCHEDULES**

- Room Schedules / Adding Room Tags
- Calculating Room Volume Modifying Area

#### **USING SUN AND SHADOW SETTINGS**

#### **CREATING RENDERINGS**

- Settings for Creating Renderings
- Guidelines for Creating Renderings

#### **USING WALKTHROUGHS**

•Exercise: Create and Export a Walkthroughs

#### **WORK ON TOTAL 18+ PROJECTS AND ASSIGNMENTS**



Original Fees: Rs. 29,550 All Inclusive **Limited Offer:** Rs -10,000 Gift Voucher

You Pay Rs. 19550 Only Limited Offer **Duration 2/3 Months** 







**100% PRACTICALS** 



9833900330 | 9930375161









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# **AUTOCAD & REVIT TRAINING INSTITUTE**



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100% Job Assistance

Become a Certified Autocad, 3D Max & REVIT Professional







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- **☑ 18% GST**
- ☑ Books & Notes
- **☑** 100+ Projects
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- ☑ Faculty In-Class

**Certified AARD (Expert Level)** AutoCAD 2D, 3D CAD, Architectural, **REVIT - BIM, 3D MAX Interior, Adobe Photoshop** 

Most Dobular AutoCAD 2D | 3DS MAX | SketchUP REVIT Architecture | BIM | Civil | Interior Design AutoCAD 3D | Mechanical | Photoshop

### This Course is for

- Building Information Modelling (BIM)
- Interior & Architecture
- Civil CAD
- Electrical CAD
- Mechanical CAD
- Structural Design
- Construction Management



Attend a **DEMO** Class

# All Courses are taught **BASIC to ADVANCED Level ESSENTIAL to EXPERT**

100% Practical Course, Work on Live Projects.

Faculty With YOU through out the Duration of the Course **Patient & Experienced Faculty with REAL Life Experience** Your Trainer will Guide you through Every Project You Do! **Every Project will be CREATED by YOU under Faculty Guidance** 



Classroom Training at Dadar, Matunga & Andheri

**▼** Trained 13,500+ Students in AutoCAD, Revit & 3D Max

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# ADVANCED LEVEL © EXPERT Skills Course



# **Special Combination**



# 2D AutoCAD & 3D AutoCAD

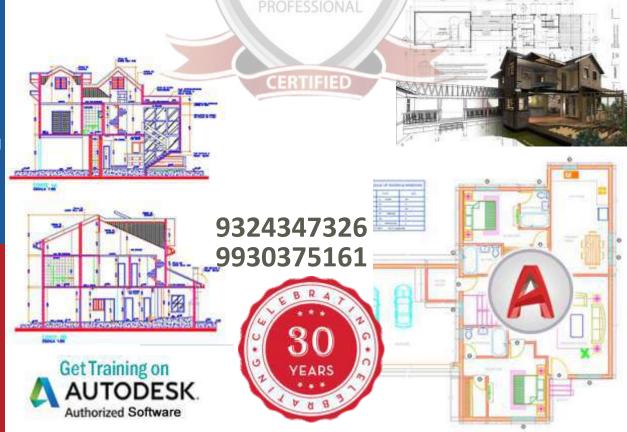
**Duration: 4-5 Months** 

Fees: 37,550 Rs. 15,550 All Inclusive



# BASIC to ADVANCED Training LEVEL (Module 1 & 2)

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**☑** 5 Certificates

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REVIT - BIM, 3D MAX Interior, Adobe Photoshop

# Module 1 Autocad 2D

# ADVANCED LEVEL © EXPERT Skills Course

4.5/5 \*\*\* \*\* 389 Reviews

Created by Industry Experts, students learn by doing actual drawings with our faculty classroom instructors. Students are taught many commands and tools to create drawings fast and easy. Our instructors will make sure no one is left behind.

#### Students will learn:

Understanding and controlling the User Interface.

How to create Lines, Arcs, Circles, and Polylines.

Basic drawing tools to help create accurate geometry.

How to create and edit Blocks

Fundamental modification commands.

Shortcuts to help speed up your drawing time.

Adding text to drawings using Multiline Text, Single line Text and Leaders.

Applying hatch patterns to geometry.

How to create and control Layers.

Changing the Properties on objects in the drawing.

How to set the Scale of your drawing.

Defining settings for Plotting.

**Creating various Dimension Styles** 

Defining and editing Text Styles

Setting up MultiLeader Styles

The differences between Paperspace and Modelspace

Working with Annotative objects

Creating Schedules by adding and extracting Attributes.

Setting up multiple sheets (layouts) and multiple views using Viewports

How Fields can automate updates

How to Create a Template File for storing Company Standards.

Working with External References

Importing Dwg settings by using Design Center

Customizing Tool Palettes to quicken your drawing time

#### Benefits of this course

Small classes, limited to 10-15 students.

100% hands-on training. Laptops & Computers Provided

Most affordable AutoCAD class. #1 AutoCAD class in Mumbai.

Learn tricks that will separate you from the average AutoCAD

Conveniently located in City centre near stations.

Expert Autodesk Certified Instructor with more than

10 years of experience using and teaching AutoCAD.



Most popular

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# Module 2 Autocad 3D

ADVANCED LEVEL

© EXPERT Skills Course

AutoCAD - 3D to create 3D drawings.

Students will learn the fundamentals of 3D Solid Modeling.

When students complete this course they will have the knowledge to create, layout, and edit three-dimensional geometry. ( BASIC to ADVANCE LEVEL )

#### **Students will learn:**

Creating Primitive Solids (Box, Cylinder, Pyramid, etc.)

Creating Complex Solids (Extrude, Revolve, Press Pull, Sweep)

Creating Compound Solids (Subtract, Union)

Introduction to Mesh Objects and Surface Objects

Adjusting the view to see Models from different points in space.

Understanding Coordinate Systems and how they pertain to AutoCAD.

Adding Cameras to create perspective views

Controlling the display of Models using Visual Styles and Views.

How to add lighting to create realistic looking images

Applying materials to existing geometry to create realistic looking objects Rendering a drawing file.

## Learn to Create a CAMERA WALK THROUGH in AutoCAD 3D.

#### FREQUENTLY ASKED QUESTIONS -

What materials does the course comes with?

The courses will come with a great textbook, which is yours to keep.

#### How big are your classes?

All classes are between 5-15 students.

# Get Training on AUTODESK. Authorized Software

#### Is this an online class or a classroom course?

This is a Classroom course held at our Mumbai location. (We have Online Facility as Well)

#### Why is the tuition much lower than other schools?

Our tuition is much lower than other training providers because we have optimized our business processes to ensure quality training at a reasonable price. As a smaller school with lower overhead we are able to provide a great class and better value to our students.

#### What are your instructors like?

We only hire the best instructors. Our instructors are all Autocad Certified Instructors with over 15 years of experience using and teaching AutoCAD.

#### Why should I choose your training over other Providers?

Choosing a training provider can be tough choice. We all claim to offer the best value, in terms of price, passing rates, and guarantee. The Technical Institute of Softpro offers the lowest price, one of the best rate. As a Mumbai licensed school and Accredited business we can honestly say what we offer is the truth and you can verify it.



Most popular



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☑ Advance Modules

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ADVANCED LEVEL

SEXPERT Skills Course



# **Special Combination**







**Duration: 6-7 Months** 

Fees: 56,550 Rs. 29,550 All Inclusive



# BASIC to ADVANCED Training LEVEL

**☑** Trained 13,500+ Students in AutoCAD, Revit & 3D Max







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# ALL INCLUSIVE ✓ 1 YEAR

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# Module 3

# 3D-MAX Interior Design

# ADVANCED LEVEL SEXPERT Skills Course



Create Architectural drawings & layouts of all kinds. (BASIC to ADVANCE LEVEL)

- Interior design & facility planning. Line drawings.
- 3D-Studio Max is an important part of communicating with the drawing community.
- Achieve impressive presentations by simply souping up your 2D drawings & presenting them in dynamic views.
- Build full 3D drawings for Design Visualization.

#### **TOPICS COVERED:-**

- Orthographic & Perspective view
- Toolbar & Menubar
- Working with Primitive Objects
- Modelling: Part I & Part II
- Drawing in 2D :Spline Primitive
- Creating Patches, Grids, Sub Objects
- NURBS: Curves & Surfaces
- Meshes: Editable Mesh Object,
- Vertices & Edges, Loft Objects, Compound Objects
- Exploring the Material Editor. Using Material Editor/Maps
- Lights: Viewing scene from a light, Altering Light Parameters
- Special Effects, Volume lights, Projector Maps & Shadows
- Cameras: Creating Camera Object & a Camera View
- Camera Viewport Controls & Setting Camera Parameters
- Particle Systems, Using Space Warps
- Morphing Animation : Working with keys
- Controlling time
- Using the Motion Command Panel,
- Animating Objects
- Working with the Track View, Curves & Tangents
- Filtering Tracks, Working with Controllers
- Rendering: Environments
- Setting Rendering Parameters

#### • 3D MAX PROJECTS:

- Create 3D Models & Render them into Images / Clips
- With Autodesk 3DS-Max, you can create High resolution
- True-colour Image files for Interior/Exterior Presentations
- Walk-through Views & Development.
- Live Interior Designing Projects
- Includes Realistic Camera Walk through

A Realistic look to Interiors & Architectural Designs with a Camera Walk through



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# 

4.5/5 \* \* \* \* \* \* 389 Reviews



# **Special Combination**



**Duration: 6-7 Months** 

Fees: 56,550 Rs. 29,550 All Inclusive



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**BASIC** to **ADVANCED** Training LEVEL





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# REVIT ARCHITECTURE

ADVANCED LEVEL **SEXPERT Skills Course** 

BIM

•3D Views & Cameras

Create and Modifying Cameras Views

Selection Views / About Elevation Views

Creating Curtain Walls, Grids, & Mullions

• Modifying Curtain Walls, Grids, & Mullions

Modifying line styles/ User-Defined Filters

Process Of Previewing ,Printing Sheets/Views

•Guideline For Working With Drawing Sheets

•Guideline: Creating & Updating Title block CREATING CALLOUT VIEWS

About Callouts/Creating Reference Callouts

Process Of saving and Reusing a Detail View

Guidelines for Working With Text & Tags

ADDING AND MODIFYING ROOFS

Adding Roofs & Modifying Roofs

CONTROLLING OBJECT VISIBILITY

•View Properties & View Templates

**WORKING WITH DRAWING SHEETS** 

Process of Sketching Roofs

**CREATING CURTAIN WALLS** 

Object Visibility Setting

Creating and Editing Views

WORKING WITH TITLE BLOCKS

**WORKING WITH TEXT AND TAGS** 

Overview of Text & Tags

Creating Detail Views

**MASSING & SITE** 

MANAGING VIEWS

 Create 3D Perspective, 3D Orthographic Views **WORKING with SELECTION & ELEVATION VIEW** 

•Create & Modify Selection & Elevation Views



ADVANCED AUTOCAD 2D & 3D ARCHITECTURAL **REVIT - BIM** 

**DIPLOMA** 

**AARD** 5 Diplomas Rs. **??,550 All Inclusive** 

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Fees: 29,550 Rs. 19,550 All Inclusive 4.5/5 \*\*\* 389 Reviews

TRAINING CONTENTS: (BASIC to ADVANCE LEVEL) BUILDING INFORMATION MODELING (BIM) CREATE AND MODIFYING 3D VIEWS

•BIM: About Bidirectional Associatively

•The Revit architecture User Interface

**•THE DESIGN BAR** 

#### STARTING A PROJECT

- About The Projects Templates
- About Revit File Types
- About Vector and Raster Data
- About TOPOSURFACES

#### CREATING A BASIC FLOOR PL

- Creating Walls In a Floor Pla
- About Temporary Dimension
- About Drawing Aids / Placing Walls
- **CREATING & MODIFYING LEVELS**
- About Levels / Defining Levels
- •Guidelines for Creating & Modifying Levels

#### ADDING AND MODIFYING WALLS

- Modifying Walls / About joins
- Editing and Preventing Wall Joins

#### **WORKING WITH COMPOUND & VERTICALLY COMPOUND WALLS**

- Modifying & Inserting Layers
- About Vertically Compound Walls
- USING EDITING COMMANDS
- Overview/Edit Toolbar
- Tools Toolbar

#### **WORKING WITH GRIDS**

- Process of Creating & Mo
- •Exercise: Create Column Grids

#### **CREATING LEGENDS AND WORKING WITH DOORS**

- Process Of Adding and Modifying Door
- Creating a new Door Type

#### ADDING AND MODIFYING WINDOWS

- Process Of Adding and Modifying Windows
- Exercise: Add Windows to Building Model

#### **COMPONENT FAMILIES**

- Adding & Modifying Components Families
- Creating & Modifying Components Families **CREATING MODIFYING FLOORS**
- About Creating Floor/ Modifying Floors **WORKING WITH CEILINGS**
- Guidelines for Adding & Modifying Ceilings
- **APPLYING AND REMOVING CONSTRAINTS** Applying & Removing Constraints
- **WORKING WITH DIMENSIONS**
- •Temporary & Permanent Dimensions
- Guidelines for Working with Dimensions





- **WORKING WITH DRAFTING VIEWS** Process Of Reusing a Drafting View

**WORKING WITH DETAIL VIEWS** 

- Exercise: Create Drafting Views
- •Exercise: Import a View and a CAD File **CREATING & MODIFYING SCHEDULES**
- Creating, Modifying, Exporting Schedule Files
- •Exercise: Hardware Key Schedule
- Exercise: Modify The Appearance Schedule **CREATING ROOMS AND ROOM SCHEDULES**
- •Room Schedules / Adding Room Tags
- Calculating Room Volume Modifying Area CREATING RENDERINGS
- Settings for Creating Renderings
- Guidelines for Creating Renderings

#### **USING WALKTHROUGHS**

• Exercise: Create and Export a Walkthroughs **USING SUN AND SHADOW SETTINGS** 







Advanced AUTOCAD 2D & 3D ARCHITECTURAL **REVIT - BIM** DIPLOMA



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- **☑** 5 Certificates
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- ☑ Books & Notes
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🬟 🦅 389 Reviews 4.5/5 🤺



# Special Combination







**Duration: 5-6 Months** 

Fees: 44,550 Rs. 25,550 All Inclusive













**Duration: 9 Months** 

Fees: <del>75,550</del> Rs. 45,550 All Inclusive

Trained 13,500+ Students in AutoCAD, Revit & 3D Max

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☑ Books & Notes

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# **Certified AARD (Expert Level)** AutoCAD 2D, 3D CAD, Architectural, **REVIT - BIM, 3D MAX Interior, Adobe Photoshop**

# Module 5

# **Adobe Photoshop**

#### PHOTOSHOP FOR ARCHITECTS

- With Photoshop's tools you can create Interior Designs.
- Mixing & Manipulating of colours at a click of a button.
- You can Blend 2 Images or more.
- You can create Patterns & Artistic Designs
- You can manipulate Design images with Special Effects.
- You can Import and Export your Images.
- Retouch, Manipulate and Enhance Designs.
- Image Editing, Resolution, Correction, Saturation
- Tool Box, Navigator, Info, Option, Swatches, Brushes
- Layers: Adding, Deleting, Merge, Duplicating, Rotate
- Filters: Built-in Effects Blur, Twirl, Stain,
- Emboss, Spotlight, Fire, Embossed...etc.
- Retouching, Colouring, Creating Backgrouds, Buttons LIVE PROJECTS: Image Mixing, Re-touching, Layering, Photo- Touch ups, Pattern, Special Effects

**FOCUS ON INTERIOR DESIGNING PROJECTS** 



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- 3 Module Diploma in 3D MAX Interior Designing
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Modules

# 5 Certificates











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https://maps.app.goo.gl/nA4VmAbahyBoHNRt6

**GOOGLE MAP LINK DADAR/Matunga** 

12 Min from Dadar W Stn. Mumbai-400016. 9833900110 / 9833900330



# **ANDHERI WEST CENTRE ADDRESS**

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#### **GOOGLE MAP LINK ANDHERI**

https://goo.gl/maps/vKqqSvJ6zFKcPEKX7



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- Electrical engineer
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- Mechanical Engineer
- Project Manager
- Urban Planner
- Computer Aided Designer
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2D & 3D

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...etc.

Create 2 Dimensional Geometry (3Dimensional or 3D environment)

Google Sketchup Course Is A Powerful Tool For Communicating 3d Design Concepts In

Inference Engine And Pencil (line) Tool To Create Geometry, Connecting & Generating Forms Quickly & Accurately, Creating Concentric Surfaces And Presentation Techniques

Professional Workflows. Topics Include, Creating A Template, Working With The

- Create 3 Dimensional Geometry
- Demonstrate Stickiness of Geometry in 3D
- Connect and Generate Forms
- Methods of Presentation : Mirror/Array/Built-in
- Use Groups & Components to Isolate Geometry
- Use the Outliner for Efficient Modeling
- Review and Evaluate Organizational Techniques for Components
- Combine Components to Create a Model
- Create an Animation
- Identify Modeling Techniques to Enhance Speed and Accuracy

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## **Advance EXCEL Training for ARCHITECTS**

### HOW Architects can benefit from learning Microsoft Excel?

- MOSTROPULAR **1. Data Organization:** Excel is a powerful tool for organizing and managing data. Architects often deal with large amounts of information, such as project budgets, material quantities, and construction schedules.
- 2. Budgeting and Cost Analysis: Architects frequently need to create and manage project budgets. Excel provides Architects to track expenses, calculate costs, and analyze financial data. It can also be used to compare cost estimates, create cost breakdowns, and generate reports.
- 3. Schedule Management: Architects need to keep track of project timelines and schedules. Excel's spreadsheet capabilities make it useful for creating Gantt charts, task lists, and project calendars. These tools help architects manage deadlines, allocate resources, and monitor progress throughout the project lifecycle.

# Certified ADVANCE EXCEL Course

#### PROFESSIONAL COURSE

## Fees 9,550 Limited Offer Rs. 6550

#### **Module 1: Introduction of MS-Excel**

- · Calculations in Excel (Basic Formula's & Advanced Formula's)
- · Calculations in Excel (Absolute / Relative / Sheet Reference)
- · Linking between Excel Files & Data, Chart Preparation in Excel with Details Features

#### Module 2 ADVANCED FUNCTIONS of MS-Excel

- · Tabs and Menus of Excel, Office Button / File Menu, Advanced Options
- · Formula Tab options with Auditing, Data Tools in Excel
- · Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Formatting, Page Elements & Setup
- · Advance Security Option from Review and View Tabs

#### Module 3

- · ADVANCED Data Analysis (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- · Goad Seek and Scenario Features in Excel Industry Work.
- · PIVOT Table and Data Analysis using options of Pivot Table
- · More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- · V-Lookup and H-Lookup Functions and Its use in Industry.

#### Module 4

#### 25 Corporate Level Projects for Individual options in Excel.

- · MIS Reporting Analysis Options.
- Multiple-level Sub Total Reports
- Filtering database & Sorting data
- Securing & Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Date Functions Age Calculations
- NESTED IF
- Consolidation of Data
- Data Validation
- Logical functions (AND, OR, NOT)
- Macro: Definition & Concepts
- Record & Run a macro Intro. to VBE Prog.

- Dynamic Linking Word/Excel/Powerpoint
- Functions: LOOKUP, VLOOKUP
- HLOOKUP
- COUNTIF, SUMIF
- What-if-analysis
- Goal Seek
- PIVOT TABLES & PIVOT CHARTS
- Scenario Manager
- 25+ Projects of Practical Training



Excel

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