

Course Overview

This class is essential for all new AutoCAD user, or as an excellent class for end user of other CAD systems who migrating to AutoCAD.

At Course Completion

Upon completion of this course students will be able to create basic 2D drawings using the drawing and editing tools; organize drawing objects on layers; add text and basic dimensions; and prepare to plot the drawing. Students will learn essential skills in addition to more sophisticated techniques for drawing setup and



The Project Management Specialist

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Outline

Lesson 1: Creating A Simple Drawing Starting AutoCAD

Using Your Pointing Device Opening an Existing Drawing File AutoCAD's Screen Layout Command Line & Using the Keyboard What Happens When Your Right-Click? Working with multiple drawings AutoCAD's Cartesian Workspace **Drawing Lines** Drawing Lines with Direct Distance Entry Drawing Rectangles Drawing with GRID and SNAP Drawing Circles **Erasing Objects** Viewing Your Drawing Undo Saving Your Drawing

Lesson 2: Making Your Drawings More Precise

Snapping to Geometric Objects Object Snap Settings Object Snap Tracking Selecting Objects for Editing **Moving Objects Copying Objects** Rotating Objects **Scaling Objects**

Lesson 3: Drawing Organization And Information Organizing Your Drawing with Layers

Creating New Drawings with Templates What are Layers Layer State Changing an Object Layer Measuring Distance Measuring Area Getting Information from Your Drawing

Lesson 4: Creating More Complex Drawings

Drawing Arcs & Polylines Converting Polylines to Lines & Arcs Trim Extend Fillet Chamfer **Duplication Commands** Offsetting Objects Mirroring Objects Array of Objects What are Blocks?

Lesson 5: Annotating Your Drawing

Adding Text Adding Miltiline Text Formatting Multiline Text **Editing Multiline Text** Hatching Editing Hatching **Adding Dimensions Dimensioning Concept** Adding Single Dimensions Adding Multiple Dimensions Other Dimension Tools **Basic Leaders Editing Dimensions** Selecting a Dimension Style

Lesson 6: Advanced Editing Features

Stretch Lengthen Using Grips Grips with Specific Objects Advanced Object Selection

Lesson 7: Efficient Construction Techniques

Coordinate Entry Locating Points with Tracking Placing Reference Points Multiple Points **Defining Blocks** Converting Blocks to Components

Lesson 8: Drawing Setup And Utilities

Templates Creating New Layers Text Styles Creating Dimensioning Styles Controlling Unit Display Design Centre Removing Unused Spell Check

Lesson 9: Preparing To Plot

Plot Concepts Creating a Layout Manipulating Floating Viewports **Creating Floating Viewports** Working Inside Floating Viewports **Guidelines for Layouts** Plot Command Plot Settings Plot Preview LAB & Exercise for every related topic

Drawing practical on the last day of the training











Inserting Blocks

