

## **Course Content - AutoCAD Level One**

### **Stage One: Refresher Course**

This one day course is aimed at AutoCAD users who are struggling to use the software. This maybe because they have tried to self teach themselves and just require some guidance or perhaps they have been on a course but have not had the opportunity to practice their new skills and subsequently forgot many concepts.

The **benefits** to you will gain upon attending this course will be;

- ◆ Increased productivity, through producing quicker drawings
- ◆ Reduction in mistakes and increased accuracy
- ◆ Re-use of existing data
- ◆ Reduction of lead times

Each topic covered is essentially an overview and it is not the intention to go into every piece of detail of each command. This course has a fixed content, listed below, should you wish to customise the content please see our web site for custom course details.

Prices are £175 per person for our standard course (£225 for 1 to 1 tuition) and £199 per person for custom courses (£249 for 1 to 1 tuition)

### **Part One: Accurate Drawing Features**

Drawing Accurate Lines with Direct Distance & Polar Tracking  
Using Object Snap (Limited LT Functions)  
Object Snap Overrides  
Polar Tracking Settings  
Object Snap Tracking (not LT)  
Selecting Objects for Editing

### **Part Two: Drawing Control & Information**

What Are Layers?  
Creating Layers  
Layer State  
Changing an Object's Layer  
Measuring a Distance  
Measuring an Area  
Properties

### **Part Three: Blocks**

Inserting Blocks from Tool Palettes (2004 onwards only)  
Inserting Blocks from The Design Centre (for pre 2004 users)  
Inserting Blocks with INSERT  
Creating Block/Tool Palettes

### **Part Four: Paper Space & Model Space**

Working In Layouts  
Understanding & Creating Viewports  
Creating a New Layout  
Guidelines for Layouts

**Part Four: Annotating**

Multiline Text / Single Line Text  
Formatting & Editing Text  
Editing Dimensions  
Working with Dimension Styles