

Course Content - AutoCAD 2004 Level One

Stage One: Fundamentals

Day One

Module One: Creating a Simple Drawing

Chapter One: Getting Started with AutoCAD

- Starting AutoCAD
- AutoCAD's Screen Layout
- Command Line & Using the Keyboard
- Using Your Pointing Device
- Opening an Existing Drawing File
- AutoCAD's Cartesian Workspace
- Exercises on the Above*

Chapter Two: Basic Drawing & Editing Commands

- Drawing Simple Lines
- Erasing Objects
- Drawing Accurate Lines with Direct Distance & Polar Tracking
- Drawing Rectangles
- Drawing Circles
- Drawing with Grid & Snap
- Viewing Your Drawing
- Undoing & Redoing in AutoCAD
- Saving Your Work including AutoSave Settings
- Exiting AutoCAD
- Exercises on the Above*

Module Two: Making Your Drawings More Precise

Chapter One: Drawing Precision in AutoCAD

- Using Object Snap (Limited LT Functions)
- Object Snap Overrides
- Polar Tracking Settings
- Object Snap Tracking (not LT)
- Exercises on the Above*

Chapter Two: Making Changes in Your Drawings

Selecting Objects for Editing
Moving Objects
Copying Objects
Rotating Objects
Scaling Objects
Exercises on the Above

Module Three: Drawing Organisation and Information

Chapter One: Organising Your Drawing With Layers

Creating New Drawings
What Are Layers?
Layer State
Changing an Object's Layer
Additional item if time permits, Creation & Control of Layers (Limited LT Functions)
Exercises on the Above

Day Two (Sometimes started with Module 5)

Chapter Two: Two More Object Types

Drawing Arcs
Polylines
Converting Polylines To Lines & Arcs
Converting Lines & Arcs To Polylines
Exercises on the Above

Chapter Three: Getting Information From Your Drawing

Measuring a Distance
Measuring an Area
Information about Objects
The Properties Box
Exercises on the Above

Module Four: Creating More Complex Objects

Chapter One: Advanced Editing Commands

Trim
Extend
Stretch
Fillet
Chamfer
Exercises on the Above

Lunch

Chapter Two: Duplication Commands

Offsetting Objects
Mirroring Objects
Creating Rectangular & Polar Arrays of Objects
Exercises on the Above
Additional Item if time permits, creation of more complex drawings.

Chapter Three: Working With Blocks

What are blocks?
Inserting Blocks from Tool Palettes (2004 onwards only)
Inserting Blocks from The Design Centre (for pre 2004 users)
Inserting Blocks with INSERT
Additional Item if time permits, How to create a block.
Exercises on the Above

Module Five: Preparing to Print (Sometimes moved to start of day two)

Chapter One: Setting Up a Layout

Printing Concepts
Working In Layouts
Understanding & Creating Viewports
Creating a New Layout
Guidelines for Layouts
Exercises on the Above

Day Three

Chapter Two: Printing Your Drawing (Plotting)

PLOT Command dialogue Box
Plot Settings
Plot Preview
Plot Style Tables
DWF Files & the DWF Viewer
Exercises on the Above

Module Six: Annotating Your Drawing

Chapter One: Text

- Adding Multiline Text
- Formatting Multiline Text
- Editing Multiline Text
- Additional Item if time permits, Text Styles*
- Additional Item if time permits, Single Line or dynamic text.*
- Exercises on the Above*

Chapter Two: Hatching

- Hatching
- Hatching From Tool Palettes (2004 Onwards Only)
- Editing the Hatch
- Exercises on the Above*

Lunch

Section Three: Dimensions

- Dimensioning Concepts
- Single Dimensions
- Other Dimensions
- Quick Dimensions (Not LT)
- Leaders
- Editing Dimensions
- Selecting a Dimension Style
- Additional Item if time permits, Dimension Styles*
- Additional Item if time permits, Dimensioning methods in model/paper space*
- Additional Item if time permits, Control of dimension Associativity*

End Of Course :- Approximately 3.00pm

Additional Project Exercises/Review for delegates who wish to remain for a further hour.