



AutoCAD Level 1 Beginners Training

Frequently Asked Questions

What this course aims to do.

Our Level 1 Beginners course is aimed at both business users and private individuals who are new to AutoCAD or migrating from other CAD software packages and need to be able to start using AutoCAD or AutoCAD LT as quickly as possible.

At the end of the course all delegates will be able to use the core elements of AutoCAD that will allow you to be able to produce a drawing to a reasonable level of detail.

What to expect

The Level 1 Beginners course is a three-day course covering over 200 commands, concepts and settings. It comes with a 530 page AutoCAD Approved manual, with over 400 illustrations. Practice exercises are used in the course to enhance learning.

We will train you on the latest version of AutoCAD, or where possible you can use the version that you have in your own office.

We offer a 12-month free post course telephone helpline. The instructor is an AutoCAD Certified Professional and an apprentice trained draughtsman with 35 years of CAD experience and over 40 years draughting experience.

Qualifications and Attendance Certificate

All our courses come with an official Autodesk Authorised e-Certificate. There is an optional exam that you can take at a later stage once you have a couple of months' practice that will enable you to become an official AutoCAD Certified User.

Exceptions (what you will not be able to do).

When you have completed this course, you will have a good grasp of how to produce an AutoCAD drawing. However, you will need to practice your new skills on a regular basis. Not all functions are covered in this course. For example, the beginners course teaches you only how to use "content" such as blocks, templates, text & dimension styles. Our Level 2 Intermediate course then teaches you how to set up and customise this content in more detail. Despite this, we do provide templates so that you can use this "content" after the course. For a full list of these commands see our level 2 & 3 training courses.

Prerequisites / What previous Experience do I need to attend this course?

No Previous CAD Experience is required, but all delegates MUST be computer literate and be able to use Microsoft Windows to an average standard; otherwise they will not be able to complete this course and will hold up any other delegates attending. We would expect all delegates to know how to use basic Windows commands such as new/open/close/print/Undo/Redo etc. and navigate around folders. If you are unsure, please contact us for further guidance or consider a 1 to 1 course

Duration & Dates

Our Level 1 (Beginners) course runs for **3 consecutive days**. In EXCEPTIONAL circumstances, we may be able to condense our 1 to 1 courses into 2 days if you are an advanced IT user and/or have previously other CAD systems. The exercises are omitted from 2-day course options.

This course will usually run from the last Wednesday of each month. 1 to 1 Course dates can be arranged at any mutually convenient dates.

How many people will there be on the course?

Typically, there are 2-4 people on each course though we cater for a maximum of six attendees. This enables all the delegates to have "quality" time with the instructor should they have trouble with certain aspects of AutoCAD. We can also offer "One to One" training as well as limiting the number of places for a single company only.

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For further information call us on

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Frequently Asked Questions—Continued

Where are the courses held/ where is the course location?

All scheduled courses take place at our offices in Colchester, Essex, just 200M from Colchester Town station. We provide all the facilities, PC's & Software configured and tailored to complement our training courseware. A major benefit of training away from the office is that you do not get continual interruptions and telephone calls from colleagues requesting so called urgent or quick errands. We occasionally run courses at your premises or specially arranged venues, however these do incur surcharges for additional costs to us e.g. room hire and travel.

What's included in the price?

All our courses include the following

- All materials that you are likely to need, there is no need to bring anything.
- Official AutoCAD Training Manual that is yours to keep.
- Official AutoCAD Attendance e-certificate in pdf format that you can e-mail or print.
- 12 months' FREE telephone support.
- Lifetime of e-mail support.
- Refreshments & a buffet lunch are included within the price
- (Lunch is not provided on our 1/2 day or on-site courses)

Is there anything I need to do after the course?

At the end of the course you will have been taught how to use all the tools needed to be able to produce, edit and output your drawing. You will not however leave the course being able to draw a complicated drawing. You will be expected to practice your new skills frequently to gain more experience and start off with simple drawings. If you are not intending to use AutoCAD daily, we recommend spending a minimum of 5 hours per week practising. We provide extensive practice and project exercises with your manuals to enable you to do this. If you do not practice you will quickly lose your new skills.

After a minimum of 2-3 months we would recommend returning to our Level 2 intermediate course.

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