

# AutoCAD and AutoCAD LT Essentials

## 2 Day Course

### ■ Course Description

AutoCAD is the industry standard software for 2D CAD planning, designs and 3D modelling. During this course delegates will learn the necessary features, commands and techniques for creating, editing and printing drawings with AutoCAD. No previous AutoCAD experience is necessary on an essentials course, however, a basic working knowledge of Microsoft Windows or Mac is required.

### ■ Agenda

#### Day 1:

##### **Understanding the AutoCAD environment**

- Navigating the User interface
- Working with files
- Creating new workspaces
- Model space/Layout space
- Setting drawing scales
- AutoCAD setup (Options)
- Working with Viewports
- Using Object Snaps
- Using Object Snap Tracking
- Working with Units
- Selecting Objects in the Drawing
- Customising the CUI

##### **How to use the Draw Tools**

- Drawing lines, polylines, polygons, rectangles, circles, ellipses etc.
- Creating New Objects from Existing Objects
- Using Linetypes
- Creating Parallel and Offset Geometry
- Creating Object Patterns

##### **How to use the Modify Tools**

- Move, Copy, Erase etc.
- Changing an Objects Size
- Creating a Mirror Image of Existing Objects
- Trimming and Extending Objects

#### Day 2:

##### **Layer Management**

- Layer Properties Manager, Layer groups and filters etc

##### **Blocks**

- Creating & editing blocks, adding attributes

##### **Annotation**

- Annotative Scaling
- Creating Multiline Text
- Creating Single Line Text
- Using Text Styles
- Editing Text
- Creating Dimensions
- Using Dimension Styles
- Editing Dimensions
- Using Multileaders

##### **External References (Xrefs)**

- Understanding and using Xrefs

##### **Plotting**

- Plotting drawings
- Export to PDF
- Batch Plot

##### **Miscellaneous**

- Toolpalettes
- Data Linking – linking spreadsheet data to tables in the drawing
- Working with DesignCenter™