

Level 1 - Introduction to AutoCAD® Workshop by CCAD inc.

The outline below summarizes the basic topics covered in our **Five Day Level 1 - Introduction to AutoCAD Workshop**. No AutoCAD experience is necessary, but participants should be comfortable opening, saving and closing files; moving, copying and deleting files; locating files in different folders and reading blueprints.

Exercises for the workshop are drawn from a variety of disciplines, including part design, facility layout, architectural drafting and schematics. Participants for each workshop are surveyed to determine their areas of interest and when possible, exercises are tailored to match the needs of the workshop attendees.

Day One

- ✦ Beginning AutoCAD, Opening Files, Beginning New Drawings, Exiting Drawings
- ✦ Navigating The AutoCAD User Interface, Zooming and Panning
- ✦ Understanding Coordinates, Communicating with AutoCAD Commands,
- ✦ Selecting Objects, Erasing Objects
- ✦ Drawing Lines, Circles and Rectangles
- ✦ Understanding Object Properties and the Properties Palette
- ✦ Control Numeric and Angular Format with the Units Dialog
- ✦ Using Polar Tracking to Input Lengths and Angles
- ✦ Moving and Copying Objects
- ✦ Selecting Exact Locations with Objects Snaps
- ✦ Using Point Filters

Day Two

- ✦ Introducing Multiline Text, Spell Checking, Find and Replace
- ✦ Introducing Dimensions
- ✦ Introducing Hatch – Filled Areas
- ✦ Clouding an Area
- ✦ Introducing Plotting – Configuration, Settings and Plot Styles
- ✦ Understanding Layers, Colors, Linetypes and Lineweights
- ✦ Introducing Layouts, Paper Space/Model Space, Viewports and Drawing Scale

Day Three

- ✦ Understanding Text and Non-Design Objects in Model Space
- ✦ Creating Model Space vs. Paper Space Dimensions
- ✦ Creating Continued Dimensions
- ✦ Creating Leaders
- ✦ Controlling the Appearance of Dimensions - Dimstyles
- ✦ Controlling the Appearance of Text – Text Styles
- ✦ Creating Templates

Day Four

- ✦ Trimming and Extending Objects
- ✦ Creating Parallel Objects with Offset
- ✦ Converting Objects to Polylines
- ✦ Adding Fillets and Chamfers
- ✦ Rotating and Scaling Objects
- ✦ Stretching Objects
- ✦ Changing the Length of Objects
- ✦ Copying Objects in Patterns – Array

Day Five

- ✦ Importing Content (Layer, Linetypes, Layouts, Blocks) From Other Drawings
- ✦ Inserting and Exporting Drawings
- ✦ Scaling Symbols
- ✦ Creating Attributes
- ✦ Introducing Dynamic Blocks
- ✦ Introducing Tables

