

## AutoCAD LT and AutoCAD - Essentials Course

### Overview

This course is designed for new AutoCAD® / AutoCAD LT® software users who require comprehensive training. It incorporates the features, commands, and techniques for creating, editing, and printing drawings with AutoCAD and AutoCAD LT.

### Duration

3 Days (9:30am - 4:30pm) demonstration & practical exercises.

### Prerequisites

New users should have basic drafting knowledge and an understanding of basic Windows user interface terminology.

### Syllabus

#### Taking the AutoCAD Tour

- Navigating the Working Environment
- Working with Files
- Displaying Objects

#### Creating Basic Drawings

- Inputting Data
- Creating Basic Objects
- Using Object Snaps
- Using Polar Tracking and Polar Snap
- Using Object Snap Tracking
- Working with Units
- Using Function Keys

#### Manipulating Objects

- Selecting Objects in the Drawing
- Changing an Object's Position
- Creating New Objects from Existing objects
- Changing the Angle of an Objects Position
- Creating a Mirror Image of Existing Objects
- Creating Object Patterns
- Changing an Object's Size

#### Drawing Organisation and Inquiry Commands

- Using Layers
- Object Properties
- Matching Object Properties
- Using the Properties Palette
- Using Linetypes
- Using Inquiry Commands

#### Annotating Drawings

- Creating Multiline Text
- Creating Single Line Text
- Using Text Styles
- Editing Text

#### Altering Objects

- Trimming and Extending Objects to Defined Boundaries
- Creating Parallel and Offset Geometry
- Joining Objects
- Breaking an Object into Two Objects
- Applying a Radius Corner to Two Objects
- Creating an Angled Corner Between Two Objects
- Changing Part of an Object's Shape

#### Hatching Objects

- Hatching Objects
- Editing Hatch Objects

#### Dimensioning

- Creating Dimensions Using Dimension Styles
- Editing Dimensions

#### Working with Reusable Content

- Using Blocks
- Working with DesignCenter™
- Using Tool Palettes

#### Creating Additional Drawing Objects

- Working with Polylines
- Creating Splines
- Creating Ellipses
- Using Tables

#### Layouts and Plotting

- Using Layouts
- Using Page Setups
- Using Viewports
- Plotting Drawings

#### Template Drawing Creation

- Using Drawing Templates