

# Simon Oliver - Tailored Training Services:

## Level 1: AutoCAD & AutoCAD LT Introduction

- Target Audience:** This course is aimed at new users of either the full blown package or the cut down equivalent - AutoCAD LT.
- Pre-Requisites:** Delegates must be familiar with using a Windows based PC, a keyboard and mouse to a reasonable standard. An understanding of technical drawing concepts and maths would also be beneficial (*I can provide some pre-course help if required*).
- Duration:** 3 days would be required to cover these topics through practical hands-on guidance on how to use the software.
- Format:** Example drawing exercises would be used to cover a wide range of drafting applications. I would also be happy to incorporate any specific sample drawings you may care to provide to make the training as relevant as possible.
- Location:** All training is carried out on-site in your office using your own computers. As well as learning how to use the software, you will be shown how to set up defaults and system variables that will help you going forward.

### ***Getting started and creating useful default settings***

- Explanation of the ribbon, command window, palettes and other user interface features.
- An overview of model space versus paper space.
- Ensuring drawings are started correctly with metric settings and other file management tips.

### ***Creating and editing drawings***

- Creating lines, arcs and circles and other everyday shapes.
- Using polylines to good effect.
- Using object snaps and tracking to draw and edit objects accurately.
- Using ortho and other drawings aids.
- Using the different methods to select objects in the drawing.
- Performing basic editing tasks like moving, copying, mirroring and rotating objects.
- Trimming, extending, filleting and chamfering objects.
- Offsetting various types of geometry.
- Using Grips.

### ***Drawing Organisation***

- Using layers, colours and linetypes and understanding the bylayer concept.
- Matching object properties.
- Using the properties palette.
- Setting linetype scales in both model space and paper space.

### ***Inquiry Commands***

- Listing drawing information.
- Measuring distances and angles.

*Continued...*

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### **Hatching**

- Creating and editing areas of hatching.

### **Text**

- Creating and editing multiline and single line text.
- The importance of creating and editing text styles.

### **Dimensioning**

- Creating and editing dimensions.
- The importance of creating and editing dimension styles.

### **Multi-leaders**

- Creating and editing multi-leaders.
- The importance of creating and editing multi-leader styles.

### **Re-using items**

- An introduction to working with blocks.
- Using the Design Centre.
- Using Tool Palettes.

### **Layouts and Plotting**

- Setting up layouts using page setups.
- Creating and editing viewports.
- Scaling drawings.
- Plotting drawings.

### **PLEASE NOTE:**

*All of the training courses that I provide would be tailored to your exact drafting application and I aim to be as flexible as possible in order to make the training totally relevant to you and the way that you work.*

*Therefore, particularly with the intermediate and advanced outlines, the topics are easily interchangeable to allow you to have a bespoke course outline.*

©Simon Oliver - Providing expertise to AutoCAD users across the UK  
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