

**1. Getting Started**

## Learn How To Start AutoCAD

- Start Button
- AutoCAD Shortcuts

## Introduce The AutoCAD Interface

- Command Line
- AutoCAD Text Window
- Pulldown Menus
- Toolbar Buttons
- Status Bar
- Model & Layout Tabs

## Communicating With AutoCAD

- Responding To Prompts
- Right-click Shortcuts

## Learn How To Get Out Of Trouble

- Canceling Commands
- Using Undo and Redo
- Using On-line Help

## Managing Drawing Files

**2. Display Commands**

- Learn About Drawing Scale In AutoCAD
- Learn Basic Zoom Features
- Learn How To Pan
- Learn How To Use Real-Time Pan & Zoom

**3. Coordinates & Basic Drafting Tools**

## Responding To Prompts For Points

- Absolute Coordinates
- Relative Coordinates
- Polar Coordinates
- Direct Distance Entry

## Using Basic Drafting Tools

- Object Snap Overrides
- OSNAP
- POLAR
- SNAP
- GRID
- OTRACK (not in LT)

**4. Creating 2D Geometry**

## Learn More About Creating LINES

- Undoing The Last End Point
- Using The Continue Feature
- Closing The Polygon

## Learn To Create &amp; Edit LWPOLYLINES

- PLINE
- PEDIT
- DONUT
- POLYGON
- RECTANG

- Learn To Create ARCS & CIRCLES
- Review Pull-down Menu Options

## Learn To Create POINTs &amp; Create Styles

- Learn What POINTs Are
- Learn When To Use POINTs
- Changing POINT Styles
- Using MEASURE & DIVIDE

## Learn To Create ELLIPSEs

**5. Editing 2D Geometry**

## Learn How To Select Multiple Objects

- Window
- Crossing
- Previous

## Learn Basic Edit Techniques

- Erase
- Move
- Copy
- Rotate
- Scale

**6. Managing Object Properties**

## Introduce The Use Of Layers

- What Are Layers?
- Why Use Layers?

## Setting Linetype Scale

- Plotting From The Model Tab
- Plotting From A Layout Tab

## Introduce The Properties Tool

- Interface Overview
- Changing Properties of Selected Objects

## Using The Object Property Toolbar

- Setting The Current Layer
- Changing Layer Settings
- Overriding Properties Set BYLAYER

## Manage Object Properties BYLAYER

- Color
- Linetype
- Lineweight

**7. CAD Construction Techniques**

## Learn Basic Commands For Construction

- OFFSET
- TRIM
- EXTEND
- FILLET
- CHAMFER
- MIRROR
- STRETCH
- ARRAY

**8. Creating Text & Defining Styles**

Learn To Create TEXT Objects  
 Text Height vs Drawing Scale  
 Justification  
 The DTEXT Command

Learn To Create & Modify Text Styles  
 Fixed Height vs Variable Height  
 Fonts  
 Width Factors  
 Oblique Angles  
 Backwards, Upsidedown, Vertical

Introduce MTEXT Objects  
 Learn When To Use MTEXT vs TEXT  
 Learn How To Create Basic MTEXT

Learn To Modify Existing Text  
 Double-clicking To Edit Text  
 Using The Properties Command  
 Editing TEXT Objects  
 Editing MTEXT Objects

**9. Introduction To Blocks**

Learn How To Define New Blocks  
 Learn What Blocks Are  
 Learn Where Blocks Are Stored  
 Understand Benefits To Using Blocks

Learn How To Insert Blocks & Drawing Files  
 Using The INSERT Command  
 Introduction To DesignCenter

Introduce Attributes  
 Creating Titleblocks With Attributes  
 Editing Attribute Values In Block Inserts

**10. Dimensions & Crosshatching**

Learn How To Create Basic Dimensions  
 Linear  
 Angular  
 Radius  
 Diameter

Introduce Dimension Styles  
 Creating & Using Dimension Styles  
 Key Dimension Variables  
 Drawing Scale & Dimension Feature Size

Editing Dimensions  
 Changing Dimension Text  
 Shortcuts & Key Dimension Parameters  
 Using Properties To Edit Dimensions

Introduce Associative Dimensions  
 What Are Associative Dimensions?  
 Turning Associative Dimensioning On  
 Introduce Trans-Spatial Dimensions

Introduce Crosshatching  
 Creating HATCH Objects  
 Editing HATCH Objects

**11. Page Setup & Plotting**

Learn How To Navigate In Layouts  
 Setting The Current Tab  
 Switching Spaces  
 Status Bar Buttons  
 Shortcut Menus

Learn How To Make & Define Layouts  
 Creating New Layouts From Scratch  
 Using The Page Setup Utility  
 Copying & Moving Layouts  
 Renaming & Deleting Layouts

Learn How To Create & Define Viewports  
 Creating & Using Rectangular Viewports  
 Setting & Locking Viewport Scale  
 Freezing Layers In Selected Viewports

Review Trans-Spatial Dimensions  
 What Are Trans-Spatial Dimensions?  
 Turning Associative Dimensioning On  
 Pros/Cons To Trans-Spatial Dimensions

Introduce Plotting Concepts  
 Installing New Plot Devices  
 Attaching Plot Devices To Layouts  
 Previewing Plots

**12. Introduction To Drawing Setup**

Important Parameters For New Drawings  
 Text Styles & Fonts  
 Layer Definitions  
 Dimension Styles  
 Title Blocks & Page Setup  
 DesignCenter & Existing Drawings

Review Related System Variables & Units  
 English & Metric Default Settings  
 Drawing Units  
 Drawing Limits  
 The Options Command

Learn How To Make New Drawings  
 Start From Scratch  
 From Template