

# Autocad

## Intermediate



## Course Guide: 2 Days

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### Working Effectively with AutoCAD

The Options Dialogue Box  
Creating a Profile  
Creating a Custom Workspace  
Using the Keyboard Effectively  
Working in Multiple Drawings  
Copying and Pasting Between

### Drawings

Editing objects using Grips  
Using QuickCalc  
Using Quick Select  
Using Object Properties Tool Palette

### Accurate Positioning

Co-ordinate Entry  
Locating points with Tracking  
Construction Lines and Rays  
Placing Reference Points

### Parametric Drawing

Working with Constraints  
Geometric Constraints  
Dimensional Constraints

### Working with Blocks

Creating Blocks  
Editing Blocks  
Removing Unused Elements  
Using Attribute in Blocks  
Creating a Title Block with Attributes  
Editing Attributes  
Working with Dynamic Blocks  
Creating Simple Dynamic Blocks

### Working with Groups

Creating a Group  
Editing an Element of a Group

### Working with Tool Palettes

Using Design Center  
Creating Tool Palettes from Design Center  
Creating new Tool Palettes  
Importing / Exporting Palettes

### Layer Management & Best Practice

Using Layer Standards  
Working with Layer Filters  
Using Layer States Manager  
Additional Layer tools

### Annotation Styles

Creating Text Styles  
Creating Dimension Styles  
Creating Multileader Styles  
Creating Table Styles  
Working with Fields

### Creating Templates

Why Use Templates  
Controlling Units Display  
Adding Standard Layouts

### Templates

Saving Templates

### Standards Files

Creating a Standards File  
Associating a Standards File

### Advanced Layouts

Creating New Layouts

### Template

Quick View Layouts  
Creating & Using Named Views  
Advanced Viewport Options  
Layer Overrides in Viewports  
Additional Annotative Scale Features

### External References

Attaching External References  
Modifying External References  
Using Xref Manager

### Introduction to Sheet Sets

Using Sheet Sets  
Creating a Sheet Set  
Opening a Sheet Set  
Publishing a Sheet Set  
Creating a Drawing Index

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