

Autodesk AutoCAD Essentials Training Course

Course Overview

Course Length: 8-Hours

- 8-Hours (4 x 2-Hour Sessions) Training
- Delivered remotely over MS Teams
- Sessions are recorded and download links are provided after each session for your future use and reference.
- Pricing is based on 1-3 people. Additional people are at an additional cost of \$550 per person.
- Volume Discounts apply for 5+ people.
- Training is usually broken up into 2 or 4-hour sessions in the morning and flexible (i.e. consecutive or Monday, Wednesday, Friday, etc.)
- Training sessions can start within 14 days of booking
- Courses are private and topics can be customised to suit
- Includes Certificate of Completion
- Training manuals are an additional \$145 Ex. GST per digital manual

Topics Covered

This AutoCAD Essentials training course is designed for beginners and users who want to build a solid foundation in 2D drafting and documentation using AutoCAD. The course focuses on the core tools and workflows needed to create, edit, organise, annotate, and prepare drawings for plotting in a professional environment.

- Understanding the AutoCAD workspace, interface, and navigation tools
- Creating and modifying accurate 2D drawing geometry
- Using layers and properties to organise drawings efficiently
- Adding annotation including text, dimensions, and leaders
- Creating and managing blocks and reusable content
- Setting up layouts, viewports, and plotting workflows
- Applying practical drafting standards and productivity techniques

Prerequisites

No prior AutoCAD experience is required. This course is suitable for beginners, as well as users who want to refresh their core drafting skills and improve confidence with the software.

Participants should have a basic understanding of design or drafting terminology and general computer skills, including working with files and using Windows-based applications.

Training Guide Contents

Chapter 1: Introduction to AutoCAD

- 1 AutoCAD Interface and Navigation
- 2 Opening, Creating, and Managing Drawings
- 3 Zooming, Panning, and View Controls

Chapter 2: Drawing and Modify Tools

- 1 Drawing Lines, Circles, Arcs, and Polylines
- 2 Using Modify Commands
- 3 Object Selection and Editing Techniques

Chapter 3: Precision Drawing Tools

- 1 Object Snaps and Tracking
- 2 Polar Tracking and Dynamic Input
- 3 Coordinate Entry Methods

Chapter 4: Layers and Drawing Organisation

- 1 Creating and Managing Layers
- 2 Layer Properties and Standards
- 3 Working with Properties and Object Display

Chapter 5: Annotation and Dimensions

- 1 Adding Text and Multileaders
- 2 Creating Dimensions
- 3 Annotation Scaling Basics

Chapter 6: Blocks and Reusable Content

- 1 Creating and Inserting Blocks
- 2 Editing Block Definitions
- 3 Working with External References

Chapter 7: Layouts and Plotting

- 1 Working with Layouts and Viewports
- 2 Page Setup and Plotting
- 3 Printing and Publishing Drawings

Chapter 8: Productivity and Drawing Workflows

- 1 Drawing Templates and Standards
- 2 Basic Collaboration Workflows
- 3 File Management and Best Practices