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AUTOCAD 2D FULL TIME COURSE OUTLINE

NO.	TOPICS	LEARNING OUTCOME
1	**Introduction**	
1.1.	General Introduction	To recognize what we do and how we do it.
1.2.	Visualisation	To complete sketch of top, left, right and front view.
1.3.	What is 2D and 3D?	To recall the difference between 2D & 3D.
1.4.	Scaling	To indicate the scale for 300 times smaller.
1.5.	New Drawing settings	To identify the difference between imperial and metric system.
1.6.	Opening and Creating Drawings	To perform creating of new drawing.
1.7.	Units Setting	To perform units setting checking and changing.
1.8.	Explore AutoCAD interface	To acknowledge the location of panels.
2	**General Commands**	
2.1.	Options	To acknowlege the 5 common options.
2.2.	Zooming and Panning	To execute zooming and panning
2.3.	Measure	To measure a line and indicate dimension.
2.4.	Escape	To acknowledge the importance of Escape.
2.5.	Selecting Objects	To execute all 3 type of selection.
2.6.	De-selecting Objects	To execute de-selection.
2.7.	Select all	To execute select all and de-selection.
2.8.	Erase	To execute 2 types of erasing.
2.9.	Undo & Redo	To execute Un-do using shortcut and quick access.
2.10.	Shortcuts	To execute using a shortcut to access options.
3	**Draw**	
3.1.	Line	To execute drawing a dimensioned straight line.
3.2.	Circle	To execute drawing a dimensioned circle using diameter.
3.3.	Rectangle	To execute drawing a dimensioned rectangle.
3.4.	Hatch	To execute hatching with specified properties.
4	**Status Bar**	
4.1.	Status Bar Introduction	To execute switching on all status bar icons.
4.2.	Object Snap	To executive starting a line using 5 types of snaps.
4.3.	Ortho Mode	To recall Ortho Mode.
4.4.	Polar Tracking	To recall Polar Tracking.
4.5.	Object Snap Tracking	To execute tracking with 2 reference points using Rectangle.
4.6.	Show/Hide Line Weight	To perform switching off & on light weight.
4.7.	Transparancy	To perform switching off & on transparency.
5	**Modify**	
5.1.	Move	To execute moving using dimensions & reference points.
5.2.	Copy	To execute copying using dimensions.
5.3.	Copy/Cut/Paste	To execute copy from one drawing to another.
5.4.	Rotate	To execute rotating at an angle.
5.5.	Trim	To execute trimming with trimming line.
5.6.	Extend	To execute extension with extension line.
5.7.	Mirror	To execute mirroring in different directions.
5.8.	Scale	To execute scaling up and down.
5.9.	Bring to Front	To execute bring to front.

5.10.	Grips	To execute all 4 actions of grips.
5.11.	Explode	To execute scaling up and down.
5.12.	Offset	To execute offset of 3 different shapes.
5.13.	Fillet	To execute fillet on 2 edges.
5.14.	Chamfer	To execute chamfer with 2 different distances on 1 edge.
	Assessment 01	To complete Asessement with minimal guidance.
6	**Layer**	
6.1.	Layer Introduction	To understand the importance of layering.
6.2.	Layer Check	To indicate the object in the wrong layer.
6.3.	Default Layer	To execute setting default layer.
6.4.	Layer Properties	To execute opening Layer Properties.
6.5	Creating Layers	To create roof and window layer.
6.6.	Customizing Layers	To custom color, linetype and lineweight properties.
6.7.	Assigning Layers	To assign windows and roof to respective layers.
6.8.	Controlling Layers	To understand the benefits of layer controls.
6.9.	Matching Layers	To execute matching layers
7	**Properties**	
7.1.	Object Properties Introduction	To understand the difference between properties and layer.
7.2.	Object Properties Viewers	To try 2 property viewers.
7.3.	Changing Object's Properties	To execute changing of color, lineweight & linetype properties.
7.4.	Line Type Scale	To execute changing of linetype and linetype scale.
7.5.	Match Properties	To execute matching properties of multiple entities.
8	**Block**	
8.1.	Block Introduction	To understand when to use blocks.
8.2.	Create Block	To execute creating 1 block.
8.3.	Insert Block	To execute inserting block.
8.4.	Edit Block	To edit block using block editor and edit block in place.
8.5.	Renaming Block	To execute renaming of block
8.6.	Exploding Block	To execute exploding block.
9	**Reference**	
9.1	X-Reference Introduction	To understand the use cases of X-Reference.
9.2.	Attaching DWG	To execute attaching of DWG and understand the settings.
9.3.	Attaching PDF	To execute attaching PDF.
9.4.	Attaching Images	To execute attaching Images.
9.5.	Checking X-References	To check if X-Refs are successfully attached.
9.6.	Adjusting X-References	To clip boundary and adjust settings of X-Refs.
9.7.	Managing X-References	To re-attach a new DWG X-Ref.
9.8.	Vector vs Raster PDF	To recognize the difference between Raster & Vector PDF
9.9.	Importing PDF	To execute importing of PDF.
10	**Text**	
10.1.	Text Style Introduction	To understand the main use of text styles.
10.2.	Creating Text Style	To create a new text style with suitable text height.
10.3.	Changing Text Style	To change an existing text style to a new text style.
10.4.	Single Vs Multiline Text	To identify the difference between single and multiline text.
10.5.	Adding Text	To add both single and multiline text.
10.6.	Editing Text	To edit and format multiline text.
10.7.	Overwriting Text Height	To overwrite text height of inserted text.
11	**Dimension**	
11.1.	Dimension Introduction	To understand the use of dimensions and their elements.
11.2.	Dimension Style Introduction	To understand the use of dimension styles.

11.3.	Creating Dimension Style	To create a new dimension style with common settings.
11.4.	Changing Dimension Style	To change from an existing to a new dimension style.
11.5.	Modifying Dimension Style	To modify 3 elements of a dimension.
11.6.	Inserting Dimensioning	To insert 4 common dimensions.
11.7.	Adjusting Dimensions	To adjust the position of dimensions that placed.
11.8.	Copying Dimension Style	To copy a dimension style and create a new dimension style
	Assessment 02	To complete Asessement with minimal guidance.
12	**Leader**	
12.1.	Leader Introduction	To understand the use of leaders.
12.2.	Leader Style Introduction	To understand the use of leader styles.
12.3.	Dimension Style Vs Leader Style	To understand the similarity between these 2 styles.
12.4.	Creating Leader Style	To create a leader style with common settings
12.5.	Changing Leader Style	To change from an existing to a new leader style.
12.6.	Inserting Leader	To insert a leader 4 times.
12.7.	Spacebar	To insert a leader using space bar.
12.8.	Adding Leader	To add a new arrow to an existing leader.
12.9.	Removing Leader	To remove an arrow from an existing leader.
13	**Table**	
13.1.	Table Introduction	To understand data, header and title elements of a table.
13.2.	Table Style Introduction	To understand the uses of Table Style.
13.3.	Creating Table Style	To create a new table style with edited text height.
13.4.	Inserting Tables	To insert a Table using Specify Windows.
13.5.	Modifying Tables	To modify a table using common commands.
14	**Layout**	
14.1.	Paper Space Vs Model Space	To understand the difference between Model & Paper Space
14.2.	Paper Space Introduction	To understand the use of Paper Scale.
14.3.	To-Scale Drawing Introduction	To understand what is To-Scaled Drawing and how to check.
14.4.	Creating To-Scaled Drawing Explanation	To recall the 5 steps to creating To-Scaled Drawings.
14.5.	Creating To-Scaled Drawing - Drawing	To open the pre-created drawing created in Model Space.
14.6.	Creating To-Scaled Drawing - Paper	To create an A3 paper size in Paper Space.
14.7.	Creating To-Scaled Drawing - Viewport	To create a rectanguar Viewport.
14.8.	Creating To-Scaled Drawing - Scale	To scale 1st-storey to fit Viewport.
14.9.	Creating To-Scaled Drawing - Custom Scale	To create a customer scale of 1:200.
14.10.	Creating To-Scaled Drawing - Title-Block	To copy an existing title-block and edit it's contents.
14.11.	Creating To-Scaled Drawing - Print	To print to PDF.
	Assessment 03	To complete Asessement with minimal guidance.
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