

# AutoCAD 2D: Getting started

## remote TOSA® certification optional

Hands-on course of 3 days - 21h

Ref.: ATD - Price 2024: CHF1 570 (excl. taxes)

### EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Discover the AutoCAD graphical user interface, workspace, and help

Create and edit 2D drawings

Construct precise geometrical figures

Use and configure layers

Develop complex plans with mark-up

Create a template with the style guide and CAD standard

### TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

### HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases.

### CERTIFICATION

If registering for the TOSA® certification option, you must do so at the same time as course registration. The exam is made up of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 06/2022

### 1) Introduction

- The new interface. New Tab page.
- Help window, animated ribbon arrow.
- Choosing tool palettes and saving workspaces.
- File formats.

*Hands-on work* : Learn about and register for the TOSA® certification option. Managing custom spaces.

### 2) Creating drawings

- Object creation tools. The 2D polyline and Pedit command.
- Selection methods: Rectangular, path, and properties.
- Basic editing tools: Copy, move, offset, rotate, symmetry, scale, fillet.
- Multiline, multiline scale.

*Hands-on work* : Creating a drawing.

### 3) Geometric figures and accuracy

- Object snaps: Endpoint, midpoint, center, perpendicular, parallel, nearest.
- Leaders and magnetic leaders.
- Relative/absolute and rectangular/polar coordinate systems.

- Creating plans with dimensions.

*Hands-on work : Designing to scale.*

#### 4) Managing and marking up complex plans

- Layers: Use and configuration.
- Text and styles. Linear, angular, and aligned dimensions.
- Smart dimensions. Hatching: Configuration and use.
- Creating internal blocks Customer/external libraries.

*Hands-on work : Designing and marking up a plan. Automatically creating measurements based on the context of your drawing.*

#### 5) Blocks.

- Links between blocks and layers.
- Defining and associating block attributes.
- Design Center and blocks.
- Extracting data from block attributes.

*Exercise : Creating an interactive title block with blocks and attributes.*

#### 6) Templates

- Existing templates. Creating a template.
- CAD standard manager and templates.
- Verify a file with the CAD standard.

*Hands-on work : Creating a template with the style guide and CAD standard*

#### 7) Presentation and layout.

- Layout tools and DWG to PDF format. Model space and paper space.
- Use of layout viewports. Multiple windows.
- Publishing plans: Printer and plotter.
- Electronic distribution. Improved PDF files.
- Attaching PDF files to your drawings.

*Hands-on work : Printing plans as PDFs.*

## DATES

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### REMOTE CLASS

2025 : 27 Jan, 05 May, 01 Sep,  
01 Dec