



# Training Course Outline

**Prerequisite:** Familiar with Windows operating system.

**Course Fee:** \$995

**Course Length:** 3 days

**Register:** For upcoming dates and times, please call our training coordinator at 800.247.1927 or view our training calendar at [www.thePPIgroup.com/training.html](http://www.thePPIgroup.com/training.html)

We have two locations to serve you:

**Portland Office:**  
503.231.1576 | 800.247.1927

**Seattle Office:**  
425.251.9722 | 800.558.5368

## Introduction to AutoCAD®

*The PPI Group's Introduction to AutoCAD is a hands on 3 day class that introduces the user to AutoCAD. If you are not currently using AutoCAD this course will get you started. Upon completion of this course you will be able to use AutoCAD to design and draft in 2D. You will be confident in using AutoCAD to create, layer, edit, modify, annotate, dimension and prepare sheets for plotting.*

### Introduction

- Familiarization/Production Overview
- Technical Resources

### Open and Save Drawings

- Creating Drawings
- Setting Units/Drawing Settings

### Controlling the Display Area

- Pan/Zoom
- Views

### Creating 2D Geometry

- Lines/Arcs
- Coordinates
- Polar Tracking
- Object Snap

### Creating Objects

- Circles
- Ellipses
- Polylines

- Arcs and Splines
- Construction Lines

### Layers

- Creating Layers
- Settings

### Selecting Objects

- Object Selection

### Editing Objects

- Copy
- Trim/Offset
- Chamfer/Fillet
- Array
- Polyline Editing
- Mirroring
- Stretching

### Quick Editing with Grips

- Grip Modes

### Annotating & Crosshatching

- Text styles
- Single line/Multiline text
- Leaders
- Hatching

### Dimensioning

- Creating dimension styles
- Adding dimensions

### Drawing Information

- Determining distance, angle and area
- Inquiry commands

### Sharing design content

- Multiple Design Environments
- Blocks/Wblocks
- Design Center
- Tool Palettes

### Introduction to Plotting

## Training with PPI.

- Gets you productive quicker. Our experienced instructors have, on average, over 12 years experience in the AutoCAD® support industry.
- Gets you access to full size state-of-the-art Autodesk® Authorized Training Centers.
- Gets you free and ample parking at both locations.
- Provides you with qualified PDH (Professional Development Hours) for Engineers & Land Surveyors, as well as AIA CES Learning Units for Architects.

**Autodesk**  
Authorized Training Center

Visit us at [www.thePPIgroup.com/training.html](http://www.thePPIgroup.com/training.html)