

***Making Training  
an enjoyable experience***



This course provides candidates with the knowledge and skills necessary to design.

# AutoCAD Basic Level

**Code:** ED21A26

**Duration:** 20 hours

**Start Date:** Wednesday, 10/02/2021

**Audience Profile:** Participants may come from various departments and are dealing or wish to create complex spreadsheets. Participants who seek for ways to utilize all the excel features in order to create "smart sheets" or analyze data will find this course very useful.

**Prerequisites for Participation:** Basic knowledge of Microsoft Excel. Additionally participants should have basic knowledge on the creation of formulae and functions

**Training Language:** English

**Training Materials:** Step by Step training materials in the English Language

**Course Objectives:** The participants will be able to use advanced features of Excel in order to:

- Filter and analyze data
- Analyze data with Pivot Tables
- Group and create subtotals
- Use popular Functions such as IF function, VLOOKUP, PMT etc
- Create nested functions for automation and analysis of calculations
- Track formulae and function errors
- Protect Workbooks, files, sheets and cells
- Use Analysis tools for financial analysis

**Certification:** This course prepares for the respective MOS and ECDL Exam

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# AutoCAD Basic Level

**Venue:** Webinar

**Participation Cost**

The cost includes notes and certificate.

**Dates and Times:**

Dates	Times
Wednesday, 10/02/2021	13:30-17:45
Friday, 12/02/2021	13:30-17:45
Monday, 15/02/2021	13:30-17:45
Wednesday, 17/02/2021	13:30-17:45
Friday, 19/02/2021	13:30-17:45

	Total Cost	HRDA Subsidy	Net Cost
<b>Participation Cost</b>	€280	€-	€280
<b>For Unemployed</b>	<b>Please contact us</b>		

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# AutoCAD Basic Level

## 1 Touring AutoCAD layout

Working environment , AutoCAD files, Ribbon, Function Bar ,  
Display colours, Options palette , Osnap , Dymic Input , UCS  
icon

Model Space, Paper Space, Ortho, Customizing Function Bar  
Draw commands,  
Use polar commands to Create a Rectangle 50x50, 3 point  
circle, 2 point circle  
Hatch , Gradient

## 2 Modify Commands

create a rectangle 50x50  
Use commands ,  
Fillet , Chamfer , Mirror , Copy , Move , Rotate

## 3 Create the plan view of an Armchair

Use command Insert Block to insert the chair  
Use command Explode to break the chair  
Use command Polar Array to create multiple clones of chair  
around a circle  
Use the Rectangular Array to create a conference rectangular  
table  
Use the Path Array to create Theater arrangement of chairs

## 4 LAYERS

Create layers ,line types , lineweights, colours  
The use of Lamp , Sun , Locker in layers

## 5 Insert image as XRef

Command Align to correct the dimensions of the image  
Command Sacele Reference to correct the dimensions of the  
image  
Create Axis for the plan view  
Create Walls of the Plan view  
Create Widows and Door openings on the walls

Create Windows  
Create Doors

## 6 Create all 4 Views manually

Create Sections manually

## 7 Create Domestic Services

Create Blocks for Hot Water Supply  
Create Blocks for Cold Water Supply  
Create Blocks for Sanitary waste water  
Create Blocks for Electrical installation Power & Lighting

## 8 Create the Hot Water piping system

Create the Cold Water piping system  
Create the Sanitary waste water system  
Create the Electrical Installation for Power & Lighting

## 9 DIMENSIONS – ANNOTATE

Create Dimension Style  
Dimension the drawing, Add text for Rooms, Add Areas of  
the rooms

## 10 LAYOUTS

Create one layout for every Domestic Service  
Set up the paper size for printing  
Set up the Scale of printing  
Switch on –off the layers for every service to be plot  
Rename the Layout  
Plot the Layout

## Registration Form

**Seminar Code: ED21A26— Title: AutoCAD Basic Level**
**Start Date: 10/02/2021**

A. Organization's details (if applicable)					
Company/Organization:		Size:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			
B. Participant's details (1)					
<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name	Surname			
Title/ Job Position:		Email:			
Job description:		Telephone/Mobile:		Fax:	
Reasons for participating in the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					
<input type="checkbox"/> They will participate to the seminar more than one participants <i>(In this case please fill in the second page as well )</i>					

## C. Participation Cost

**PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)**

Please invoice ☐ The participant ☐ The company Credit Customer Number (if applicable):

☐ Participation Cost: € 280

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

**Account Name:** EDITC LTD  
**IBAN:** CY19 0050 0115 0001 1501 0686 9601

**Account Number:** 115-01-068696-01  
**SWIFT/BIC:** HEBACY2N

## D. Terms and conditions for participation on EDITC seminars

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participant (s) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program.  
**Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

☐ **We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):

## Registration Form

### B. Participant's Details (2)

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name	Surname		
Title/ Job Position:		Email:		
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)				
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan				

### B. Participant's Details (3)

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name	Surname		
Title/ Job Position:		Email:		
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)				
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan				

### B. Participant's Details (4)

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name	Surname		
Title/ Job Position:		Email:		
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)				
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan				

### B. Participant's Details (5)

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name	Surname		
Title/ Job Position:		Email:		
Job description:		Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:				
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)				
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan				

☐ **We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):