



*Training Course:
AutoCAD Basics*

*3 - 7 May 2026
Beirut (Lebanon)*

Training Course: AutoCAD Basics

Training Course code: IT236443 From: 3 - 7 May 2026 Venue: Beirut (Lebanon) - Training Course Fees: 0 Euro

Introduction

The AutoCAD Basics training program is designed by Global Horizon Training Center to provide participants with a solid foundation in computer-aided design CAD using AutoCAD. This program equips learners with essential technical skills required to create accurate 2D drawings, develop design layouts, and understand drafting standards used across engineering, construction, and architectural industries.

Through a structured and practical approach, participants will gain hands-on experience in navigating the AutoCAD interface, applying drawing tools, managing layers, and producing professional technical drawings. The program is ideal for individuals aiming to enhance their technical competencies and improve productivity in design-related roles.

Objectives

By the end of this program, participants will be able to:

- Understand the fundamentals of CAD and AutoCAD environment
- Navigate and customize the AutoCAD interface efficiently
- Create and modify basic 2D drawings using essential tools
- Apply drawing precision using coordinates, grids, and snaps
- Organize drawings using layers, properties, and object management
- Add annotations, dimensions, and text to technical drawings
- Prepare and print professional layout designs
- Apply industry-standard drafting techniques and best practices

Target Audience

This program is suitable for:

- Engineers Civil, Mechanical, Electrical
- Architects and interior designers
- Technical staff and draftsmen

- Project coordinators and supervisors
- Beginners in CAD and design fields
- Professionals seeking to upgrade their AutoCAD skills

Course Outline

Day 1: Introduction to AutoCAD & Interface Navigation

- Overview of CAD concepts and applications
- Introduction to AutoCAD software and its uses
- Understanding the AutoCAD workspace and interface
- Navigation tools: zoom, pan, and view controls
- Coordinate systems absolute, relative, polar
- Basic drawing setup units, limits, grid, snap

Day 2: Basic Drawing and Editing Tools

- Drawing commands: line, circle, arc, rectangle, polygon
- Object selection methods
- Editing tools: move, copy, rotate, scale
- Trim, extend, offset, and mirror functions
- Introduction to object snaps OSNAP and tracking
- Practice exercises on creating simple drawings

Day 3: Advanced Drawing Techniques & Object Management

- Working with layers and layer properties
- Object properties and line types
- Advanced editing tools: fillet, chamfer, array
- Blocks and reusable components
- Grouping and organizing drawing elements
- Drawing complex shapes and layouts

Day 4: Annotation, Dimensions & Layouts

- Adding text and annotations
- Dimensioning tools and styles
- Hatching and filling objects
- Creating and managing layouts paper space vs model space
- Viewports and scaling techniques
- Preparing drawings for printing

Day 5: Printing, Project Work & Best Practices

- Plotting and printing settings
- Output formats and file management
- Introduction to templates and standards
- Best practices in drafting and design consistency
- Final project: creating a complete 2D drawing
- Review, feedback, and performance evaluation

Registration form on the Training Course: AutoCAD Basics

Training Course code: IT236443 From: 3 - 7 May 2026 Venue: Beirut (Lebanon) - Training Course Fees: □ Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.