

EUROPEAN COMPUTER DRIVING LICENCE

CAD V1.0 Syllabus

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ECDL CAD V1.0 Syllabus.

The following is the Syllabus for ECDL CAD V1.0, which provides the basis for the practice-based test in this module domain.

Module Goals

Module CAD *ECDL CAD*, requires the candidate to demonstrate competency in using some of the standard available features of a CAD application to create and manipulate objects or elements and to modify objects or elements. The candidate shall also be able to change object properties, to undertake printing or plotting activity associated with the delivery of outputs. The candidate is also required to demonstrate competency in using some of the more advanced features of CAD applications software such as inserting objects from other applications.

| Category | Skill Set | Ref. | Task Item |
|---------------------------------|--------------------------------------|------------|---|
| CAD1.1 Getting Started | CAD1.1.1 <i>First Steps with CAD</i> | CAD1.1.1.1 | Open (and close) a CAD application. |
| | | CAD1.1.1.2 | Open one, several documents. |
| | | CAD1.1.1.3 | Create a new document. |
| | | CAD1.1.1.4 | Create a document using an existing specified template. |
| | | CAD1.1.1.5 | Save a document to a location on a drive. |
| | | CAD1.1.1.6 | Save a document under another name. |
| | | CAD1.1.1.7 | Switch between open documents. |
| | | CAD1.1.1.8 | Use available Help functions. |
| | | CAD1.1.1.9 | Close a document. |
| CAD1.1.2 <i>Adjust Settings</i> | CAD1.1.2.1 | CAD1.1.2.1 | Change between page view modes. |
| | | CAD1.1.2.2 | Use magnification/zoom tools. |
| | | CAD1.1.2.3 | Use named views. |
| | | CAD1.1.2.4 | Use pan tool. |
| | | CAD1.1.2.5 | Display, hide built-in toolbars. |
| | | CAD1.1.2.6 | Display, hide objects (turning layers/levels on, off). |

| Category | Skill Set | Ref. | Task Item | |
|---|------------------------------------|---|---|--|
| | <i>CAD1.1.3 Document Exchange</i> | CAD1.1.3.1 | Save a document in another file type such as: step, iges, dxf. | |
| | | CAD1.1.3.2 | Save a document in a format appropriate for posting to a Web site. | |
| | | CAD1.1.3.3 | Export a document. | |
| | | CAD1.1.3.4 | Import a document. | |
| | <i>CAD1.1.4 Viewing a Document</i> | CAD1.1.4.1 | Use pre-defined views (named views/saved views). | |
| | | CAD1.1.4.2 | Access different views in the document (if applicable) (model space and layouts/model view and paper view). | |
| | | CAD1.1.4.3 | Use redraw tool. | |
| | CAD1.2 Main Operations | <i>CAD1.2.1 Create Objects/Elements</i> | CAD1.2.1.1 | Add different types of drawn object/element to a document such as: line, circle, arc, hatch. |
| | | | CAD1.2.1.2 | Use locations on other objects ("snaps") to create objects/elements. |
| | | <i>CAD1.2.2 Creating Annotation</i> | CAD1.2.2.1 | Insert text. |
| CAD1.2.2.2 | | | Add dimensions. | |
| CAD1.2.2.3 | | | Use GDT. (Geometric Dimensions and Tolerances) | |
| CAD1.2.2.4 | | | Insert symbols. | |
| <i>CAD1.2.3 Selecting Objects/Elements</i> | | CAD1.2.3.1 | Manage selection sets. | |
| <i>CAD1.2.4 Deleting Objects/Elements</i> | | CAD1.2.4.1 | Remove objects/elements from a document. | |
| <i>CAD1.2.5 Manipulating Objects/Elements</i> | | CAD1.2.5.1 | Copy objects/elements within a document, between open documents. | |
| | | CAD1.2.5.2 | Move objects/elements within a document, between open documents. | |
| | | CAD1.2.5.3 | Rotate objects/elements. | |

| Category | Skill Set | Ref. | Task Item |
|---|---|---|--|
| CAD1.3 More Advanced Functionality | CAD1.2.6 <i>Modifying Objects/Elements</i> | CAD1.2.6.1 | Trim objects using other objects. |
| | | CAD1.2.6.2 | Extend, lengthen element to other element. |
| | | CAD1.2.6.3 | Mirror objects. |
| | | CAD1.2.6.4 | Scale objects. |
| | | CAD1.2.6.5 | Apply chamfers and fillets. |
| | CAD1.2.7 <i>Change Object Properties</i> | CAD1.2.7.1 | Change layer properties for an object. |
| | | CAD1.2.7.2 | Change colour, linetype for geometrical objects. |
| | | CAD1.2.7.3 | Change style for dimensions. |
| | | CAD1.2.7.4 | Change style, font for text objects. |
| | | CAD1.2.7.5 | Edit text objects. |
| | | CAD1.2.7.6 | Edit dimensions. |
| | CAD1.2.8 <i>Plotting And Printing</i> | CAD1.2.8.1 | Plot or print a part of, or all of a document. |
| | CAD1.3.1 <i>Setting Up Document Environment</i> | CAD1.3.1.1 | Create and define layers/levels. |
| | | CAD1.3.1.2 | Define and set dimension styles. |
| | | CAD1.3.1.3 | Define and set text styles. |
| CAD1.3.1.4 | | Set linetype/linestyle. | |
| CAD1.3.1.5 | | Set colour. | |
| CAD1.3.2 <i>Creating More Objects/Elements.</i> | CAD1.3.2.1 | Draw a spline. | |
| | CAD1.3.2.2 | Draw an ellipse. | |
| | CAD1.3.2.3 | Define blocks/cells. | |
| | CAD1.3.2.4 | Insert blocks/cells in a document. | |
| | CAD1.3.2.5 | Add information (data, attributes) to a block/cell. | |

| Category | Skill Set | Ref. | Task Item |
|----------|---------------------------------------|------------|---|
| | | CAD1.3.2.6 | Create patterns/arrays of objects. |
| | | CAD1.3.2.7 | Insert objects/elements from a library. |
| | | CAD1.3.2.8 | Insert objects from other applications (OLE). |
| | | CAD1.3.2.9 | Insert hyperlinks. |
| | <i>CAD1.3.3 Exploring a Document</i> | CAD1.3.3.1 | Get tables of data out of a block/cell. |
| | | CAD1.3.3.2 | Measure distances and areas. |
| | | CAD1.3.3.3 | Create a parts list. |
| | <i>CAD1.3.4 Plotting and Printing</i> | CAD1.3.4.1 | Set up a drawing sheet/layout. |
| | | CAD1.3.4.2 | Add a border. |
| | | CAD1.3.4.3 | Add a titleblock. |
| | | CAD1.3.4.4 | Add a parts list. |