AutoCAD Certification Preparation, Part 1
Rick Feineis, CTT – CAD Training Online – www.cadtrainingonline.com

Code  AC7163

Learning Objectives

At the end of this class, you will be able to:

• List critical features and workflow that you must master to pass the exam
• Prepare for certification in AutoCAD
• Describe the certification roadmap
• Receive professional AutoCAD certification
• Identify the differences between the AutoCAD® Certified Associate and AutoCAD® Certified Professional exams
• Identify the major technical knowledge and skill objectives for the AutoCAD Certified Associate Examination
• Develop study and preparation strategies for the AutoCAD Certified Associate Examination
• Develop test-taking and time-saving strategies

About the Speaker

Having been involved with Autodesk® software since AutoCAD® 2.6, Rick has over 22 years of experience training designers on the use of CAD software. As a CompTIA certified technical trainer and Autodesk Authorized Instructor, Rick has trained over 5,000 people on the use of CAD and BIM in the AEC market. In addition to assisting customers in implementing Autodesk AEC platform products, he has also consulted with Autodesk, and was a co-author of certified associate and certified professional examinations. He has written numerous white papers for the AEC industry. Rick is the owner of CAD Training Online, one of a handful of Autodesk Authorized Training Centers that is authorized to provide instructor-led online training.

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Introduction

My goal in this Autodesk University 2011 training session is to provide you with insight to the AutoCAD Associate Certification examination as well as a strategy to successful prepare, take and pass the exams.

As AutoCAD users, we may not always have a well-rounded skill set when using AutoCAD on a daily basis. Most users agree that it would be helpful to assess knowledge and skills and Autodesk has responded.

As AutoCAD users, we want to distinguish ourselves and highlight our knowledge, skills and abilities. Obtaining Autodesk Certification credentials allows you to validate your knowledge and skill in the use of Autodesk products.

With the competitive environment of today’s design industry only the best will truly stand out. The Autodesk Certification program enables experienced users to receive that special recognition for their knowledge of AutoCAD.

This class will cover two aspects of preparing for the AutoCAD Certified Associate examination:

1. You will receive an overview of the Certification preparation process, the AutoCAD topics within the examination and an actual look at the testing interface itself.

2. You will learn many of the techniques and secrets necessary for passing the practical portion of the exam.

Who should attempt Certification?

The Certified Associate credentials are for anyone seeking to validate their knowledge of AutoCAD. The design and visualization industries are competitive environments, where only the best stand out. Anyone who uses AutoCAD for professional reasons can benefit from the program by emphasizing their skills and knowledge with an official certification from Autodesk.

How much does each exam cost?

The costs for the examinations are:

- Assessment Test: $20 USD per attempt
- Associate Examination: $75 USD per attempt
- Professional Examination: $125 USD per attempt
Where can I purchase the examination?

Information on purchasing and scheduling an Autodesk Certification exam can be found at Autodesk Online: autodesk.starttest.com.

When you participate in the Autodesk Certification Program you will be asked to create a profile in the Autodesk Online testing system, which includes creating a user name and password. You will be prompted to create this profile the first time you start a test using the Autodesk Online system. While creating your profile you will be asked to agree to Autodesk’s Terms and Conditions.

During Your Exam

While taking the exam, you may not use calculators, books, or other electronic equipment. You may use scratch paper, but it will be collected from you when you finish your test. You may pause the test during delivery, and no time will be lost. The proctor will seat you and step you through the process of starting your test. They will also answer any questions you have about the testing process. They will not answer any questions about test questions.

Exam Preparation – Your Key to Success

Autodesk highly recommends using a variety of resources to prepare for certification exams. In all cases, you should start with the exam objectives to determine which tasks will be covered on the exams. Equally as important, actual hands-on experience is required. From there, we recommend that you choose the preparation option that best fits your needs. Details on Autodesk recommended preparation solutions are available in this guide. During preparation, it is important that you review the exam objectives periodically to make sure that all of the material in the exam is covered in your choice of preparation methods. Please note that some material on the test may not be covered in your choice of preparation materials. This is why it is critical that you refer to the list of exam objectives during your course of study.

Exam Objectives

Review the exam objectives to see the complete listing of topics for the exam. Use this as your checklist to determine your weaknesses and areas on which you will want to focus more attention in your study and preparation.

Experience

Actual hands-on experience is a critical component in preparing for the exam. Direct application of the skills learned cannot be substituted by any one other learning resource. You must spend time using the product and applying the skills you have learned. Certification exams are looking to measure how well you know how to perform tasks, not how well you memorize features and functions. Wherever possible, we recommend the use of a Practice Exam to prepare for testing. This will allow you to become familiar exam testing interface and system.
Preparation Matters

Even the most experienced users of Autodesk applications will benefit from focusing their study on the objectives outlined in this guide. Studies have shown that candidates who prepare using objectives and a variety of resources score better on certification exams. Solid preparation, including regularly scheduled preparation time, along with your experience can equal success.

Recommended Experience Level for AutoCAD Certified Associate Examination

Actual hands-on experience is a critical component in preparing for the exam. You must spend time using the product and applying the skills you have learned.

2012 Certified Associate exam:

- AutoCAD 2012 course (or equivalent) plus 100 hours of hands-on application

AutoCAD 2012 Certified Associate Roadmap

Autodesk Certification Solution
AutoCAD Associate Details

The AutoCAD 2012 Certified Associate exam consists of 30 questions that assess your knowledge of the tools, features, and common tasks of AutoCAD 2012. Question types include multiple choice, matching, and point-and-click (hotspot). The examination has a 1-hour time limit. (In some countries, the time limit may be extended).
Topics and questions in the AutoCAD Certified Associate examination are based on the following topics and objectives:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Objective</th>
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<tbody>
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**AutoCAD 2012 Certified Associate**

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Examination Strategy

1. Take the Assessment Examination first in order to know what you need to study for.
2. Use the Assessment results as your study guide
3. Read the Question Completely! – Read it TWICE
   - There is a whole science behind the creation of examination questions and there are distracters that are placed in the examination to through you off. Be very careful of the wording and read the question twice.
4. Mark Questions that you think you know so you can focus on them first
5. Skip Questions that you do not know – They will be flagged as Incomplete and will allow you to separate them from the ones that you mark.
Top Ways to Pass the AutoCAD Associate Certification Examination

1. Read questions for inconsistencies (i.e. Object snap tracking is orthogonal which means you can align to 0, 30, 45 and 60 degrees).
   - There is a whole science behind the creation of examination questions and there are distracters that are placed in the examination to through you off. Be very careful of the wording and read the question twice.

2. Use object snap tracking – Are you using this the way it was intended?

3. Editing Polylines with grips in 2012 – What options are available?

4. Know how to use the array path in 2012? How about all of the new settings in the Polar and Rectangular array commands?

5. Know what the Join command does and what objects it works on and under what circumstances.

6. Know all of the odd, hardly used commands

7. Other than your typical Left Justified text, how is else text justified?

8. Know all the options for layers (transparency, linetypes, Lock Fading, layer naming restrictions, etc.)

9. What can you fillet? Text, Xlines, Rays?

10. Know the commands for editing dimensions and what they do.

11. Polar tracking – Do you use it or are you stuck on ORTHO?
12. What are all of the options within trim and extend?

13. Know Annotative Scaling inside and out…

14. Ordinate dimensions? Usually for mechanical designers, may not be on the test.

15. What can the area command measure? Can it measure no-closed areas?

16. Know all selection commands (fence, crossing polygon, crossing window, last, previous, all, etc.)

17. Know all of the buttons in each creation command that uses a ribbon (text, hatch)

18. Know Layouts and Scaling inside and out

19. Know Plotting Dialog box and what each option does

20. Know what happens when blocks are created on Layer 0

21. Know Grips and how they act in each command

22. Know how to Rotate Reference and Scale Reference
Additional Resources

Certification URL:  www.autodesk.com/certification
Autodesk Email:  certification@autodesk.com
CAD Training Online:  rick.feineis@cadtrainingonline.com
Purchase & Register:  http://autodesk.starttest.com
ATC training:  http://www.autodesk.com/atc

Conclusion

How to get in touch with me:

- RICK.FEINEIS@CADTRAININGONLINE.COM
- ASK QUESTIONS VIA THE AUTODESK UNIVERSITY VIRTUAL INTERFACE

Good luck on your preparation. Do not hesitate to contact me for one on one internet based training to prepare for the examinations