

SketchUp Training 1
Beginner to Intermediate



SketchUp

Authorized Training

Course Outline

1. Course Objectives
2. SketchUp & Setup
 - a. Toolbars
 - b. Extensions/Plugins
 - c. SketchUp Templates
 - d. SketchUp Keyboard Shortcuts
3. Viewing the model in SketchUp
4. Selecting the model in SketchUp
5. Working with Groups, Tags (Layers) and Components
 - a. Groups
 - b. Tags
 - c. How to Tag Groups or Components
 - d. Outliner Overview
 - e. Editing Groups and Components
 - f. How to create geometric shapes
6. Project 1.0 - How to 3D model a Coffee Table
7. Project 1.1 - How to present the Coffee Table in LayOut
8. Project 2.0 - How to 3D model a house
9. Project 3.0 - How to use LayOut to present a Kitchen
10. Project 4.0 - 3D Site Modelling

1. Course objectives (Beginner/Intermediate)

SketchUp setup

- Turning on and off Toolbars
- How to install Extensions / Plugins
- How to create a custom template
- How to create keyboard shortcuts
- How to set the drawing units
- How to edit Styles
- How to export and import 'Preferences' settings

Drawing tools

- Rectangle tool & functions
- Line tool & functions
- Circle tool & functions
- Arc tool & functions
- How to reference while drawing
- Benefits of the X-Ray display
- How to turn the visibility of Tags on and off
- How to 'Flip Along' a Component/Group
- How to create Scenes
- How to Intersect with model
- Using the Polygon tool for geometric shapes
- Auto-fold shapes
- How to draw on Axis

Editing tools

- Push/Pull tool & functions
- Move tool & functions
- Offset tool & functions
- How to edit Groups and Components

Geometric shapes

- How to create a cone
- How to create a truncated cone (Auto-fold)
- How to create a truncated cone using the Scale tool
- How to use the Smoove dialog
- How to Smooth/Soften edges manually
- How to use the Polygon tool

Project 1.0: How to 3D model a Coffee Table - Skills

- Drawing accurately
- Measuring
- Groups and Components
- Creating and editing scenes
- Texturing

Course objectives (Beginner/Intermediate) continued

Project 1.1: How to present the Coffee Table in LayOut - Skills

- How to set up LayOut
- How to create a LayOut Template
- How to create multiple views/scenes
- How to set the scale for viewports
- How to add notes
- How to dimension
- How to improve printing quality
- How to update the SketchUp model
- How to relink a SketchUp model
- How to Export to PDF

Project 2.0: How to 3D Model a house - Skills

- How to import and 3D model from an Image Plan
- How to import and 3D model from a DWG plan
- How to 3D model walls
- How to 3D model doors
- How to 3D model windows
- How to 3D model floors
- How to 3D model a roof
- How to texture
- How to create scenes and play animations
- How to select different styles
- How to import and use components
- How to use the Cross-section tool

Project 3.0: How to use LayOut to present a Kitchen - Skills

- How open and use external templates
- How to insert images
- How to insert RTF text files
- How to edit and update RTF text
- How to insert CSV sheets
- How to edit and update CSV sheets
- How to import DWG files (e.g. details)
- How to use Scrapbooks
- How to use Layers
- How to use custom line types
- How to create custom cameras
- How to make scaled drawings

Project 4.0: 3D Site Modelling - Skills

- How to import 3D Contours (.DWG)
- How to create a 3D surface from Contours
- How to use the Stamp Tool
- How to use the Drape Tool
- How to use the Add Detail Tool
- How to use the From Scratch Tool
- Overview of recommended Extensions