

## AutoCAD 2009: One Step at a Time

### *Lesson 18: Tables and Fields*

<b>09R18</b>	<b>Exercises</b>
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1. Add drawing properties and a revision block (below) to the Piping Plan you've been working on. If you're not up to date on it, use *Piping Plan 18* in the C:\Steps\Lesson18 folder.
  - 1.1. Try setting up a new field (Scale) on the **Custom** tab of the [drawing] Properties dialog box. Give it a value of 3/8"=1'-0". Insert it as a field in the title block as shown.
  - 1.2. When you set up the new table style for the revision block, remember to take the drawing scale factor into account when you assign text sizes. (Hint: I gave you the scale for this drawing in the previous step.)
  - 1.3. Save the drawing.

					<b>North Harris College</b> Houston, Texas		
					<b>Sample Piping Plan</b>		
0	1/5/05	TSS	For Construction	BB	Tim Sykes		PLN-002
<b>No</b>	<b>Date</b>	<b>By</b>	<b>Description</b>	<b>App</b>			
<b>Revision</b>					July 4, 1776	<b>3/8"=1'-0"</b>	Sht. 1 of 1

Revision Block for Piping Plan

2. Add a revision block (below) to the *pid* drawing in the C:\Steps\Lesson18 folder.

					<b>North Harris College</b> Houston, Texas			
					Fractionator Unit Piping & Instrument Diagram -- Sample --			
0	1/5/05	TSS	For Construction	BB	D	N/A	100-D-1001	0
<b>Rev</b>	<b>Date</b>	<b>By</b>	<b>Description</b>	<b>App</b>	<b>SIZE</b>	<b>PCBN NO.</b>	<b>DWG NO.</b>	<b>REV</b>
<b>Revision</b>					SCALE NTS			SHEET 1 of 1






Revision Block for PID

3. Add a reference block (below) to the same *pid* drawing you used in Exercise 2 above. The *PID Data Sheet* is in the C:\Steps\Lesson18 folder. The field should be a hyperlink to the data sheet.

<b>Reference Drawings</b>	
<b>PID Data Sheet</b>	

Reference Block for PID

4. On the PID Data Sheet (in the C:\Steps\Lesson18 folder):
  - 4.1. Create the legend below. (The appropriate blocks are already a part of the drawing.)
  - 4.2. Create the reference block, too.

Symbols Legend			
Symbol	Description	Symbol	Description
	Check Valve		Drain Valve
	Control Valve		Gate Valve
	Globe Valve		

Legend

<b>Reference Drawings</b>
<b>Piping and Instrument Diagram</b>

Reference Block for PID Data Sheet

Write your answers on a separate sheet of paper.

The term table refers to a collection of (1) and (2).

- 1.
- 2.

List one example each of a top-down table (3) and a bottom-up table (4).

- 3.
- 4.

To create a new table style, either pick the (5) button on the ribbon's (Annotate tab) Table panel, or enter (6) at the command prompt.

- 5.
- 6.

7. Access the Insert Table dialog box by entering \_\_\_\_\_ at the command prompt.

8. (T or F) You must use AutoCAD's txt.shx font when entering data into a table.

9. Use the \_\_\_\_\_ key on your keyboard to move from one table cell to another.

10. Entering data into a table is much like using (DText, MText) procedures.

11. Hold down the \_\_\_\_\_ key to select more than one cell.

Use (12) or (13) to edit a table's properties.

- 12.
- 13.

14. (T or F) If you set up your table with the wrong number of rows or columns, you can always use tools on the ribbon's table tab to add more or remove a few.

15. Use \_\_\_\_\_ to alter the size or location of column or row lines in a table.

16. Access the [drawing name] Properties dialog box with the \_\_\_\_\_ command.

17. (T or F) You should use the fill hatch pattern to add a background to your table.

18. (T or F) You can force a block to fit into a cell by placing a check next to AutoFit on the Insert a Block in a Table Cell dialog box.

19. (T or F) All tables have description and header cells.

20. (T or F) All the cells in a table must be formatted with the same font and color settings.

21. A \_\_\_\_\_ is a predetermined string of text.

22. To use the Title, Subject, and Author fields in a drawing, the information must first be entered in the \_\_\_\_\_ dialog box.

23. You can create fields of information using the \_\_\_\_\_ tab of the [Drawing Name] Properties dialog box.
24. (T or F) Using Windows tools, you can read through the properties of a drawing without having to open the drawing.
25. Use the \_\_\_\_\_ command to insert a field into a drawing.
26. Use the \_\_\_\_\_ option on the Table tab's Insert panel to insert a field into a table.
27. (T or F) Fields are a handy way to insert hyperlinks into a drawing.
28. (T or F) You can calculate fields in AutoCAD much as you can in a spreadsheet application.
29. (T or F) You can't calculate the product of two numbers using fields and tables.

What are the three insertion options for creating a new table?

- 30.
- 31.
- 32.
33. (T or F) You can create a new Excel spreadsheet from within AutoCAD.
34. (T or F) It's possible to set up a table so that corrections made in AutoCAD are reflected in an Excel spreadsheet and vice versa.
35. (T or F) Unlike Multiline text, you cannot use columns with tables.
36. (T or F) When importing an Excel spreadsheet, you can also import the formulae used in that spreadsheet and use them in the AutoCAD table.

## Answers

1. Rows
2. Columns
3. Legend
4. Revision Block
5. Table Style
6. Tablestyle
7. Table
8. F
9. TAB
10. MText
11. SHIFT
12. The Properties Palette
13. tools on the ribbon's Table tab
14. T
15. Grips
16. Dwgprops
17. F
18. T
19. F
20. F
21. Field
22. [Drawing Name] Properties
23. Custom
24. T
25. Field
26. Insert Field
27. T
28. T
29. F
30. Start from empty table
31. From a data link
32. From object data in drawing
33. T
34. T
35. F
36. T