

AUDIT	Check and remove errors from your work
CLOSEALL	Close all of the open windows in AutoCAD
CLOSEALLOTHER	Close all open windows except for the one you are currently working on
CO/ COPY	Copy objects or text
DI/ DISTANCE	Find the distance between two point in a drawing
I/ INSERT	Insert (existing block or drawing as a block)
LIST	Access the properties of the different objects within a drawing

MATLIB	Import or export materials from a library
MULTIPLE	Repeat any command without having to press Enter each time (Press Esc key to cancel)
OOPS	Restore the last object you deleted
OP/ OPTIONS	Open the options window (contains the settings for AutoCAD)
PASTECLIP	Paste copied objects from clipboard into your work
PREVIEW	See how your work will be presented when printed
QSAVE	Autosave the file you're working on
RECOVERALL	Recover and repair a corrupted or damaged drawing

RO/ ROTATE	Rotate an object
SAVEALL	Save all of the open drawings in AutoCAD
SP/ SPELL	Perform spell check on selected text
ST/ DDSTYLE	Open the text style window
TIME	Access information such as the date you created a certain piece of work, or time spent editing a drawing
SHORTCUT/ COMMAND	DESCRIPTION
A/ ARC	Create an arc
AREA	Find the area of closed or open shapes in a drawing

AR/ ARRAY

Make a rectangle, polar or path array

B/ BLOCK

Create a block

BCOUNT

Count the number of blocks in your drawing

C/ CIRCLE

Create a circle

DS/ DDOSNAP

Open the Drafting Settings window

GROUP

Group multiple objects into a single unit

HIDEOBJECTS

Hide selected objects in a drawing

HIGHLIGHT

Highlight a selected object in a drawing

ISOLATE

Hide all objects in a drawing except the one you have

selected

L/ LINE

Create a simple line

MI/ MIRROR

Produce a mirror copy of an object

MLINE

Create multiple parallel lines

PL/ PLINE

Make a polyline

PO/ POINT

Create a single point within a drawing

POL/ POLYGON

Produce a polygon (you select the number of sides, from 3 to 1024)

QSELECT

Make a particular selection from your drawing according to applied filters, i.e – select all lines below a particular length

REC/ RECTANGLE

Create a rectangle

SKETCH

Draw a freehand sketch within a piece of work

**SHORTCUT/
COMMAND**

DESCRIPTION

BASE

Alter the base point of a drawing without changing its origin

BREAK

Create a break (or gaps) in objects at one or two points

BURST

Explode a block but retain its attribute settings and layer definition

CHA/ CHAMFER

Add slanted edges to sharp corners of objects

COPYBASE

Copy an object according to a base point

DIVIDE

Divide objects into multiple equal parts

F/ FILLET

Add rounded corners to the sharp edges of objects

LA/ LAYERS

Open the Layer Properties Manage Palette (which allows you to tweak the settings for layers)

**MA/
MATCHPROPERTIES**

Copy the properties of one object onto another

MOCORO

Move, copy, rotate and scale an object in one command

OVERKILL

Remove overlapping or unnecessary objects from your work

PURGE

Remove unused objects from a drawing

SC/ SCALE

Change the scale of an object

SCALETEXT

Change the scale of text

TEXTFIT

Alter the size of a piece of text so that it fits into the required space

TEXTTOFRONT

Bring annotations to the front

TORIENT

Change the orientation of text

TR/ TRIM

Trim a shape or line

UNITS

Alter the unit settings of your drawing

X/ EXPLODE

Break up an object into its individual components—i.e., a polyline into simple lines

**SHORTCUT/
COMMAND**

DESCRIPTION

3DALIGN

Align a 3D object with another 3D solid

BOX

Create a 3D box

FLATSHOT

Convert a 3D drawing into a 2D image and view it from multiple angles

HELIX

Create a helix

IMPRINT

Imprint a 2D drawing onto the face of a 3D surface within your work

INTERFERE

Locate points in a drawing where 3D solids intersect with one another

POLYSOLID

Create a 3D wall-like object

SECTIONPLANE

Section 3D objects along different planes

SURFPATCH

Fill open areas of a surface

SURFTRIM

Trim surfaces within a piece of work