

Keyboard Shortcuts for Law Students: Browser, Word, Excel & PDF (Procertas Prep)

Last reviewed: 2026-10-13. Law students practising legal technology tasks.

Free complete guide — no email required.

<https://keyshortcuts.net/law-student-shortcuts>

Legal technology practice is about completing ordinary tasks accurately under realistic conditions. A law student might navigate research tabs, revise a Word document, calculate a total in Excel, and annotate a PDF during the same session. This guide brings those workflows together while keeping each application's shortcuts separate. It is intended for practice, not as an answer key to an assessment.

The browser table targets Chrome on Windows and Mac. The Word and Excel tables target desktop Microsoft 365, while the PDF table describes Adobe Acrobat rather than a browser's built-in PDF viewer. Key combinations depend on where the focus is: Cmd+T can open a browser tab, but in Excel's formula editor it cycles a selected reference between relative and absolute forms. Read the action and application before using the keys.

Use sample files that do not contain confidential information. Work through one task in each application, check the result, and save a separate copy before trying it again. The free PDF contains every table and practice note; Print this page produces a compact one-page browser essentials summary. No sign-in or email address is required. If a command is represented by a menu path, practise that supported route rather than inventing a Mac equivalent.

Browser: Chrome on Windows and Mac

Chrome-specific commands are not universal browser shortcuts. Developer Tools means the current browser tools, not an obsolete add-on.

Action	Windows	Mac
Refresh page	Ctrl+R or F5	Cmd+R
Hard refresh (ignore cached content)	Ctrl+Shift+R	Cmd+Shift+R
Back	Alt+Left	Cmd+[
Forward	Alt+Right	Cmd+]
Address bar	Ctrl+L	Cmd+L
Find on page	Ctrl+F	Cmd+F
Find next	Ctrl+G	Cmd+G

Action	Windows	Mac
Find previous	Ctrl+Shift+G	Cmd+Shift+G
New tab	Ctrl+T	Cmd+T
Close current tab	Ctrl+W	Cmd+W
Reopen closed tab	Ctrl+Shift+T	Cmd+Shift+T
Next tab	Ctrl+Tab	Cmd+Option+Right
Previous tab	Ctrl+Shift+Tab	Cmd+Option+Left
Jump to tab 1-8	Ctrl+1 through Ctrl+8	Cmd+1 through Cmd+8
Jump to last tab	Ctrl+9	Cmd+9
History	Ctrl+H	Cmd+Y
Downloads	Ctrl+J	Cmd+Shift+J
Bookmark current page	Ctrl+D	Cmd+D
Print page	Ctrl+P	Cmd+P
Save page	Ctrl+S	Cmd+S
Zoom in	Ctrl+Plus (+)	Cmd+Plus (+)
Zoom out	Ctrl+Minus (-)	Cmd+Minus (-)
Reset zoom	Ctrl+0	Cmd+0
Developer tools	F12 or Ctrl+Shift+I	Cmd+Option+I
View page source	Ctrl+U	Cmd+Option+U
Full screen	F11	Fn+F (current Chrome / supported macOS)
Open link in background tab	Ctrl+click	Cmd+click

Word: review, citations, and styles

Action	Windows	Mac
Toggle Track Changes	Ctrl+Shift+E	Review > Track Changes (documented menu route)
Accept change and move to next	Review > Accept > Accept and Move to Next	Review > Accept > Accept and Move to Next
Reject change and move to next	Review > Reject > Reject and Move to Next	Review > Reject > Reject and Move to Next

Action	Windows	Mac
Insert a comment	Ctrl+Alt+M	Cmd+Option+A
Insert a footnote	Ctrl+Alt+F	Cmd+Option+F
Apply Heading 1	Ctrl+Alt+1	Cmd+Option+1
Apply Heading 2	Ctrl+Alt+2	Cmd+Option+2
Apply Heading 3	Ctrl+Alt+3	Cmd+Option+3
Insert non-breaking space	Ctrl+Shift+Space	Option+Space
Insert section sign § (U.S. Mac layout)	Alt+0167 (numeric keypad)	Option+6; otherwise Character Viewer
Insert paragraph sign ¶ (U.S. Mac layout)	Alt+0182 (numeric keypad)	Option+7; otherwise Character Viewer

Excel: spreadsheet essentials

Select a reference inside a formula before using F4 or Cmd+T. Outside formula editing, the same keys can perform a different command.

Action	Windows	Mac
Move to edge of data region	Ctrl+Arrow	Cmd+Arrow
Select current region	Ctrl+Shift+* (Ctrl+Shift+8 on U.S. keyboard)	Cmd+Shift+* (Cmd+Shift+8)
Fill down selected range	Ctrl+D	Cmd+D
AutoSum	Alt+Equals (=)	Shift+Cmd+T
Cycle absolute / mixed / relative reference	F4 while editing a cell reference	Cmd+T while editing a cell reference
Format Cells	Ctrl+1	Cmd+1
Toggle filter	Ctrl+Shift+L	Cmd+Shift+F
Insert current date	Ctrl+Semicolon (;)	Ctrl+Semicolon (;)

Acrobat and PDF review

For U and S, enable Preferences > General > Use Single-Key Accelerators To Access Tools. Use Acrobat > Settings/Preferences on Mac. Scanned PDFs may need OCR before text search or highlighting works.

Rotate View changes the display only. Organize Pages rotation is a different operation and may require Acrobat's paid features.

Action	Windows	Mac
Select highlighting tool	U (enable single-key accelerators first)	U (enable single-key accelerators first)
Add sticky-note comment tool	S (enable single-key accelerators first)	S (enable single-key accelerators first)
Find text	Ctrl+F	Cmd+F
Go to page	Ctrl+Shift+N	Cmd+Shift+N
Rotate view clockwise (not saved page rotation)	View > Rotate View > Clockwise	View > Rotate View > Clockwise
Zoom in	Ctrl+Equals (=)	Cmd+Equals (=)
Zoom out	Ctrl+Minus (-)	Cmd+Minus (-)
Open Bookmarks panel	View > Show/Hide > Navigation Panes > Bookmarks (classic UI); Bookmarks icon in new UI	View > Show/Hide > Navigation Panes > Bookmarks (classic UI); Bookmarks icon in new UI

Practise Word, Excel, and PDF skills—not just keys

For Word, create a short document with styled headings, a footnote, and a tracked edit. Review the edit deliberately and inspect non-breaking spaces around a section citation. For Excel, enter a small table, fill a formula down, add a total, and check that absolute references stay fixed when copied. For a PDF, find a phrase, navigate to a page, highlight text, and add a comment. Verify each saved file by reopening it instead of assuming that a key press completed the task.

Acrobat settings and scanned documents

Adobe's single-letter tools need Use Single-Key Accelerators To Access Tools enabled in Preferences > General. With that setting off, U and S may not select highlighting or sticky-note tools. A scanned PDF may contain only pictures of text until OCR is applied; Find and text highlighting can therefore fail even when the shortcut is correct. Rotate View changes what you see, not the saved orientation of the PDF's pages. Use the appropriate page-management operation if the actual file must be rotated.

Independent Procertas preparation

Legal technology assessments such as Procertas commonly involve document, spreadsheet, and PDF skills. This is an independent general practice resource and is not affiliated with, endorsed by, or an official syllabus for Procertas. The exact software versions, permitted resources, assessment modules, and scoring rules come from your assessment provider. Review those instructions before practising and follow them

during the assessment. Learning the underlying workflow is more useful than assuming that every assessment uses the same shortcuts or interface.

Frequently asked questions

Is this an official Procertas guide?

No. It is an independent shortcut and workflow reference, with no affiliation or endorsement. Consult your assessment provider for the actual syllabus and rules.

What does Cmd+T do in Excel on Mac?

While editing a selected cell reference in a formula, it cycles relative, absolute, and mixed references. The same keys can do something different outside that context.

Why do U and S not work in Acrobat?

Enable Use Single-Key Accelerators To Access Tools in Preferences > General, and ensure you are not typing inside a text field.

Does Rotate View save the PDF with rotated pages?

No. It changes the display. Saved page rotation is a separate page-management operation and may require a different Acrobat feature.

Related guides

Complete Chrome shortcut list

<https://keyshortcuts.net/chrome-shortcuts>

Word for legal drafting

<https://keyshortcuts.net/legal-drafting-word-shortcuts>

More Excel commands

<https://keyshortcuts.net/excel-shortcuts>

More Acrobat shortcuts

<https://keyshortcuts.net/acrobat-shortcuts>

Legal symbols reference

<https://keyshortcuts.net/legal-symbols-word-shortcuts>

Official sources

Google: Chrome keyboard shortcuts

<https://support.google.com/chrome/answer/157179?hl=en>

Microsoft: Word keyboard shortcuts

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Microsoft: Track Changes and accepting/rejecting revisions

<https://support.microsoft.com/en-us/office/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a>

Apple: Keyboard Viewer

<https://support.apple.com/guide/mac-help/use-the-keyboard-viewer-on-mac-mchlp1015/mac>

Microsoft: Excel keyboard shortcuts

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f>

Adobe: Acrobat keyboard shortcuts

<https://helpx.adobe.com/acrobat/current/keyboard-shortcuts.html>

Adobe: PDF viewing and rotation

<https://helpx.adobe.com/acrobat/using/viewing-pdfs-viewing-preferences.html>

Adobe: PDF bookmarks

<https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html>

Apple: Mac keyboard shortcuts

<https://support.apple.com/en-us/102650>