Standard Windows Shortcut Keys

Ctrl+N - New file
Ctrl+O - Open file
Ctrl+S - Save file
Ctrl+P - Print

Crtl+A - Select All
Crtl+Z - Undo Last Action
Crtl+Y - Redo
F1 - Help

Select text to edit:

Ctrl+B - Bold
Ctrl+U - Underline
Ctrl+I - Italic

Cut - Ctrl+X
Copy - Ctrl+C
Paste - Ctrl+V

F7 - Check Spelling