General Editing Shortcuts	
Basic Editing Within a Cell	
CTRL+C	Copy the selected Text or Cell.
CTRL+X	Cut the selected Text or Cell.
CTRL+V	Paste the selected Text or Cell
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
Shortcuts For Reviewing Tasks	
SHIFT+F2	Adds or edits a cell comment.
CTRL+F2	Displays the print preview window.
CTRL+SHIFT+O	Selects all cells that contain comments.
CTRL+F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL+SHIFT+Z	Reverses the last automatic correction