1. **Ctrl + N**: To create a new workbook.
2. **Ctrl + O**: To open a saved workbook.
3. **Ctrl + S**: To save a workbook.
4. **Ctrl + A**: To select all the contents in a workbook.
5. **Ctrl + B**: To turn highlighted cells bold.
6. **Ctrl + C**: To copy cells that are highlighted.
7. **Ctrl + D**: To fill the selected cell with the content of the cell right above.
8. **Ctrl + F**: To search for anything in a workbook.
9. **Ctrl + G**: To jump to a certain area with a single command.
10. **Ctrl + H**: To find and replace cell contents.
11. **Ctrl + I**: To italicise cell contents.
12. **Ctrl + K**: To insert a hyperlink in a cell.
13. **Ctrl + L**: To open the create table dialog box.
14. **Ctrl + P**: To print a workbook.
15. **Ctrl + R**: To fill the selected cell with the content of the cell on the left.
16. **Ctrl + U**: To underline highlighted cells.
17. **Ctrl + V**: To paste anything that was copied.
18. **Ctrl + W**: To close your current workbook.
19. **Ctrl + Z**: To undo the last action.
20. **Ctrl + 1**: To format the cell contents.
21. **Ctrl + 5**: To put a strikethrough in a cell.
22. **Ctrl + 8**: To show the outline symbols.
23. **Ctrl + 9**: To hide a row.
24. **Ctrl + 0**: To hide a column.
25. **Ctrl + Shift + :**: To enter the current time in a cell.
26. **Ctrl + ;**: To enter the current date in a cell.
27. **Ctrl + `**: To change the view from displaying cell values to formulas.
28. **Ctrl + '**: To copy the formula from the cell above.
29. **Ctrl + -**: To delete columns or rows.
30. **Ctrl + Shift + =**: To insert columns and rows.
31. **Ctrl + Shift + ~**: To switch between displaying Excel formulas or their values in cell.
32. **Ctrl + Shift + @**: To apply time formatting.
33. **Ctrl + Shift + !**: To apply comma formatting.
34. **Ctrl + Shift + $**: To apply currency formatting.
35. **Ctrl + Shift + #**: To apply date formatting.
36. **Ctrl + Shift + %**: To apply percentage formatting.
37. **Ctrl + Shift + &**: To place borders around the selected cells.
38. **Ctrl + Shift + _**: To remove a border.
39. **Ctrl + -**: To delete a selected row or column.
40. **Ctrl + Spacebar**: To select an entire column.
41. **Ctrl + Shift + Spacebar**: To select an entire workbook.
42. **Ctrl + Home**: To redirect to cell A1.
43. **Ctrl + Shift + Tab**: To switch to the previous workbook.
44. **Ctrl + Shift + F**: To open the fonts menu under format cells.
45. **Ctrl + Shift + O**: To select the cells containing comments.
46. **Ctrl + Drag**: To drag and copy a cell or to a duplicate worksheet.
47. **Ctrl + Shift + Drag**: To drag and insert copy.

48. Ctrl + Up arrow: To go to the top most cell in a current column.

49. Ctrl + Down arrow: To jump to the last cell in a current column.

50. Ctrl + Right arrow: To go to the last cell in a selected row.

51. Ctrl + Left arrow: To jump back to the first cell in a selected row.

52. Ctrl + End: To go to the last cell in a workbook.

53. Alt + Page down: To move the screen towards the right.

54. Alt + Page Up: To move the screen towards the left.

55. Ctrl + F2: To open the print preview window.

56. Ctrl + F1: To expand or collapse the ribbon.

57. Alt: To open the access keys.

58. Tab: Move to the next cell.

59. Alt + F + T: To open the options.

60. Alt + Down arrow: To activate filters for cells.

61. F2: To edit a cell.

62. F3: To paste a cell name if the cells have been named.

63. Shift + F2: To add or edit a cell comment.

64. Alt + H + H: To select a fill colour.

65. Alt + H + B: To add a border.

66. Ctrl + 9: To hide the selected rows.

67. Ctrl + 0: To hide the selected columns.

68. Esc: To cancel an entry.

69. Enter: To complete the entry in a cell and move to the next one.

70. Shift + Right arrow: To extend the cell selection to the right.

71. Shift + Left arrow: To extend the cell selection to the left.

72. Shift + Space: To select the entire row.

73. Page up/ down: To move the screen up or down.

74. Alt + H: To go to the Home tab in Ribbon.

75. Alt + N: To go to the Insert tab in Ribbon.

76. Alt + P: To go to the Page Layout tab in Ribbon.

77. Alt + M: To go to the Formulas tab in Ribbon.

78. Alt + A: To go to the Data tab in Ribbon.

79. Alt + R: To go to the Review tab in Ribbon.

80. Alt + W: To go to the View tab in Ribbon.

81. Alt + Y: To open the Help tab in Ribbon.

82. Alt + Q: To quickly jump to search.

83. Alt + Enter: To start a new line in a current cell.

84. Shift + F3: To open the Insert function dialog box.

85. F9: To calculate workbooks.

86. Shift + F9: To calculate an active workbook.

87. Ctrl + Alt + F9: To force calculate all workbooks.

88. Ctrl + F3: To open the name manager.

89. Ctrl + Shift + F3: To create names from values in rows and columns.

90. Ctrl + Alt + +: To zoom in inside a workbook.

91. Ctrl + Alt +: To zoom out inside a workbook.

92. Alt + 1: To turn on Autosave.

93. Alt + 2: To save a workbook.

94. Alt + F + E: To export your workbook.

95. Alt + F + Z: To share your workbook.

96. Alt + F + C: To close and save your workbook.

97. Alt or F11: To turn key tips on or off.

98. Alt + Y + W: To know what's new in Microsoft Excel.

99. F1: To open Microsoft Excel help.

100. Ctrl + F4: To close Microsoft Excel.