**Experts blind spot - Vasudevan Padmanabhan**

Prior to teaching Quality, I taught Advanced Excel courses. I have learned Excel over the last 35 years. With my current level expertise, I had difficulty in putting together a “*Basic Excel beginner”* course. I had many *expert blind spots*.

After making mistakes in the first delivery I dug deep. Reviewed beginner courses offered by the following:

1. Lynda.com
2. Khan Academy
3. Jb Statistics

I realized I must introduce terms like office 365, what is Excel, File explorer, opening excel, opening/saving/closing files, entering data, moving between cells, sheets – many of these were to me like “location of pedal” in driving the car example.

After some testing I put together a *one-hour lesson plan*. The lesson plan covered the following topics:

1. What is Excel and Office 365?
2. Opening Excel applications/Opening an existing excel file
3. Creating a new workbook
4. Adding Text and numbers
5. Adding Formulas and Functions
6. Understanding Cell references
7. Format Text and Numbers
8. Format dates and times
9. Inserting recommended charts
10. Printing workbook
11. Uploading workbook to Assignment drobox

This one-hour class will equip them with the basic knowledge required to create a simple excel file and enter the statistical formulas/functions they will learn in the course. They will also be able to create simple charts. These skills are sufficient to solve complex statistics problem using Excel functions. Excel has a wide range of built in Statistical functions.

I will support the lesson with transcripts and tutorial videos which they can use to gain proficiency. Whenever they get stuck, they can fall back on the resources provided and get going. This will make self-learning easy.

Once they have mastered these basic skills, they can build on it and achieve high level of expertise in using Excel. A strong foundation makes further learning easy.