

2013 Class Descriptions and Pricing List

All of our classes are held at our location in a separate training room where learners have the opportunity to get away from workplace distractions and to try the techniques on the classroom computers. Because our class size is limited, the instructor is able to give each person individualized attention that will enhance their learning experience.

K² FOCUSED SEMINARS

K² FOCUSED SEMINAR: AUTOMATING TASKS (USING MACROS) - \$89.95

Length: 3 hours

What you'll learn: How to create, run, and edit basic macros in Excel and Word 2010.

K² FOCUSED SEMINAR: BUDGETING IN EXCEL - \$79.95

Length: 2 hours

What you'll learn: Use Excel 2010 to create, save, and update a budget.

K² FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING PIVOT TABLES - \$89.95

Length: 3 hours

What you'll learn: How to create, modify, and format pivot tables in Excel 2010.

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$79.95

Length: 2 hours

What you'll learn: How to use PowerPoint 2010 to edit photographs and pictures. Perfect if you don't want to buy an expensive graphics program.

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$89.95

Length: 3 hours

What you'll learn: How to create and use the most common functions and formulas in Excel 2010.

Featured functions: SUM, AVERAGE, COUNT, MAX, MIN, and ROUND. Basic math formulas and date calculations will also be demonstrated.

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$89.95

Length: 3 hours

What you'll learn: How to use some of the more advanced functions and data tables in Excel 2010

Featured functions: IF, AND, OR, IFERROR, LOOKUP, MATCH, and INDEX.

K² FOCUSED SEMINAR: FILE FORENSICS - \$89.95

Length: 3 hours

What you'll learn: How to organize your Windows 7 file management system so you'll actually know where you stored certain documents/files.

K² FOCUSED SEMINAR: GOOGLE DOCS - \$89.95

Length: 3 hours

What you'll learn: Create, store, and organize your documents using Google Docs and Google Drive

K² FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - \$89.95

Length: 3 hours

What you'll learn: How to use mail merge in Word and Outlook 2010 to create form letters or mailing labels.

NEW!! K² FOCUSED SEMINAR: THE OFFICE (365) - \$89.95

Length: 3 hours

What you'll learn: features and functions of Office 365

K² FOCUSED SEMINAR: PICTURES WITH PICASA 3 - \$89.95

Length: 3 hours

What you'll learn: How to download and install the Picasa 3 software, edit your photos, and create a Picasa photo album.

K² FOCUSED SEMINAR: POWERPOINT PLUS - \$99.95

Length: 3.5 to 4 hours

What you'll learn: How to create dynamic and engaging presentations that go beyond the basics, allowing users to focus more on the presentation and to better connect with their audience.

K² FOCUSED SEMINAR: SEARCHING SMARTS - \$89.95

Length: 3 hours

What you'll learn: How to search smarter, eliminate some useless results, and find what you're after faster.

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$89.95

Length: 3 hours

What you'll learn: How to create folders; use rules, alerts, and categories; flag email; fine tune your junk filters; and some tips on dealing with email more efficiently over all.

K² FOCUSED SEMINAR: WHAT'S THE CLOUD? - \$89.95

To Be Announced.

K² FOCUSED SEMINAR: YOUR GUIDE TO GMAIL - \$89.95

Length: 3 hours

What you'll learn: How to get started with Gmail, send email, use labels, set up filters, adding contacts, adding tasks, work with chat and other Gmail features.

MICROSOFT OFFICE 2013

NEW!! OFFICE 2013: WHAT'S NEW? - \$99.00

Length: 3 hours

What you'll learn: The new features of the Office 2013 suite plus the new features specific to Word, Excel, PowerPoint, and Outlook 2013. If time permits, an introduction to Internet Explorer 10 will be discussed.

More to follow! Stay tuned!

MICROSOFT OFFICE 2010

MICROSOFT ACCESS 2010 FOUNDATION - \$179

Length: 6 hours

What you'll learn: How to navigate Access; design a database; and create, edit, modify, and print tables, forms, queries, and reports.

MICROSOFT ACCESS 2010 INTERMEDIATE - \$179

Length: 6 hours

What you'll learn: How to protect and save your database, link to other databases or documents, customize and control table data and formats, use form controls, organize and format reports, and create advanced queries.

MICROSOFT ACCESS 2010 ADVANCED - \$179

Length: 6 hours

What you'll learn: Advanced data management, table relationships, using subforms, create and use pivot tables, splitting your database, and an introduction to SQL and macros.

MICROSOFT EXCEL 2010 FOUNDATION - \$179

Length: 6 hours

What you'll learn: How to navigate in Excel 2010; create and save workbooks; enter, edit, and format text and numbers; create basic formulas, use basic functions; and view and print workbooks.

MICROSOFT EXCEL 2010 INTERMEDIATE - \$179

Length: 6 hours

What you'll learn: How to protect and link your worksheets and workbooks; create subtotals and outlines, name cells and ranges, work with tables; create and modify pivot tables and pivot charts; and use sparklines and slicers.

MICROSOFT EXCEL 2010 ADVANCED - \$179

Length: 6 hours

What you'll learn: How to use statistical, math, date, time, logical, and look up functions; how to create and use scenarios, goal seek, and solver; create custom lists; and create and run simple macros.

MICROSOFT ONENOTE 2010 - \$179

Length: 6 hours

What you'll learn: How to create, edit, format, edit, search, print notebooks and pages, save and manage notebooks, insert pictures and tables, use templates and tags, create outlines, attach files, insert audio and video, use OneNote with Outlook, and sync and share notebooks.

MICROSOFT OUTLOOK 2010 - \$179

Length: 6 hours

What you'll learn: Navigating in Outlook 2010; creating, sending, receiving, and replying to email; and creating and editing contacts, tasks, and notes, managing folders, using favorites, searching, organizing your email with rules, using quick steps, using the calendar, creating custom signatures, setting up advanced options for messages and the calendar, and using the Trust center.

MICROSOFT POWERPOINT 2010 - \$179

Length: 6 hours

What you'll learn: How to navigate PowerPoint 2010; creating, editing, formatting, and showing presentations, printing and viewing presentations, how to work with some of the presentation tools, use themes, and insert pictures, clip art, SmartArt, tables, charts, and shapes; and use transitions and animations, how to insert and edit video and audio; work with slide masters; review presentations by using comments; and create advanced and custom shows.

MICROSOFT PROJECT 2010 - \$179

Length: 6 hours

What you'll learn: How to navigate Project 2010, create projects, add tasks, manage tasks, choose task type, link tasks, set milestones, deadlines, and constraints; format text and the Gantt chart, changing views, save your project, How to edit, split, and complete tasks; work with resources, create a project calendar; level resources, set a project baseline, track progress, how to import and export files; perform advanced task functions; enter and update costs; create reports, network diagrams, and calendars; and work with multiple projects and resource pools.

MICROSOFT PUBLISHER 2010 - \$179

Length: 6 hours

What you'll learn: How to navigate Publisher 2010; create, format, and edit publications; work with pages, text, paragraphs, and objects; use layouts and views, prepare your publication for printing, how to link text; and insert and format shapes, tables, and pictures, how to create and use master pages; add calendars, borders, and advertisements; perform a mail merge; and create a catalog.

MICROSOFT WORD 2010 FOUNDATION – \$179

Length: 6 hours

What you'll learn: How to navigate Word 2010; create, edit, modify, and format documents; select text and use tabs; set indents and paragraph formatting; and view and print your document.

MICROSOFT WORD 2010 INTERMEDIATE – \$179

Length: 6 hours

What you'll learn: how to work with templates, bullets, line breaks, pages, and hyperlinks; use the header and footer tools; perform a mail merge; and send a document electronically.

MICROSOFT WORD 2010 ADVANCED – \$179

Length: 6 hours

What you'll learn: How to work with graphics; and create and format tables and charts.

MICROSOFT OFFICE 2007

MICROSOFT ACCESS 2007 FOUNDATION - \$179

This 6-hour course covers the basic functions and features of Access 2007. Students will learn some database design tips and terminology, create a database from scratch, create a database using a template, work with the Trust Center, and use the help features. The new ribbon interface will be discussed along with ways to customize the Quick Access Toolbar and change Views. Students will also get a brief introduction to the four main tabs including a very basic section on importing data from various sources. Along with planning and creating a database, learners will add, edit, and delete records, create tables, navigate through tables; then create forms, queries, and reports. Learners will also print and send the database or parts of a database. Finally, students will sort and filter the data in tables and forms.

MICROSOFT ACCESS 2007 INTERMEDIATE - \$179

This 6-hour course builds on the skills and concepts taught in Access 2007: FOUNDATION. Students will learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts.

MICROSOFT ACCESS 2007 ADVANCED - \$179

This 6-hour course builds on the skills and concepts taught in Access 2007: INTERMEDIATE. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data.

MICROSOFT EXCEL 2007 FOUNDATION - \$179

This 6-hour teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.

MICROSOFT EXCEL 2007 INTERMEDIATE - \$179

Students in this 6-hour course will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

MICROSOFT EXCEL 2007 ADVANCED - \$179

Students in this 6-hour course will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web.

MICROSOFT EXCEL 2007 EXPERT - \$179

This 6-hour course teaches advanced users of Excel more complex formulas, functions, and arrays, and covers more advanced editing and formatting options, such as using the Paste Special command to copy validations and link data. Students will learn about various analysis tools such as Wizards, problem models, and methods for correlating data. Finally, they will learn advanced customization techniques by changing default settings and automating selected features.

MICROSOFT OUTLOOK 2007 FOUNDATION - \$179

This 6-hour course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

MICROSOFT OUTLOOK 2007 INTERMEDIATE - \$179

In this 6-hour course students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

MICROSOFT OUTLOOK 2007 ADVANCED - \$179

In this 6-hour course students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

MICROSOFT POWERPOINT 2007 FOUNDATION - \$179

This 6-hour course covers the basic functions and features of PowerPoint 2007. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects.

MICROSOFT POWERPOINT 2007 INTERMEDIATE - \$179

In this 6-hour course students will customize PowerPoint by modifying the Quick Access Toolbar and creating macros. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF and HTML. Finally, students will integrate PowerPoint with Word and Excel.

MICROSOFT PROJECT 2007 FOUNDATION - \$179

This 6-hour course teaches the basic functions and features of Project 2007. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts.

MICROSOFT PROJECT 2007 INTERMEDIATE - \$179

Students in this 6-hour course will cover the baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Student will also learn how to communicate project information by using Project Server 2007 and how to integrate Project with Excel, Access, and Word.

MICROSOFT PUBLISHER 2007 FOUNDATION - \$179

This 6-hour course teaches the core features and functions of Publisher 2007. Students will learn how to create and edit publications, arrange text and pictures, work with master pages, and create and format tables. They will also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

MICROSOFT PUBLISHER 2007 INTERMEDIATE - \$179

In this 6-hour course students will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply section page numbers and bookmarks. They will also learn how to create and manage mail merge lists, prepare mailing labels, apply Web templates and forms, and create and publish a Web site.

MICROSOFT WORD 2007 FOUNDATION – \$179

This 6-hour course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

MICROSOFT WORD 2007 INTERMEDIATE – \$179

Students in this 6-hour course will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

MICROSOFT WORD 2007 ADVANCED – \$179

Students in this 6-hour course will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

OFFICE BASICS

MS OFFICE BASICS 2007 FOR OUTLOOK, EXCEL, AND WORD - \$179

Length: 6 hours

What you'll learn: In Outlook, creating, editing, replying, forwarding and organizing messages will be covered along with creating appointments in the calendar, adding contacts, and using notes. The Excel part of the class will cover creating, editing, formatting and printing spreadsheets. If time, basic formulas will be discussed as well. The Word portion of the class will introduce the ribbon interface and students will learn how to create and edit documents, format text, and preview and print documents.

MS OFFICE BASICS 2010 FOR OUTLOOK AND WORD - \$179

Length: 6 hours

What you'll learn: In Outlook, creating, editing, replying, forwarding and organizing messages will be covered along with creating appointments in the calendar, adding contacts, and using notes. The Word portion of the class will introduce the ribbon interface and students will learn how to create and edit documents, format text, and preview and print documents.

QUICKBOOKS

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$199

Length: 7 hours

What you'll learn: the types of information that are necessary to track in their businesses, how to enter that information into QuickBooks, setting up a company, working with lists, setting up inventory, creating invoices, processing payments, working with bank accounts, paying bills, creating reports, tracking and paying sales tax, working with payroll, and creating job estimates.

WINDOWS/PCS

COMPUTER BASICS - \$179

Length: 6 hours

What you'll learn: This course is for the learner with no (or very little) computer experience. We start with the basics ('what is a computer?') and progress through the following topics: hardware, software, common terminology, a brief discussion on how the computer works, and a little look into copyrights and data protection. Participants will receive a manual, exercise handouts, and a quick reference guide.

HTML 5 - \$179

Length: 6 hours

What you'll learn: Learners will get the most from this class if they are new to Web development and want to learn how to use HTML and CSS to create web pages. This course will help students create an HTML document from scratch, identify HTML syntax, use new HTML 5 elements, write basic CSS rules to format HTML content, create and modify tables, links, and images, and apply background images from a style sheet.

MICROSOFT WINDOWS 7 – FOUNDATION - \$179

Length: 6 hours *(The class time may vary depending on the experience of the learners)

What you'll learn: The basics of the Windows 7 interface; navigating the desktop; using the start screen; using the charms bar; working with applications; working with files and folders; using Windows help, customizing the desktop, working with Internet Explorer, and some basics of staying safe while online.

MICROSOFT WINDOWS 8 – FOUNDATION - \$179

Length: 6 hours *(The class time may vary depending on the experience of the learners)

What you'll learn: The basics of the Windows 8 interface; navigating the desktop; using the taskbar; working with applications; working with files and folders; using Windows help, customizing the desktop, working with Internet Explorer, and some basics of staying safe while online.