

K² Technologies Class Blast

February-March 2012

Class Schedule

(see full schedule on back)

Feb 14 & 15

PowerPoint 2010 &
Quickbooks 2011

Feb 16

Access 2010

Feb 17

Budgeting in Excel

Feb 20 & 21

Excel 2010 &
Word 2010

Feb 24

HTML 5

Feb 27

Taming Your Email

Feb 28

Excel 2010

Feb 29

Excel Formula Basics

Mar 1

Excel 2010

Mar 2

Access 2010

Mar 5 & 6

Excel 2010 &
Word 2010

Mar 7

PowerPoint Plus &
Google Docs

Mar 8 & 9

PowerPoint 2010 &
Project 2010

New Curriculum Enriches Learning Experience

In our efforts to improve the learner's experience, K² Technologies has significantly transformed the courseware for all of the Office 2010 classes. No more of the 'same old-same old.'

The new curriculum relies on reinforcement of topics and provides a visually-based learning experience.

In other words, learners will get more practice with each subject, and those topics are presented step-by-step in text with plenty of accompanying pictures. Not only can the learners read the information, they also see it in pictures and can work along with the instructor during the class

demonstrations. Increased practice during the class will allow the learner to adapt the information to the work environment more efficiently.

Along with the new manual learners will now receive a laminated quick reference guide card that highlights the main points from the hands on class.

Microsoft®

Excel

Advanced

Quick Reference Guide

2010

Enabling Data Analysis Tools

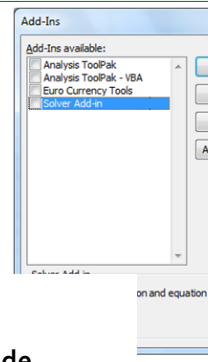
Excel has some additional data analysis tools that require installation.

To install these tools:

1. Click File → Options.
2. Click the Add-Ins category.
3. On the Manage menu, choose Excel Add-Ins.
4. Click Go.
5. In the Add-Ins dialog, check an add-in to install it or uncheck it to remove.
6. Click OK.
7. You may need to close and re-open Excel.

Tools a
of the I

Quick Reference Guide



What Training Facility?

We are located right in downtown Gillette, close to restaurants and coffee shops. Free parking is available in the parking garage just up the street. During breaks we provide refreshments, clean non-public restrooms, and a

relaxed atmosphere conducive to learning.

All of our classes are held at our location in the training room, where learners can get away from their workplace distractions and try the

techniques on the classroom computers. Because our class size is limited to 6, the instructor is able to give the learners more attention that will enhance their learning experience.

MICROSOFT EXCEL 2007 LEVEL I - \$149

February 13, 2012 9am – 4pm

MICROSOFT POWERPOINT 2010 FOUNDATION - \$149

February 14 & 15, 2012 9am – 12pm OR March 8 & 9, 2012 9am – 12pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$179

February 14 & 15, 2012 1pm – 4:30pm

MICROSOFT ACCESS 2010 FOUNDATION - \$149

February 16 & 17, 2012 9am – 12pm OR March 2, 2012 9am – 4pm

MICROSOFT WINDOWS 7 – FOUNDATION - \$89

February 16, 2012 1pm – 4pm OR February 27, 2012 1pm – 4pm

K² FOCUSED SEMINAR: BUDGETING IN EXCEL - \$49.95

February 17, 2012 1pm – 3pm

MICROSOFT EXCEL 2010 FOUNDATION - \$149

February 20 & 21 9am – 12pm OR March 5 & 6, 2012 9am – 12pm

MICROSOFT WORD 2010 FOUNDATION – \$149

February 20 & 21, 2012 1pm – 4pm OR March 5 & 5, 2012 1pm – 4pm

MICROSOFT SHAREPOINT DESIGNER 2007 LEVEL I - \$149

February 22 & 23, 2012 9am – 12pm

NEW CLASS!!! HTML 5 - \$149

February 24, 2012 9am – 4pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$69.95

February 27, 2012 9am – 12pm OR February 29, 2012 1pm – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$149

February 28, 2012 9am – 5pm

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$69.95

February 29, 2012 9am – 12pm

MICROSOFT EXCEL 2010 ADVANCED - \$149

March 1, 2012 9am – 4pm

K² FOCUSED SEMINAR: POWERPOINT PLUS - \$69.95

March 7, 2012 8:30am – 12:30pm

K² FOCUSED SEMINAR: GOOGLE DOCS - \$59.95

March 7, 2012 2pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - \$149

March 8 & 9, 2012 1pm – 4pm



400 S. Gillette Ave
STE 100
Gillette, WY 82716

Phone: 307-686-3025
Fax: 307-686-7563
email: info@k2technologies.net

Sign up online at:
www.k2technologies.net

**Need custom or
private training?**

We can do that too. K² will work with you to develop training specific to your needs. To get started, give Karen a call at 686-3025.

