K² Technologies Class Blast

January - February 2013

January/February class schedule

(for full details go to our website awww.k2technologies.net)

NEW!!! K² FOCUSED SEMINAR: WINDOWS 8
January 30 or 31   6pm – 8pm
February 6 or 7   6pm – 8pm
February 11 or 12   6pm – 8pm
February 25 9am – 11am

MICROSOFT ONENOTE 2010 FOUNDATION
February 1, 2013   9am – 4pm

MICROSOFT PUBLISHER 2010 FOUNDATION
February 4, 2013   9am – 4pm

QUICKBOOKS PRO 2011 – FOR WINDOWS
February 5   9am – 4pm   OR   February 26 & 27   9am – 12pm

K² FOCUSED SEMINAR: MAIL MERGING
February 6, 2013   9am – 12pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS
February 6, 2013   1pm – 12pm

K² FOCUSED SEMINAR: FILE FORENSICS
February 11, 2013   1pm – 4pm

MS OFFICE BASICS 2010
February 13 & 14, 2013   9am – 12pm

MICROSOFT EXCEL 2010 FOUNDATION
February 15 9am – 4pm   OR   February 28 & March 1 9am – 12pm

MICROSOFT ACCESS 2010 FOUNDATION
February 18 & 19, 2013   9am – 12pm

MICROSOFT WORD 2010 FOUNDATION
February 18 & 19, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE
February 20 & 21, 2013   1pm – 4pm

MICROSOFT POWERPOINT 2010 FOUNDATION
February 22, 2013   9am – 4pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL
February 25, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 ADVANCED
February 26 & 27, 2013   1pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION
February 28 & March 1, 2013   1pm -4pm

K² Technologies Offering Evening Classes on Windows 8!

If you got a new computer this past Christmas, you probably didn't have a lot of choice when it came to the operating system. If your new computer came to you with Windows 8 installed, and you hate it, you're not alone. Give us a call and sign up for our newest Focused Seminars - Windows 8 Introduction. We'll help you get over the hate. I promise.

In two hours (or less), you will become familiar with the Windows 8 screens and menus as well as learn how to navigate, personalize and use the Start Screen. Participants will receive a Quick Reference card that summarizes many of the new features as well as diagrams for using the touch gestures.

We're running the seminar in the evenings in January and February from **6pm to 8pm** :

- **Wednesday, January 30 (6pm - 8pm)**
- **Thursday, January 31 (6pm - 8pm)**
- **Wednesday, February 6 (6pm - 8pm)**
- **Thursday, February 7 (6pm - 8pm)**
- **Monday, February 11 (6pm - 8pm)**
- **Tuesday, February 12 (6pm - 8pm)**
- **Monday, February 25 (9am - 11am)**

Please call or email us by 5pm the day BEFORE the class to register as we will cancel any session with less than 2 registered participants. The price for this 2-hour session is only $49.95 per person. When you sign up for the class, you'll get the quick reference card and hands on experience in our training lab.

To register, send an email to info@k2technologies.net , call us at 686-3025, or sign up directly on the website at www.k2technologies.net

February 2013
Computer Training Schedule - Gillette

NEW!!! K² FOCUSED SEMINAR: WINDOWS 8 INTRODUCTION - $49.95
January 30   6pm – 8pm
January 31   6pm – 8pm
February 6   6pm – 8pm
February 7   6pm – 8pm   *Evening Classes!*
February 11   6pm – 8pm
February 12   6pm – 8pm
February 25   9am – 11am
This short 2-hour course will introduce the students to the Windows 8 operating system including the new start menu, charms bar, and other screens. There will also be section on personalizing your settings. Please be sure to register ahead of time. If there are not at least 2 people signed up the day before the class is scheduled, we will cancel the class.

MICROSOFT ONENOTE 2010 FOUNDATION - $179
February 1, 2013   9am – 4pm

MICROSOFT PUBLISHER 2010 FOUNDATION - $179
February 4, 2013   9am – 4pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - $199
February 5, 2013   9am – 4pm   OR
February 26 & 27, 2013   9am – 12pm

K² FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - $89.95
February 6, 2013   9am – 12pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS- $89.95
February 6, 2013   1pm – 12pm

K² FOCUSED SEMINAR: FILE FORENSICS - $89.95
February 11, 2013   1pm – 4pm

MS OFFICE BASICS 2010 FOR OUTLOOK, OFFICE 365, & WORD - $179
February 13 & 14, 2013   9am – 12pm

MICROSOFT EXCEL 2010 FOUNDATION - $179
February 15, 2013   9am – 4pm   OR
February 28 & March 1, 2013   9am – 12pm

MICROSOFT ACCESS 2010 FOUNDATION - $179
February 18 & 19, 2013   9am – 12pm

MICROSOFT WORD 2010 FOUNDATION – $179
February 18 & 19, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE - $179
February 20 & 21, 2013   1pm – 4pm

MICROSOFT POWERPOINT 2010 FOUNDATION - $179
February 22, 2013   9am – 4pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - $89.95
February 25, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 ADVANCED - $179
February 26 & 27, 2013   1pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - $179
February 28 & March 1, 2013   1pm -4pm

K²
TECHNOLOGIES
Networking and Training Solutions for Tomorrow

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Get your introduction to Windows 8. Try one of our evening seminars!

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Dec 31	**1** New Year's Day Store Closed	**2** Office 2010 Basics 9am - 4pm	**3** Excel 2010 Foundation 9am - 12pm Quickbooks Pro 1pm - 4:30pm	**4** Excel 2010 Foundation 9am - 12pm Quickbooks Pro 1pm - 4:30pm	**5**
6	**7** Excel 2007 Foundation 9am - 12pm Publisher 2010 1pm - 4pm	**8** Word 2010 Foundation 1pm - 4pm	**9** Word 2010 Foundation 1pm - 4pm	**10** Word 2010 Foundation 1pm - 4pm	**11** PowerPoint 2010 Foundation 9am - 4pm	**12**
13	**14** Outlook 2010 Foundation 9am - 4pm	**15** Excel 2010 Intermed 9am - 12pm File Forensics 1pm - 4pm	**16** Excel 2010 Intermediate 9am - 12pm	**17** Taming Your Email 9am - 12pm	**18** Excel 2010 Advanced 9am - 4pm	**19**
20	**21** Access 2010 Foundation 9am - 4pm	**22** Word 2007 Found. 9am - 12pm Excel 2010 Found. 1pm - 4pm	**23** Word 2007 Found. 9am - 12pm Excel 2010 Found. 1pm - 4pm	**24** Quickbooks Pro 2011 9am - 5pm	**25** Outlook 2007 Foundation 9am - 4pm	**26**
27	**28** Project 2010 Found. 9am - 12pm HTML 5 1pm - 4pm	**29** Project 2010 Found. 9am - 12pm HTML 5 1pm - 4pm	**30** Excel 2007 Intermed 9am - 12pm Word 2020 Intermed 1pm - 4pm	**31** Excel 2007 Intermed 9am - 12pm Word 2020 Intermed 1pm - 4pm	**Feb 1** OneNote 2010 Foundation 9am - 4pm	