

# K<sup>2</sup> Technologies Class Blast

November-December 2012

## Class Schedule

(see full schedule online at  
[www.k2technologies.net](http://www.k2technologies.net))

### Nov 19

Excel 2007 Foundation

### Nov 21

Windows 7 Foundation

### Nov 26

Office 2010 Basics  
(Outlook & Word)

### Nov 27 & 28

Quickbooks 2011

### Nov 29 & 30

Excel 2010 Intermediate  
Excel 2007 Intermediate

### Dec 3 - 7

Edit Photos W/PowerPoint  
File Forensics  
Excel 2010 Foundation  
Mail Merging  
Taming Your Email  
Word 2010 Foundation

### Dec 10 - 14

Excel 2007 Foundation  
OneNote 2010 Foundation  
QuickBooks  
Windows 7 Foundation  
Office Basics 2010

### Dec 17 - 21

Automating Tasks  
Budgeting in Excel  
Pivot Tables  
Excel Formula Basics  
Excel Power Functions

## Picture Perfect

I used to carry my little camera around in my purse, just in case I wanted a picture of something funny happening at the office or the pretty sunset on the way home. Of course, now the camera sits on the shelf because I have a camera on my cell phone. I'm thinking that a camera on a phone is the general rule now, rather than the exception. The quality of some smart phone cameras is also probably equivalent or better than my stand-alone camera too.

The whole point here is that taking photos is easy and fast-we can share them instantaneously too, so why not take pictures more? I love page to see pictures my cousins have posted of their kids. And I get more comments on photos of my dogs than I do on almost any other post I make. This leads me to believe that we all might enjoy seeing these pictures. That means I want to take more pictures too.

Not only do I want to take more pictures, but it would be nice if they looked good too. What's the point in taking a picture if it's too dark or fuzzy? Here are a few tips to use to improve your own smart phone photography:

- Put the picture/camera app on your phone's desktop/main menu. You don't have to lose time (and that perfect action shot) looking for the app to start it.
- Make sure the light is behind you and shining on your subject. Most smart phones don't work well in low light so try to have a light source on the subject.
- The flash on a smart phone is sometimes harsh, so if possible, take two pictures-one with flash and one without. You can decide later which one is best.
- Steady the camera by tucking your elbows into your sides. That might help prevent fuzziness due to the photographer moving.
- Use the camera's auto focus, but give it time to work. Let the camera focus the picture before you push the button.
- Finally, sync the pictures to your computer where you can edit them in your camera/graphics software.

Happy snapping!

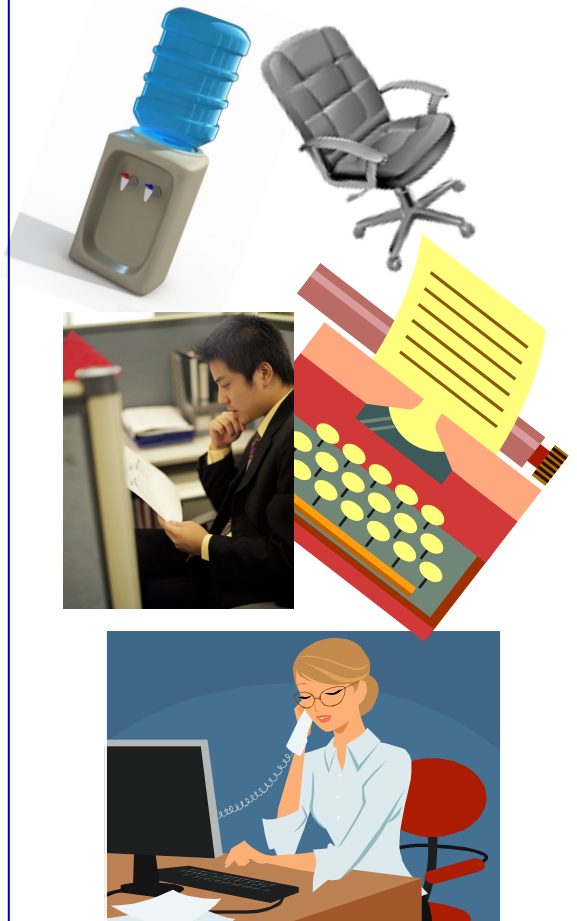
**December 2012  
Computer Training Schedule - Gillette**



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**Get a jump start on your  
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**K<sup>2</sup> FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$59.95**  
December 3, 2012 9am – 11am

**K<sup>2</sup> FOCUSED SEMINAR: FILE FORENSICS - \$69.95**  
December 3, 2012 1pm – 4pm

**MICROSOFT EXCEL 2010 FOUNDATION - \$149**  
December 4, 2012 9am – 4pm

**K<sup>2</sup> FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - \$69.95**  
December 5, 2012 1pm – 4pm

**K<sup>2</sup> FOCUSED SEMINAR: TAMING YOUR EMAIL - \$69.95**  
December 6, 2012 1pm – 4pm

**MICROSOFT WORD 2010 FOUNDATION – \$149**  
December 7, 2012 9am – 4pm

**MICROSOFT EXCEL 2007 FOUNDATION - \$149**  
December 10 & 11, 2012 9am – 12pm

**MICROSOFT ONENOTE 2010 FOUNDATION - \$149**  
December 10 & 11, 2012 1pm – 4pm

**QUICKBOOKS PRO 2011 – FOR WINDOWS - \$179**  
December 12 & 13, 2012 9am – 12:30pm

**MICROSOFT WINDOWS 7 – FOUNDATION - \$149**  
December 12 & 13, 2012 1pm – 4pm

**MICROSOFT OFFICE BASICS 2010 FOR OUTLOOK, OFFICE 365, &  
WORD - \$149**  
December 14, 2012 9am – 4pm

**K<sup>2</sup> FOCUSED SEMINAR: AUTOMATING TASKS  
(USING MACROS) - \$69.95**  
December 17, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: BUDGETING IN EXCEL - \$49.95**  
December 18, 2012 1pm – 3pm

**K<sup>2</sup> FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING  
PIVOT TABLES - \$69.95**  
December 19, 2012 1pm – 4pm

**K<sup>2</sup> FOCUSED SEMINAR: EXCEL FORMULAS &  
FUNCTIONS BASICS - \$69.95**  
December 20, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$69.95**  
December 21, 2012 9am – 12pm

# October 2012

See the full detailed schedule online at K<sup>2</sup> Technologies  
[www.k2technologies.net](http://www.k2technologies.net)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Training at our Jackson location	2 Training at our Jackson location	3 Training at our Jackson location	4 Training at our Jackson location	5 Training at our Jackson location	6
7	8 Excel 2010 Advanced One Note 2010	9 Excel 2010 Advanced One Note 2010	10 Excel 2007 Office 2010 Basics	11 Excel 2007 Office 2010 Basics	12 Quickbooks Pro 2011	13
14	15 Edit Photos File Forensics	16 Project 2010	17 Project 2010	18 Computer Basics Windows 7	19 Computer Basics Windows 7	20
21	22 Excel 2010	23 Excel 2007	24 Quickbooks Pro 2001	25 Quickbooks Pro 2011	26 Mail Merging Taming Your Email	27
28	29 Excel 2010	30 Access 2010	31 Word 2010			