

K² Technologies Class Blast

December 2012 - January 2013

Selecting the Perfect Excel Class

I get phone calls and messages quite frequently from people who want to take an Excel class, but they're not sure which one they should attend. I've prepared a little checklist here with guidelines that you might want to use before you decide which class will fit you best.

1) **Excel 2007 or Excel 2010?** This is the first answer you need. If your company uses Excel 2007, you should probably not take a class for Excel 2010. If you don't know which one you have, simply open the program. The splash screen that pops up will tell you. If you miss that screen, look in the upper left corner of the program after you've opened it. If there is a round button, it is Excel 2007. If there is a tiny Excel icon with a tab that says 'File' just beneath it, you are using Excel 2010.



Excel 2007



Excel 2010

2) **You should take the Foundation (sometimes called Basics, Fundamentals, Level 1) course if you:**

- a) Rarely use Excel and are not familiar with what a spreadsheet does/can do
- b) Want to learn how to create and open a spreadsheet
- c) Want to become comfortable with selecting, copying, cutting, and pasting information
- d) Want to learn how to create basic formulas and use basic functions
- e) Want to learn how to format, finalize, and print a spreadsheet.

3) **You should take the Intermediate (sometimes called Level 2) course if you:**

- a) Use Excel frequently (a few times a week at least)
- b) Can open, create, format, and print a spreadsheet
- c) Can create a formula/use basic functions
- d) Want to learn how to use multiple spreadsheets and link them together
- e) Want to learn how to sort and filter data (both the basics and some advanced techniques)

4) **You should take the Advanced (Level 3) course if you:**

- a) Use Excel daily
- b) Must create, modify, administer large and/or complex spreadsheets
- c) Want to learn how to create and use Pivot Tables
- d) Want to learn some very basic macro techniques
- e) Are comfortable looking up and using different functions

Use these as guidelines to see where you or your employees should start. If you're not sure, feel free to call Karen at K² Technologies to discuss it.

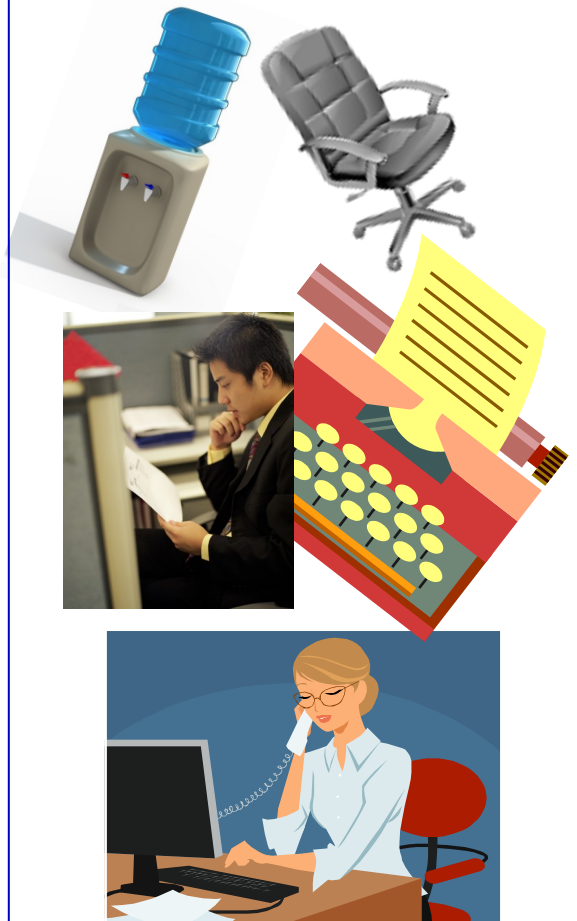
**December 2012
Computer Training Schedule - Gillette**



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Gillette, WY 82716

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

**Get a jump start on your
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Upgrade your
Microsoft Office skills
with a training class!**



K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$59.95
December 3, 2012 9am – 11am

K² FOCUSED SEMINAR: FILE FORENSICS - \$69.95
December 3, 2012 1pm – 4pm

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

K² FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - \$69.95
December 5, 2012 1pm – 4pm

K² 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

**K² FOCUSED SEMINAR: AUTOMATING TASKS
(USING MACROS) - \$69.95**
December 17, 2012 9am – 12pm

K² FOCUSED SEMINAR: BUDGETING IN EXCEL - \$49.95
December 18, 2012 1pm – 3pm

**K² FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING
PIVOT TABLES - \$69.95**
December 19, 2012 1pm – 4pm

**K² FOCUSED SEMINAR: EXCEL FORMULAS &
FUNCTIONS BASICS - \$69.95**
December 20, 2012 9am – 12pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$69.95
December 21, 2012 9am – 12pm

January 2013

See the full detailed schedule online at K² Technologies
www.k2technologies.net

Sun **Mon** **Tue** **Wed** **Thu** **Fri** **Sat**

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