

K² Technologies Class Blast

March-April 2012

Class Schedule

(see full schedule on back)

Mar 12
Quickbooks Pro 2011

Mar 13
OneNote 2010

Mar 14 & 15
ONLINE Excel 1A & 1B

Mar 16
Publisher 2010

Mar 19 & 20
Word 2010 & Excel 2010

Mar 21
ONLINE Excel 1C

Mar 22
ONLINE Excel 2A

Mar 23
Office 2010 Basics

Mar 26
Computer Basics &
ONLINE Excel 2B & 2C

Mar 28 & 29
Word 2010 & Excel 2010

Mar 30
Automating Tasks &
Windows 7

Apr 2 & 3
PowerPoint & Excel

Apr 4 & 5
Office Basics &
Computer Basics

Apr 6
Quickbooks Pro 2011

Apr 9 & 10
Excel & Project 2010

Apr 11 & 12
PowerPoint & Word

Apr 13
Computer Basics

A Whole Day Away? Not Necessarily.

You know that you and your office need to improve your Excel skills but being away from the office for six hours just isn't possible; so you decide to forget about any training altogether. K² Technologies offers other alternatives to make it more convenient for you to get the training without interrupting the actual work for long hours. In addition to the one-day, six-hour classes, check the schedule for the two-day classes. If that still doesn't fit your timetable, try one of the online classes.

The online classes are two hours long (max!) and you don't even have to leave your desk. There is no software to download or install. All you have to do is have a phone and your computer available. K² uses the GoToTraining interface, you need only to call the audio conference number and you can participate in the class using your phone and computer. Or if you prefer, you can use your computer's microphone and speakers/headset.

Online classes are not only shorter, but we are also offering them at a steeply discounted price. Learners attending the online classes will receive class notes to download, practice files, and a certificate of completion that they can print. (Yes! You receive all this, interactive training, and you don't even have to worry about parking!)

Be sure to check out our website (www.k2technologies.net) for the full description of each class



Convenient Location in Downtown Gillette

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.

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$179

March 12, 2012 9am – 5pm OR April 6, 2012 9am – 5pm

NEW!! MICROSOFT ONENOTE 2010 FOUNDATION - \$149

March 12, 2012 9am – 4pm

ONLINE MICROSOFT EXCEL 2010 – LEVEL 1A – \$19.95

March 14, 2012 1pm – 3pm

ONLINE MICROSOFT EXCEL 2010 – LEVEL 1B – \$19.95

March 15, 2012 1pm – 3pm

NEW!! MICROSOFT PUBLISHER 2010 FOUNDATION - \$149

March 16, 2012 9am – 4pm

MICROSOFT WORD 2010 INTERMEDIATE – \$149

March 19 & 20, 2012 9am – 12pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$149

March 19 & 20, 2012 1pm – 4pm

ONLINE MICROSOFT EXCEL 2010 – LEVEL 1C – \$19.95

March 21, 2012 1pm – 3pm

ONLINE MICROSOFT EXCEL 2010 – LEVEL 2A – \$19.95

March 22, 2012 1pm – 3pm

MS OFFICE BASICS 2010 FOR OUTLOOK, EXCEL, AND WORD - \$149

March 23, 2012 9am – 4pm

NEW CLASS!!! COMPUTER BASICS – FOUNDATION - \$149

March 26 & 27, 2012 9am – 12pm

ONLINE MICROSOFT EXCEL 2010 – LEVEL 2B – \$19.95

March 26, 2012 1pm – 3pm

ONLINE MICROSOFT EXCEL 2010 – LEVEL 2C – \$19.95

March 26, 2012 3pm – 5pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$69.95

March 27, 2012 1pm – 4pm OR April 13, 2012 9am – 12pm

MICROSOFT WORD 2010 FOUNDATION – \$149

March 28 & 29, 2012 9am – 12pm OR April 11 & 12, 2012 1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - \$149

March 28 & 29, 2012 1pm – 4pm OR April 9 & 10, 2012 9am – 12pm

K² FOCUSED SEMINAR: AUTOMATING TASKS (USING MACROS) - \$69.95

March 30, 2012 9am – 12pm

MICROSOFT WINDOWS 7 – FOUNDATION - \$89

March 30, 2012 1pm – 4pm

MICROSOFT POWERPOINT 2010 FOUNDATION - \$149

April 2 & 3, 2012 9am – 12pm

MICROSOFT EXCEL 2010 ADVANCED - \$149

April 2 & 3, 2012 1pm – 4pm

MS OFFICE BASICS 2007 FOR OUTLOOK, EXCEL, AND WORD - \$149

April 4 & 5, 2012 9am – 12pm

NEW CLASS!!! COMPUTER BASICS – INTERMEDIATE - \$149

April 4 & 5, 2012 1pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - \$149

April 9 & 10, 2012 1pm – 4pm

MICROSOFT POWERPOINT 2010 INTERMEDIATE - \$149

April 11 & 12, 2012 9am – 12pm

K² FOCUSED SEMINAR: BUDGETING IN EXCEL - \$49.95

April 13, 2012 1pm – 3pm



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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.

