

K² Technologies Class Blast

May - June 2012

Excelling with Excel

Class Schedule

(see full schedule on back)

May 14 & 15

Excel 2007 & Word 2010

May 16

Excel 2010 Formulas -
Basics & Power Functions

May 17 & 18

Excel 2007 & Excel 2010

May 21

Macros & Excel Power
Functions

May 22 - 25

Excel 2007 & Excel 2010

May 28 - 31

Excel 2007 & Excel 2010

June 1

Office 2010 Basics

June 4 & 5

Project 2010
PowerPoint 2010

June 6 & 7

Taming Your Email
Quickbooks 2011
PowerPoint Plus

June 8

Computer Basics

June 18 & 19

Windows 7
Excel Power Functions

June 20

Access 2010

June 21 & 22

Excel 2007 & Excel 2010

June 25

Excel 2010

June 28 & 29

Excel 2007
Publisher 2010

April Showers bring May flowers—or in this case, April showers bring May Excel hours! That's right, K² Technologies is featuring Excel 2007 and Excel 2010 in our lineup of classes for the month. Not sure which class to pick? Check out the brief descriptions below to help you decide.

- Excel 2007 Level 1 – Basic: This course introduces the Excel menus and navigation techniques; then the user will create a spreadsheet and apply formatting, create and use formulas, make a chart, then print and save the workbook.
- Excel 2010 – Advanced: In the advanced course, users will work with the analytical tools such as Goal Seek, create and modify pivot tables, explore even more advanced functions, and linking data across workbooks.

- Excel 2007 Level 2 – Intermediate: This course will give the user practice with using multiple workbooks, linking workbooks, advanced formatting and charting, sorting and filtering data, protecting workbooks, and troubleshooting formulas.
- K² Focused Seminar: Automating Tasks (Using Macros): This short course allows the user to concentrate solely on creating and modifying macros and provides a brief introduction to the VBA editor.
- Excel 2007 Level 3 – Advanced: This course will introduce advanced formulas, pivot tables, a brief section on macros, and some analytical tools such as Goal Seek and Solver.

- K² Focused Seminar: Budgeting in Excel: Create a household budget in Excel
- Excel 2010 – Foundation: This course will introduce the user to the Excel ribbon, navigation techniques, creating, opening, and saving workbooks, basic formulas and charting, and managing multiple workbooks.
- K² Focused Seminar: Dynamic Data (Presenting Pivot Tables): Users will create and modify Pivot Tables, then analyze data using the Pivot table.
- Excel 2010 – Intermediate: This course picks up where the foundation course left off. The user will work with advanced formulas, inserting sparklines, working with graphics in a workbook, and using Excel as a database.
- K² Focused Seminar: Excel Formulas & Function Basics: Short course on creating and using basic formulas and functions. Would probably be a good refresher for anyone who uses Excel but hasn't dealt with formulas in a while.
- K² Focused Seminar: Excel Power Functions: Advanced formulas/functions are covered in this short course – IF, AND, OR, VLOOKUP, HLOOKUP, and financial and date functions.

EXCELLING WITH EXCEL SCHEDULE

K² FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING PIVOT TABLES - \$69.95

May 2, 2012 9am – 12pm

K² FOCUSED SEMINAR: BUDGETING IN EXCEL - \$49.95

May 2, 2012 1pm – 3pm

MICROSOFT EXCEL 2007 LEVEL I - \$149

May 3 & 4, 2012 9am – 12pm OR May 24 & 25, 2012 1pm – 4pm

MICROSOFT EXCEL 2007 LEVEL II - \$149

May 14 & 15, 2012 9am – 12pm OR May 28 & 29, 2012 9am – 12pm

MICROSOFT EXCEL 2007 LEVEL III - \$149

May 17 & 18, 2012 9am – 12pm OR May 30 & 31, 2012 1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - \$149

May 3 & 4, 2012 1pm – 4pm OR May 7 & 8, 2012 1pm – 4pm
OR May 24 & 25, 2012 9am – 12pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$149

May 11, 2012 9am – 4pm OR May 22 & 23, 2012 9am – 12pm
OR May 28 & 29, 2012 1pm – 4pm

MICROSOFT EXCEL 2010 ADVANCED - \$149

May 17 & 18, 2012 1pm – 4pm OR May 30 & 31, 2012 9am – 12pm

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

May 21, 2012 9am – 12pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS- \$69.95

May 21, 2012 1pm – 4pm

REGULARLY SCHEDULED CLASSES

MICROSOFT WORD 2007 LEVEL I – \$149

April 30 & May 1, 2012 9am – 12pm

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

April 30 & May 1, 2012 1pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - \$149

May 7 & 8, 2012 9am 12pm

MICROSOFT WORD 2010 FOUNDATION – \$149

May 9 & 10, 2012 1pm – 4pm OR May 14 & 15, 2012 1pm – 4pm

MICROSOFT WINDOWS 7 – FOUNDATION - \$89

May 16, 2012 1pm – 4pm



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**Don't have time to
create those custom
spreadsheets or
forms?**



K² will work with you to develop spreadsheets and forms especially suited to your business. To get started, give Karen a call at 686-3025.