

K² Technologies Class Blast

March - April 2013

Excel Un-Leveled

We probably receive more requests for Excel classes than all of our others combined times 10. In view of that fact, K² Technologies has decided to offer Excel Un-Leveled. Why Un-leveled? We threw away the levels and combined the course content so participants receive content comprised of all of our Excel courseware. Please do register and pay early, as we will cancel the whole event if we don't get enough interest. The classes will be 4 hours in length, twice a week for only two weeks.

Price on first day of class is \$325.

Price if you register and pay online before the first class is \$298.

Go to www.k2technologies.net, click on Training, click on Class Schedule to sign up and pay online.

This boot camp is a significant savings when compared with our standard classes. Class size is limited, so register early to take advantage of this offer! If you have questions feel free to email Karen (Karen@k2technologies.net) or give us a call at 307-686-3025.

EVENT SCHEDULE

Day 1	Tuesday, April 16, 2013 8:30 am - 12:30 pm	<ul style="list-style-type: none"> • Navigating Excel • Customizing Excel • Using Tables 	<ul style="list-style-type: none"> • Format with ease • Edit, copy, and cut faster
Day 2	Thursday, April 18, 2013 8:30 am - 12:30 pm	<ul style="list-style-type: none"> • Math Functions • Statistical Functions • Basic Financial Functions 	<ul style="list-style-type: none"> • Absolute & Relative cell references • Naming Cells and Ranges • Visualize data with charts
Day 3	Tuesday, April 23, 2013 8:30 am - 12:30 pm	<ul style="list-style-type: none"> • Lookup Functions <ul style="list-style-type: none"> • Match & Index • Logical Functions <ul style="list-style-type: none"> • IF, AND, OR 	<ul style="list-style-type: none"> • Text Functions <ul style="list-style-type: none"> • Change case • Concatenate • Convert text to columns
Day 4	Thursday, April 25, 2013 8:30 am - 12:30 pm	<ul style="list-style-type: none"> • Printing and reporting data • Create and use templates 	<ul style="list-style-type: none"> • Very simple automation with macros

**April 2013
Computer Training Schedule - Gillette**

K² FOCUSED SEMINAR: FILE FORENSICS - \$89.95

April 1, 2013 1pm – 4pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$199

April 2, 2013 9am – 5pm OR April 23 & 24, 2013 1pm – 4:30pm

MICROSOFT PUBLISHER 2010 FOUNDATION - \$179

April 3 & 4, 2013 9am – 12pm

MICROSOFT WORD 2010 FOUNDATION – \$179

April 3 & 4, 2013 9am – 12pm

MICROSOFT ONENOTE 2010 FOUNDATION - \$179

April 5, 2013 9am – 4pm

MICROSOFT POWERPOINT 2007 FOUNDATION - \$179

April 8 & 9, 2013 9am – 12pm

MICROSOFT WORD 2010 INTERMEDIATE – \$179

April 8 & 9, 2013 1pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - \$179

April 10 & 11, 2013 1pm – 4pm

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$79.95

April 12, 2013 9am – 11am

K² FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - \$89.95

April 15, 2013 1pm – 4pm

K² FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING PIVOT TABLES - \$89.95

April 17, 2013 9am – 12pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$89.95

April 18, 2013 1pm – 4pm

MICROSOFT ACCESS 2007 FOUNDATION - \$179

April 19, 2013 9am – 4pm

MICROSOFT WINDOWS 8 – FOUNDATION - \$179

April 22, 2013 9am – 4pm

K² FOCUSED SEMINAR: AUTOMATING TASKS (USING MACROS) - \$89.95

April 24, 2013 9am – 12pm

MS OFFICE BASICS 2010 - \$179

April 25 & 26, 2013 1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - \$179

April 29 & 30, 2013 9am – 12pm

MICROSOFT ACCESS 2007 INTERMEDIATE - \$179

April 29 & 30, 2013 1pm – 4pm

MICROSOFT WORD 2010 ADVANCED – \$179

May 1 & 2, 2013 9am – 12pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$179

May 1 & 2, 2013 1pm – 4pm

MICROSOFT ACCESS 2007 ADVANCED - \$179

May 3, 2013 9am – 4pm



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Excel Un-Leveled

A 'boot camp' style class covering Excel from Foundation to Advanced. Save when you register & pre-pay online.



January 2013

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

Sun Mon Tue Wed Thu Fri Sat

	Dec 31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Feb 1	