

K² Technologies Class Blast

June - July 2012

Class Schedule

(see full schedule on back
or online at
www.k2technologies.net)

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

July 2

Edit Photos
Budget in Excel

July 3

PowerPoint 2010

July 11

Excel 2010

July 12 & 13

Word 2010
Office Basics 2010

July 16

Excel 2010

July 17

ONLINE - Excel
Formulas
PowerPoint Plus

July 18 - 20

Computer Basics
Taming Your Email
Windows 7
Excel Power Functions

July 23 & 24

Project 2007
Publisher 2010

“Password” does not a strong password make!

Creating a secure password is essential these days. Whether the password is for your bank account information, your Facebook page, or your LinkedIn profile, you need it to be strong enough to make a hacker think twice before they try to break it. In other words, using the word ‘password’ is just asking for trouble.

Some other passwords that made MSN’s list of Worst Passwords for 2011 include:

- Password
- 123456
- 12345678
- Abc123
- querty
- monkey
- letmein
- dragon
- qazwsx

If your passwords remotely resemble any of these, change them now. Even adding !!! At the end of the word won’t stop anyone from hacking into your private accounts.

Words that are in the dictionary shouldn’t be in your password. (Neither should your child’s name or your birthday). Instead, your password should have unusual characters. If you want to make your passwords easier to remember, but harder to break, try this: Think of a sentence that you can remember, then use the first letter of every word in the sentence in your password. For example: My son Mark was born on September 22 would give you the password “MsMwboS22” Throw in an exclamation point at the end and you have a pretty strong password.

Added tip: don’t use the same password for every site. Safe surfing everyone!



JUNE COMPUTER TRAINING SCHEDULE

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 24 & 25, 2012 9am – 12pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$149
May 22 & 23, 2012 9am – 12pm OR May 28 & 29, 2012 1pm – 4pm

MICROSOFT WINDOWS 7 – FOUNDATION - \$89
May 16, 2012 1pm – 4pm OR June 21, 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

MS OFFICE BASICS 2010 FOR OUTLOOK, EXCEL, AND WORD - \$149
June 1, 2012 9am – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - \$149
June 4 & 5, 2012 9am – 12pm

MICROSOFT POWERPOINT 2010 FOUNDATION - \$149
June 4 & 5, 2012 1pm – 4pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$69.95
June 6, 2012 1pm – 4pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$179
June 6 & 7, 2012 9am – 12pm OR June 26 & 27, 2012 1pm – 4:30pm

K² FOCUSED SEMINAR: POWERPOINT PLUS - \$69.95
June 7, 2012 1pm – 4pm

COMPUTER BASICS – FOUNDATION - \$149
June 8, 2012 9am – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - \$149
June 18 & 19, 2012 9am – 12pm

MICROSOFT EXCEL 2007 FOUNDATION - \$149
June 18 & 19, 2012 1pm – 4pm

MICROSOFT ACCESS 2010 FOUNDATION - \$149
June 20, 2012 9am – 4pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS- \$69.95
June 22, 2012 1pm – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$149
June 25, 2012 9am – 4pm

MICROSOFT EXCEL 2007 INTERMEDIATE - \$149
June 28 & 29, 2012 9am – 12pm

MICROSOFT PUBLISHER 2010 FOUNDATION - \$149
June 28 & 29, 2012 1pm – 4pm



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**Too much email?
Need to get it organized?**



**Try out the Taming Your
Email Seminar. Learn
how to run your email
instead of your email
running you.**

July 2012

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Edit Photos Budget in Excel	3 PowerPoint 2010	4 Store Closed	5 Store Open, but no classes	6 No classes	7
8	9 No classes	10 No classes	11 Excel 2010	12 Word 2010 Office 2010 Basics	13 Word 2010 Office 2010 Basics	14
15	16 Excel 2010	17 PowerPoint Plus ONLINE: Excel Formulas	18 Computer Basics Taming Your Email	19 Computer Basics Windows 7	20 Excel Power Functions Windows 7	21
22	23 Project 2007 Publisher 2010	24 Project 2007 Publisher 2010	25 Office 2010 Basics OneNote 2010	26 QuickBooks 2011	27	28
29	30 Edit Photos Guide to Gmail	31 Excel 2010				