K² Technologies Class Blast

May - June 2013

June class schedule

(for full details go to our website at www.k2technologies.net)

MICROSOFT WINDOWS 8
June 3 & 4, 2013   9am – 12pm

MICROSOFT PROJECT 2010
June 3 & 4, 2013   1pm – 4pm

MICROSOFT ONENOTE 2010 FOUNDATION
June 5 & 6, 2013   9am – 12pm

MICROSOFT WORD 2010 FOUNDATION
June 7, 2013   9am – 4pm   OR   June 26 & 27, 2013   1pm – 4pm

K² FOCUSED SEMINAR: FILE FORENSICS
June 10, 2013   9am – 12pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL
June 10, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION
June 11 & 12, 2013   1pm – 4pm   OR
June 24 & 25, 2013   9am – 12pm

MICROSOFT WINDOWS 7
June 13 & 14, 2013   9am – 12pm

MICROSOFT ACCESS 2010 FOUNDATION
June 13 & 14, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE
June 17, 2013   9am – 4pm   OR   June 26 & 27, 2013   9am – 12pm

QUICKBOOKS PRO 2011 – FOR WINDOWS
June 18, 2013   9am – 5pm

MS OFFICE BASICS 2010 FOR OUTLOOK AND WORD
June 19 & 20, 2013   9am – 12pm

COMPUTER BASICS – FOUNDATION
June 19 & 20, 2013   1pm – 4pm

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT
June 21, 2013   9am – 11am

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS
June 21, 2013   1pm – 4pm

MICROSOFT PUBLISHER 2010
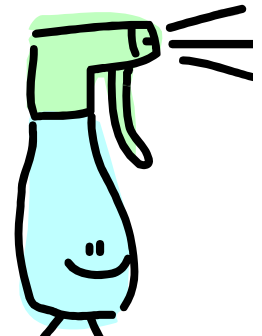June 24 & 25, 2013   1pm – 4pm

HTML 5
June 28, 2013   9am – 4pm

Some Spring Cleaning

Now that spring is finally here (knock on wood), it's a great time to clean up some of the clutter around the office/home office. For some of us, that means organizing the computer and getting rid of things we don't use anymore.

I get rid of old programs (mostly games) and old documents (the Christmas letter from 1999) and old emails. Yes, I actually delete email!! I also use this time to take the computer cover off and gently blow out the inside of the case to get rid of dust bunnies (okay, dust monsters!). Once that's done, it's time to get rid of the clutter on the desk.

I am a definite magazine-article collector. If I read a good article, and I can tear it out and keep it, I do. (No, I don't do it unless they're my magazines!) Anyway, these articles go into a pile on the desk and usually sit there until I either throw them away or sort through them and decide if I should keep them a bit longer or throw them. Thanks to programs like OneNote or Evernote, I don't have to do that anymore. I can actually make them searchable AND useful without having the large paper stack sitting there collecting dust.

Here's what you do:

Create an Idea/Inspiration notebook. (This is where Evernote or OneNote comes in)

Scan in the article, or if you don't have a scanner, you can try taking a picture of it with your phone. Evernote and OneNote can both accept pictures, sound files, and documents as scanned or directly off the web if you can find the article online.

Add some tags/categories to help make the item easier to search for. Put the article into the Idea/Inspiration notebook. In Evernote, it's a note, in OneNote, it will be a page.

The next time you're looking for a new project idea or have a few minutes, open that notebook (you can sync your notebooks from your home computer to your phone, tablet, or laptop) and read all those great ideas. Might just give you a really good, new way to do something.

K² Technologies - 400 S. Gillette Ave. - 307.686.3025

June 2013
K² Computer Training Classes

MICROSOFT WINDOWS 8 - $179
June 3 & 4, 2013   9am – 12pm

MICROSOFT PROJECT 2010 - $179
June 3 & 4, 2013   1pm – 4pm

MICROSOFT ONENOTE 2010 FOUNDATION - $179
June 5 & 6, 2013   9am – 12pm

MICROSOFT WORD 2010 FOUNDATION – $179
June 7, 2013   9am – 4pm   OR   June 26 & 27, 2013   1pm – 4pm

K² FOCUSED SEMINAR: FILE FORENSICS - $89.95
June 10, 2013   9am – 12pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - $89.95
June 10, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - $179
June 11 & 12, 2013   1pm – 4pm   OR
June 24 & 25, 2013   9am – 12pm

MICROSOFT WINDOWS 7 - $179
June 13 & 14, 2013   9am – 12pm

MICROSOFT ACCESS 2010 FOUNDATION - $179
June 13 & 14, 2013   1pm – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE - $179
June 17, 2013   9am – 4pm   OR   June 26 & 27, 2013   9am – 12pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - $199
June 18, 2013   9am – 5pm

MS OFFICE BASICS 2010 FOR OUTLOOK AND WORD- $179
June 19 & 20, 2013   9am – 12pm

COMPUTER BASICS – FOUNDATION - $179
June 19 & 20, 2013   1pm – 4pm

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - $79.95
June 21, 2013   9am – 11am

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - $89.95
June 21, 2013   1pm – 4pm

MICROSOFT PUBLISHER 2010 - $179
June 24 & 25, 2013   1pm – 4pm

HTML 5 - $179
June 28, 2013   9am – 4pm

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http://www.facebook.com/ K2Technologies.Wyoming

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

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Dec 31	1 New Year's Day Store Closed	2 Office 2010 Basics 9am - 4pm	3 Excel 2010 Foundation 9am - 12pm Quickbooks Pro 1pm - 4:30pm	4 Excel 2010 Foundation 9am - 12pm Quickbooks Pro 1pm - 4:30pm	5
6	7 Excel 2007 Foundation 9am - 12pm Publisher 2010 1pm - 4pm	8 Word 2010 Foundation 1pm - 4pm	9 Word 2010 Foundation 1pm - 4pm	10 Word 2010 Foundation 1pm - 4pm	11 PowerPoint 2010 Foundation 9am - 4pm	12
13	14 Outlook 2010 Foundation 9am - 4pm	15 Excel 2010 Intermed 9am - 12pm File Forensics 1pm - 4pm	16 Excel 2010 Intermediate 9am - 12pm	17 Taming Your Email 9am - 12pm	18 Excel 2010 Advanced 9am - 4pm	19
20	21 Access 2010 Foundation 9am - 4pm	22 Word 2007 Found. 9am - 12pm Excel 2010 Found. 1pm - 4pm	23 Word 2007 Found. 9am - 12pm Excel 2010 Found. 1pm - 4pm	24 Quickbooks Pro 2011 9am - 5pm	25 Outlook 2007 Foundation 9am - 4pm	26
27	28 Project 2010 Found. 9am - 12pm HTML 5 1pm - 4pm	29 Project 2010 Found. 9am - 12pm HTML 5 1pm - 4pm	30 Excel 2007 Intermed 9am - 12pm Word 2020 Intermed 1pm - 4pm	31 Excel 2007 Intermed 9am - 12pm Word 2020 Intermed 1pm - 4pm	Feb 1 OneNote 2010 Foundation 9am - 4pm	