

# K<sup>2</sup> Technologies Class Blast

July - August 2012

## Class Schedule

(see full schedule online at  
[www.k2technologies.net](http://www.k2technologies.net))

### July 25 - 27

Office Basics 2010  
One Note 2010  
Quickbooks 2011

### July 30 - 31

Excel 2010  
Guide to Gmail  
Edit Photos

### Aug 1 - 3

Pivot Tables  
Google Docs  
Office Basics 2010  
Word 2010

### Aug 6 - 10

PowerPoint 2010  
Publisher 2010  
Project 2010  
OneNote 2010

### Aug 13 - 17

Excel 2010  
Access 2010  
Windows 7  
Edit Photos  
Budgeting in Excel

### Aug 20 - 24

Guide to Gmail  
Taming Your Email  
Quickbooks Pro 2011  
Computer Basics  
Excel Formula Basics  
Mail Merges

### Aug 27 - 31

Excel 2010  
Picasa3  
Excel Power Functions  
File Management

## Surrender Sticky Notes!

Trying to get organized for the upcoming school year? Or maybe you're just trying to de-clutter your life a little bit with an end-of-summer burst of cleaning? Or maybe you just have too many to-do lists and sticky notes (not to mention all the notes on the refrigerator and bulletin board)? OneNote 2010 offers a solution for many of those situations. And to make it even better, you can share your notebook with everyone in the family, co-workers, or anyone else you'd like to.

If you have Microsoft Office 2010 (any version from home/student to professional) you have OneNote 2010 already. It's a little daunting at first, I admit – even to a technogeek like me! Once I started using it though, I've found I can't live without it. I put all kinds of notes, lists, and even emails in it.

Here's how it works. You create a notebook and then create sections in the notebook. Each section has pages. You can tag (categorize) each page/section/notebook so you can search them later. You can upload the notebook to the Windows SkyDrive and give access to other people so they can add or edit your notebooks. (And you'll be able to tell who did what and when they did it!)

Since it's an Office product, of course, OneNote works well with Outlook, Excel, Word and the other Microsoft applications. (Need to create a task in Outlook – do it from OneNote!) You can add clippings from the internet, add pictures, you can even draw your own pictures/diagrams if you'd like.

Want to learn more? Sign up at our website ([www.k2technologies.net](http://www.k2technologies.net)) for the OneNote class on July 25 or August 10.



## AUGUST COMPUTER TRAINING SCHEDULE

**K<sup>2</sup> FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING PIVOT TABLES - \$69.95**  
August 1, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: GOOGLE DOCS - \$59.95**  
August 1, 2012 1pm – 3pm

**MICROSOFT WORD 2010 FOUNDATION – \$149**  
August 2 & 3, 2012 9am – 12pm

**MS OFFICE BASICS 2010 FOR OUTLOOK AND EXCEL - \$149**  
August 2 & 3, 2012 1pm – 4pm

**MICROSOFT POWERPOINT 2010 FOUNDATION - \$149**  
August 6 & 7, 2012 9am – 12pm

**MICROSOFT PUBLISHER 2010 FOUNDATION - \$149**  
August 6 & 7, 2012 1pm – 4pm

**MICROSOFT PROJECT 2010 FOUNDATION - \$149**  
August 8 & 9, 2012 1pm – 4pm

**MICROSOFT ONENOTE 2010 FOUNDATION - \$149**  
August 10, 2012 9am – 4pm

**MICROSOFT EXCEL 2010 FOUNDATION - \$149**  
August 13 & 14, 2012 9am – 12pm

**MICROSOFT ACCESS 2010 FOUNDATION - \$149**  
August 13 & 14, 2012 1pm – 4pm

**MICROSOFT WINDOWS 7 – FOUNDATION - \$149**  
August 15 & 16, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$59.95**  
August 17, 2012 9am – 11am

**K<sup>2</sup> FOCUSED SEMINAR: BUDGETING IN EXCEL - \$59.95**  
August 17, 2012 1pm – 3pm

**K<sup>2</sup> FOCUSED SEMINAR: YOUR GUIDE TO GMAIL - \$69.95**  
August 20, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: TAMING YOUR EMAIL - \$69.95**  
August 20, 2012 1pm – 4pm

**COMPUTER BASICS – FOUNDATION - \$149**  
August 22 & 23, 2012 9am – 12pm

**QUICKBOOKS PRO 2011 – FOR WINDOWS - \$179**  
August 21, 2012 9am – 5pm

**K<sup>2</sup> FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$69.95**  
August 24, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - \$69.95**  
August 24, 2012 1pm – 4pm

**NEW!!! K<sup>2</sup> FOCUSED SEMINAR: PICASA3 - \$69.95**  
August 27, 2012 9am – 12pm

**MICROSOFT EXCEL 2010 INTERMEDIATE - \$149**  
August 27 & 28, 2012 1pm – 4pm

**FOCUSED SEMINAR: POWERPOINT PLUS - \$69.95**  
August 28, 2012 9am – 12pm

**K<sup>2</sup> FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$69.95**  
August 29, 2012 1pm – 4pm

**NEW!!! K<sup>2</sup> FOCUSED SEMINAR: FILE FORENSICS - \$69.95**  
August 30, 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 K<sup>2</sup> Technologies  
[www.k2technologies.net](http://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				