K² Technologies Class Blast

July - August 2012

Class Schedule

(see full schedule online at 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

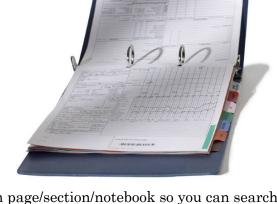
Aug 27 - 31
Excel 2010
Picasa3
Excel Power Functions
File Management

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 (<u>www.k2technologies.net</u>) for the OneNote class on July 25 or August 10.

AUGUST COMPUTER TRAINING SCHEDULE

K² FOCUSED SEMINAR: DYNAMIC DATA – PRESENTING PIVOT TABLES - \$69.95 August 1, 2012 9am – 12pm

K² 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

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$59.95 August 17, 2012 9am – 11am

K² FOCUSED SEMINAR: BUDGETING IN EXCEL - \$59.95 August 17, 2012 1pm – 3pm

K² FOCUSED SEMINAR: YOUR GUIDE TO GMAIL - \$69.95 August 20, 2012 9am - 12pm

K² 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

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$69.95 August 24, 2012 9am – 12pm

K² FOCUSED SEMINAR: MAIL MERGING-WORD & OUTLOOK - \$69.95 August 24, 2012 1pm - 4pm

NEW!!! K² 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

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$69.95 August 29, 2012 1pm - 4pm

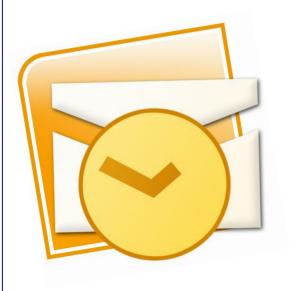
NEW!!! K² FOCUSED SEMINAR: FILE FORENSICS - \$69.95 August 30, 2012 1pm – 4pm



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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. See the full detailed schedule online at K² Technologies

www.k2technologies.net

Sat

Sun

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