

K² Technologies Class Blast

August - September 2012

Class Schedule

(see full schedule online at
www.k2technologies.net)

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

Sep 3-Closed

Sep 4 - 7

Office Basics 2010
Quickbooks
Word 2010
PowerPoint 2010

Sep 10 - 14

Excel 2007 & 2010
Word 2007
Office 2007 Basics

Sep 17 - 21

Publisher 2010
OneNote 2010
Pivot Tables
Searching Smarts
Project 2010

Sep 24 - 28

Excel 2007 & 2010
PowerPoint 2010
Access 2010

Search Engine Savvy

It happened to me just this morning. My colleague and I were talking about a television commercial and I asked her, "Who stars in that commercial?" It was one of those questions that really didn't need to be answered, except for the fact it would probably bug me until I found out. In the old days (you know, like last week) I would have asked everyone I came into contact with about it until I found the answer. Not today though.

I opened my web browser and used a search engine. I had the answer in 0.32 seconds. And not only did I have one answer, I had 4,949,999 additional results. The first three results were the same, but the next couple sort of spun off on a tangent that had nothing to do with the topic I was searching. It was fairly obvious that the first three results were the correct answer, but that's not always the case. In order to make our searches more effective and efficient we should all know a few techniques that will get us what we need without having to comb through 5 million results.

Ten tips for better searching:

1. Use unique, specific terms
2. Use the minus sign (-) to narrow the search
3. Use quotation marks for exact phrases
4. Don't use common words and punctuation
5. Capitalization doesn't matter
6. Drop the suffixes
7. Maximize AutoComplete
8. Customize your searches
9. Use browser history
10. Set a time limit – then change tactics



All of these tips (and more) will be discussed and demonstrated live in the new seminar on September 20: Searching Smarts. Sign up by calling our office or go to www.k2technologies.net and sign up online.

[By the way, the commercial was the Lipton White Ice Tea - Lady Antebellum stars in it]

September 2012 Computer Training Schedule - Gillette

MS OFFICE BASICS 2010 FOR OUTLOOK AND EXCEL - \$149
September 4 & 5, 2012 9am – 12pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - \$179
September 4 & 5, 2012 1pm – 4:30pm

MICROSOFT WORD 2010 FOUNDATION – \$149
September 6 & 7, 2012 9am – 12pm

MICROSOFT POWERPOINT 2010 FOUNDATION - \$149
September 6 & 7, 2012 1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - \$149
September 10 & 11, 2012 9am – 12pm

MICROSOFT EXCEL 2007 FOUNDATION - \$149
September 10 & 11, 2012 1pm – 4pm

MICROSOFT WORD 2007 FOUNDATION – \$149
September 12 & 13, 2012 9am – 12pm

MS OFFICE BASICS 2007 FOR OUTLOOK AND EXCEL - \$149
September 14, 2012 9am – 4pm

MICROSOFT PUBLISHER 2010 FOUNDATION - \$149
September 17 & 18, 2012 9am – 12pm

MICROSOFT ONENOTE 2010 FOUNDATION - \$149
September 17 & 18, 2012 1pm – 4pm

**K² FOCUSED SEMINAR: DYNAMIC DATA –
PRESENTING PIVOT TABLES - \$69.95**
September 19, 2012 1pm – 4pm

NEW!!! K² FOCUSED SEMINAR: SEARCHING SMARTS - \$69.95
September 20, 2012 1pm – 4pm

MICROSOFT PROJECT 2010 FOUNDATION - \$149
September 21, 2012 9am – 4pm

MICROSOFT EXCEL 2010 INTERMEDIATE - \$149
September 24, 2012 9am – 4pm

MICROSOFT POWERPOINT 2010 INTERMEDIATE - \$149
September 25, 2012 9am – 4pm

MICROSOFT EXCEL 2007 INTERMEDIATE - \$149
September 26 & 27, 2012 9am – 12pm

MICROSOFT POWERPOINT 2007 FOUNDATION - \$149
September 26 & 27, 2012 1pm – 4pm

MICROSOFT ACCESS 2010 FOUNDATION - \$149
September 28, 2012 9am – 4pm



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**You have the data, now
you need to use it.**



**Excel Pivot Tables will
help you organize and
analyze your data.
Check out the Seminar
on September 19.**

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				