

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

July/August 2013

## Getting Started with Evernote

**T**his month I'm giving equal time to Evernote which is a free software application used to create and organize notes. You can download Evernote for your PC, Mac, iPhone, Android, or Windows phone. In fact, if you have several devices that you use daily, putting Evernote on all of them will be the most beneficial utilization of the software since it will sync across all of your devices and you never have to wonder where a note is located.

### Get the software

The software is free from [www.evernote.com](http://www.evernote.com). All you need is an email address to create your account. Once you've downloaded the software, all you have to do is install it. With the free account you get 60 MB of uploads per month. Each month starts over with 60 MB more (and the old notes you've created/uploaded don't count towards the 60 MB) The only time I even got close to this limit was when I was importing my notes from OneNote so I'm pretty sure that the free 60 MB each month is more than adequate for me.

### Create a notebook

Once you create your account, Evernote will set up a notebook with your user name. This notebook will contain all the notes you'll be creating. Of course, you'll be able to create more notebooks that you can group (or "stack"), share, and organize as you need.

### Add and find information in your notebook

You're now ready to create your first note. Click "New Note" on the top menu bar. You can simply type the information into the note and leave it as is. The note is more than just plain text though, you can also modify the font size, style, and color, just like other word processing documents.

Evernote has a few extra features as well-you can add working checklists, attach a URL, and add tags. Tags are searchable and let you decide how your notes should be organized. Instead of trying to remember the name of a note or the exact date you created it, all you have to do is search for the tag and you'll get a listing of all the notes that are tagged under that name. The note listing can be sorted according to title, when it was last updated, size, author, and several other conditions.

With Evernote, you can even create audio notes, picture notes, clip web pages, post to Facebook, Twitter, and other social networking sites, and by downloading a few extra applications from Evernote's trunk, you can enhance your entire Evernote experience. You can even take pictures of hand written notes or scan notes into Evernote if you wish.

### OneNote or Evernote?

I've found things that I love about both OneNote and Evernote, and right now, I'm leaning to Evernote, only because it has more capability to sync between devices. If I had a Windows phone, OneNote might be the winner, but since I have an Android device, I am going to stick with Evernote because I can use it across all my devices.

# July 2013 K<sup>2</sup> Computer Training Classes

(for full details go to our website at [www.k2technologies.net](http://www.k2technologies.net))

## MICROSOFT WINDOWS 8 - \$179

July 1 & 2, 2013 1pm – 4pm

## K<sup>2</sup> FOCUSED SEMINAR: TAMING YOUR EMAIL - \$89.95

July 2, 2013 9am – 12pm

## MICROSOFT PROJECT 2010 - \$179

July 3, 2013 9am – 4pm

## MICROSOFT EXCEL 2010 INTERMEDIATE - \$179

July 8, 2013 9am – 4pm OR July 29 & 30, 2013 9am – 12pm

## MICROSOFT ONENOTE 2010 - \$179

July 9 & 10, 2013 1pm – 4pm

## MICROSOFT WORD 2010 FOUNDATION – \$179

July 11 & 12, 2013 9am – 12pm

## MICROSOFT POWERPOINT 2010 - \$179

July 11 & 12, 2013 1pm – 4pm

## K<sup>2</sup> FOCUSED SEMINAR: FILE FORENSICS - \$89.95

July 15, 2013 9am – 12pm

## MICROSOFT EXCEL 2010 FOUNDATION - \$179

July 15 & 16, 2013 1pm – 4pm OR July 26, 2013 9am – 4pm

## QUICKBOOKS PRO 2011 – FOR WINDOWS - \$199

July 17, 2013 9am – 5pm OR July 24 & 25, 2013 1pm – 4:30pm

## MS OFFICE BASICS 2010 FOR OUTLOOK AND WORD- \$179

July 18 & 19, 2013 9am – 12pm

## MICROSOFT ACCESS 2010 FOUNDATION - \$179

July 18 & 19, 2013 1pm – 4pm

## MICROSOFT WINDOWS 7 - \$179

July 22, 2013 9am – 4pm

## K<sup>2</sup> FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$89.95

July 23, 2013 9am – 12pm

## K<sup>2</sup> FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$79.95

July 23, 2013 1pm – 3pm

## MICROSOFT PUBLISHER 2010 - \$179

July 24 & 25, 2013 9am – 12pm

## MS OFFICE BASICS 2007 FOR OUTLOOK, EXCEL, AND WORD - \$179

July 29 & 30, 2013 1pm – 4pm

## MICROSOFT EXCEL 2010 ADVANCED - \$179

July 31 & August 1, 2013 9am – 12pm

## NEW!! OFFICE 2013: WHAT'S NEW? - \$99.00

July 31, 2013 1pm – 4pm

## NEW!! K<sup>2</sup> FOCUSED SEMINAR: THE OFFICE (365) - \$89.95

August 1, 2013 1pm – 4pm

## K<sup>2</sup> FOCUSED SEMINAR: POWERPOINT PLUS - \$99.95

August 2, 2013 9am – 12:30pm

## K<sup>2</sup> FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$89.95

August 2, 2013 1pm – 4pm



400 S. Gillette Ave  
STE 100  
Gillette, WY 82716

Phone: 307-686-3025  
Fax: 307-686-7563  
email: [info@k2technologies.net](mailto:info@k2technologies.net)

Like our Facebook page for  
computer tips and tricks!  
[http://www.facebook.com/  
K2Technologies.Wyoming](http://www.facebook.com/K2Technologies.Wyoming)

If you're planning on making the  
jump to Office 2013 soon, check  
out our classes at the end of July  
- you'll see all the new features  
and get a chance to see them in  
action.



Call Karen for more information  
on this and to discuss any other  
software training needs you  
might have. 307-686-3025.

# August 2013

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
	July 29 Excel 2010 Intermediate (9-12) Office 2007 Basics (1-4)	July 30 Excel 2010 Intermediate (9-12) Office 2007 Basics (1-4)	July 31 Excel 2010 Advanced (9-12) Office 2013 New (1-4)	Aug 1 Excel 2010 Advanced (9-12) Office 365 (1-4)	2 PowerPoint Plus (9-12:30) Excel Power Functions (1-4)	3
4	5 Windows 8 (9-4)	6 Project 2010 (9-4)	7 Excel 2010 Foundation (9-4)	8 Word 2010 Foundation (9-4)	9 Taming Your Email (9-12)	10
11	12 Excel 2010 Intermediate (9-12) PowerPoint 2010 (1-4)	13 Excel 2010 Intermediate (9-12) PowerPoint 2010 (1-4)	14 QuickBooks 2011 (1-4:30)	15 QuickBooks 2011 (1-4:30)	16 OneNote 2010 9am - 4pm	17
18	19 Office 2010 Basics (9-12) Office 2007 Basics (1-4)	20 Office 2010 Basics (9-12) Office 2007 Basics (1-4)	21 Windows 7 (9-4)	22 File Forensics (9-12) Access 2010 Foundation (1-4)	23 Office 2013 New (9-12) Access 2010 Foundation (1-4)	24
25	26 Publisher 2010 (9-4)	27 Excel Formula Basics (9-12) Edit Photos With PowerPoint (1-3)	28 Excel 2010 Foundation (9-12) Excel 2010 Intermediate (1-4)	29 Excel 2010 Foundation (9-12) Excel 2010 Intermediate (1-4)	30 Office 365 (9-12)	31