

K² Technologies Class Blast

August/September 2013

Already? Back to School Essentials

I have a cousin whose daughter started back to school on Aug. 1. This begs the question....where did the summer really go??? Back to school means deals on laptops and/or tablets and loading them with the proper (or helpful) software. Most of these apps are free (but may have ads). If you'd rather have ad-free versions, you'll probably have to pay for them. However, even the paid versions are pretty inexpensive, with many of them being under \$5.00.

Some Essentials for Back To School

Evernote. Almost every single article I read while preparing this newsletter recommended that laptops and tablets (and PCs and phones) that students use should have Evernote. It's free, helps your student (or you!) organize information, sync it across all your devices and its tagging system allows for convenient searching and retrieving the information. You can keep typed notes, internet addresses, pictures, videos, even scanned documents as notes. You can also share the notes and access them from pretty much anywhere with an internet connection. You're limited as to how much you can upload per month, but it's a pretty high threshold. I'd suggest using Microsoft OneNote instead of Evernote, but I never found a good app for my android device, so I would have been able to access my notes with my Kindle Fire. You can download Evernote from google play or the amazon app store.

myHomework. This program/app is free or \$1.99 for the ad-free version. You have to make an account, but if you do, and your teachers use it, you can join their class and download the class syllabus as well as get documents, resources, and announcements from the instructor's class site. myHomework will send you reminders of due dates and sync across all your devices. Use it to keep track of assignments, grades, schedules, etc. It's available from the amazon app store and google play. If you want a similar program for iPad, check out iStudiez Pro. It's \$0.99 at iTunes.

References. Dictionary.com and MerriamWebster.com both have free mobile/tablet applications for download. Have a chemist in the family? Download the Periodic table (the one I tried was from Socratica, LLC, but there are several free ones at Google play and Amazon. I'm sure iTunes has some too. Don't forget to install a grade tracker if your student wants to keep up with their grades at all times. For those students taking some advanced math or science classes, a graphing calculator might come in handy. Instead of buying one, download an app for it! (just search Google play or the Amazon store for graphing calculator). I also found a calculator that allowed me to enter things by writing with my finger. Check out the MyScript Calculator app. These are just a minute selection of apps that are available. If you search on a specific subject (geography, spelling, Spanish, etc.) I'm sure you'll find tons more.

And for those short breaks....

Of course, you can still load the tablet (or Kindle) with books, but if that's not enough entertainment, try Flipboard. It can be downloaded from Google Play, Amazon and iTunes. Flipboard allows you to read and collect news you care about. For example, I added some news networks and technology sites to my Flipboard. Now all I have to do is choose the topic and I can flip through the headlines and stories. When I want to read further, I click on the headline. Really a nice way to catch up on news or gossip or television....

Now get out there and download apps! (um, safe ones of course!!!)

August & September 2013 K² Computer Training Classes

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

MS OFFICE BASICS 2007 FOR OUTLOOK, EXCEL, AND WORD - \$179
August 19 & 20, 2013 1pm – 4pm

MICROSOFT WINDOWS 7 - \$179
August 21, 2013 9am – 4pm

K² FOCUSED SEMINAR: FILE FORENSICS - \$89.95
August 22, 2013 9am – 12pm

MICROSOFT ACCESS 2010 FOUNDATION - \$179
August 22 & 23, 2013 1pm – 4pm

NEW!! OFFICE 2013: WHAT'S NEW? - \$99.00
August 23, 2013 9am – 12pm

MICROSOFT PUBLISHER 2010 - \$179
August 26, 2013 9am – 4pm

K² FOCUSED SEMINAR: EXCEL FORMULAS & FUNCTIONS BASICS - \$89.95
August 27, 2013 9am – 12pm

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$79.95
August 27, 2013 1pm – 3pm

K² FOCUSED SEMINAR: EXCEL FORMULA BASICS - \$89.95
September 3, 2013 9am – 12pm

K² FOCUSED SEMINAR: EDIT PHOTOS WITH POWERPOINT - \$79.95
September 3, 2013 1pm – 3pm

MICROSOFT WINDOWS 7 - \$179
September 4, 2013 9am – 4pm

K² FOCUSED SEMINAR: POWERPOINT PLUS - \$99.95
September 5, 2013 9am – 12:30pm

K² FOCUSED SEMINAR: EXCEL POWER FUNCTIONS - \$89.95
September 5, 2013 1pm – 4pm

MICROSOFT WINDOWS 8 BASICS- \$89.95
September 6, 2013 9am – 12pm

MICROSOFT PROJECT 2010 BASICS- \$89.95
September 9, 2013 1pm – 4pm

K² FOCUSED SEMINAR: THE OFFICE (365) - \$89.95
September 10, 2013 9am – 12pm

MICROSOFT EXCEL 2010 BASICS - \$89.95
September 10, 2013 1pm - 4pm

K² FOCUSED SEMINAR: FILE FORENSICS - \$89.95
September 11, 2013 1pm – 4pm

K² FOCUSED SEMINAR: TAMING YOUR EMAIL - \$89.95
September 12, 2013 1pm – 4pm

MICROSOFT WORD 2010 BASICS – \$89.95
September 13, 2013 9am – 12pm



400 S. Gillette Ave
STE 100
Gillette, WY 82716

Phone: 307-686-3025
Fax: 307-686-7563
email: info@k2technologies.net

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

We're getting back to the basics this month! September includes some short, 3-hour classes (at half price!) that will get you familiar with the basics in Word, Excel, PowerPoint, Project, & Windows. We'll also key in on some specific topics in those same programs. (Formulas in Excel, Mail Merge in Word, etc.)



Back to the Basics

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 K² Technologies
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