

K² Technologies Class Blast

September-October 2012



Class Schedule

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

Oct 1 - 5

Training on-site at
our Jackson location

Oct 8 - 12

Excel 2010
OneNote 2010
Excel 2007
Office 2010
Quickbooks

Oct 15 - 19

Edit Photos w/ PowerPoint
File Forensics
Project 2010
Computer Basics
Windows 7

Oct 22 - 26

Excel 2010
Excel 2007
Quickbooks
Mail Merging
Taming Your Email

Oct 29 - Nov 2

Excel 2010
Access 2010
Word 2010
Word 2007
Excel 2007

A Few New Windows Tricks

Autumn always feels like a good time to get a fresh start on things or even to try something new. Here are some tips for working with Windows 7 that might fill the bill. Most of these tips center around the keyboard (not having to move your hand to the mouse really does save time) and the windows key.

Tip 1: You need to see two windows at the same time on one monitor

- Press the windows key and the left or right arrow. This will move the selected window to the left or right, dock it and size it so it only fills ½ of the screen. Press the windows key and the left or right key to resize and dock the other window.

Tip 2: You need to zoom in or out on the window.

- Press the windows key and the + (plus) or – (minus) keys. The plus key will zoom in, minus zooms out.

Tip 3: You need to maximize or minimize a window.

- Press the windows key and the up arrow to maximize, windows key and down arrow will minimize.

Tip 4: You have multiple monitors and need to move from one screen to the other.

- Press the windows key + Shift + Right arrow (Or windows key + Shift + Left arrow) This will move the active window from one monitor to the other.

Tip 5: Take full advantage of the taskbar.

- Pin programs to the taskbar to allow easy access. Right-click on the program icon and choose Pin to Taskbar
- To remove a pinned program, right-click on the icon on the taskbar and choose Unpin this program from the taskbar.
- Move pinned icons around on the taskbar to suit yourself. Left click on the icon on the taskbar and drag it to a different location on the taskbar.
- Get back to the desktop quickly by clicking on the button on the very far right side of the taskbar. (This button is all the way to the right of the bar, beyond the clock).

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.**

October 2012

See the full detailed schedule online at K² Technologies
www.k2technologies.net

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|--|---------------------------------------|---------------------------------------|---------------------------------------|-----|
| | 1 Training at our Jackson location | 2 Training at our Jackson location | 3 Training at our Jackson location | 4 Training at our Jackson location | 5 Training at our Jackson location | 6 |
| 7 | 8 Excel 2010 Advanced One Note 2010 | 9 Excel 2010 Advanced One Note 2010 | 10 Excel 2007 Office 2010 Basics | 11 Excel 2007 Office 2010 Basics | 12 Quickbooks Pro 2011 | 13 |
| 14 | 15 Edit Photos File Forensics | 16 Project 2010 | 17 Project 2010 | 18 Computer Basics Windows 7 | 19 Computer Basics Windows 7 | 20 |
| 21 | 22 Excel 2010 | 23 Excel 2007 | 24 Quickbooks Pro 2001 | 25 Quickbooks Pro 2011 | 26 Mail Merging Taming Your Email | 27 |
| 28 | 29 Excel 2010 | 30 Access 2010 | 31 Word 2010 | | | |