K² Technologies Class Blast

October-November 2012

Magic in the Air

Did you know that your computer has a magic button? One touch help right at your fingertips. And one of the best things about the magic button is that it works in all kinds of programs. Try it right now if you like. It doesn't matter if you're working in Excel, or Word, or using your web browser to check your email. The magic button works with Chrome, Internet Explorer, Outlook, Publisher, OneNote, Quickbooks, etc. I even opened the calculator and tried it. It worked there too!

What is this magic button you ask? Look at the top row of your keyboard. Notice the key labeled F1 That's the one! F1 is your magic friend. It will open the help menu in Microsoft (and many other) programs. You still have to do a little hunting but at least you don't have to look all over the page for the blue circle with a question mark, or the menu item that is labeled help.

I have Word and Internet explorer open right this minute and in Word, if I check the upper right corner, I can see the help button (the blue circle/question mark). On Internet Explorer, I don't even have a menu showing, certainly nothing that screams help! Believe I'll give the F1 key a little more of a workout.

So there you go, a magic key. Of course, if I could push F1 at home and get the house cleaned, it wouldn't be magic, it would a miracle key!

November 2012
Computer Training Schedule - Gillette

MICROSOFT WORD 2007 FOUNDATION – $149
November 1 & 2, 2012   9am – 12pm

MICROSOFT EXCEL 2007 ADVANCED - $149
November 1 & 2, 2012   1pm – 4pm

MICROSOFT EXCEL 2010 ADVANCED - $149
November 12 & 13, 2012   9am – 12pm

MICROSOFT ONENOTE 2010 FOUNDATION - $149
November 12 & 13, 2012   1pm – 4pm

MICROSOFT EXCEL 2010 FOUNDATION - $149
November 15 & 16, 2012   1pm – 4pm

MICROSOFT EXCEL 2007 FOUNDATION - $149
November 19, 2012   9am – 4pm

MICROSOFT WINDOWS 7 – FOUNDATION - $149
November 21, 2012   9am – 4pm

MICROSOFT OFFICE BASICS 2010 - OUTLOOK& WORD - $149
November 26, 2012   9am – 4pm

QUICKBOOKS PRO 2011 – FOR WINDOWS - $179
November 27 & 28, 2012   8:30am – 12pm

MICROSOFT EXCEL 2010 INTERMEDIATE - $149
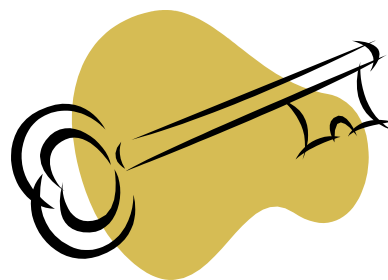**November 29 & 30, 2012   9am – 12pm**

MICROSOFT EXCEL 2007 INTERMEDIATE - $149
November 29 & 30, 2012   1pm – 4pm

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Get a discount on November classes!

Sign up for any November class and get 10% off the total price by telling Karen which key is the magic key.

October 2012

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			