

K² Technologies Class Blast

September/October 2013

Improving Your Presentation Skills

Fall always brings me a sense of newness and starting over, even more than the start of a new calendar year. I sometimes make resolutions—or at least I decide to learn something new or improve a skill I already have. I've been posting presentation tips on our Facebook page for the last few days; so I thought I'd bring them all together in one article for everyone.

- **Know Your Stuff:** This really shouldn't have to be mentioned, but know your topic. You're supposed to be the expert on it, so please make sure you **are** the expert. [Don't overwhelm your audience with all of your knowledge though. Trim it to about three key points, then leave time for questions and comments if they want more information]
- **Make It Clear:** Make it clear what you are there to share with them. My old technical writing professor drilled this into my head:
 - * *Tell them what you're going to tell them. [Outline briefly the key points you will talk about].*
 - * *Tell them. [Cover the topic in depth].*
 - * *Tell them what you told them. [Summarize your presentation in a few short sentences].*
- **A Picture Tells A Story:** Keep the audience's attention with pictures instead of endless bulleted slides.
- **You Can't Have Too Many Rehearsals:** Your presentation is a show, rehearse it like one. And do so in front of people if you can. You want to practice it enough that you're comfortable and you won't get flustered if you have to change anything, you can do it without totally going off the track.
- **Practice In The Room You'll Be Using:** Practice in the room you'll be using, with the equipment you'll be operating. If you don't have access until the day of the presentation, try to get there early to familiarize yourself with the set up. Take along some extension cords in case the electrical outlets are scarce. And don't forget to pack extra projector light bulbs!
- **Podiums Are Not For Professionals:** I'm a little torn about this one. A podium is a good place to set up a 'base' but you don't want to be tied behind it. Get out in front of it, walk around, walk among the audience if you can. Use a remote control to change the slides so you're not stuck behind a laptop too.
- **Speak To The Audience:** Don't read the slides, have a conversation!
- **Pace The Presentation:** Make it flow smoothly, but be prepared for questions at any time. Leave time for questions at the end too. And if you don't get any, have a few questions of your own to ask the audience so they can get engaged.
- **Learn To Navigate:** Know how to get around in your presentation quickly and be sure you know the order of the slides so you can re-visit them as necessary without having to browse.
- **Always Have A Plan B:** The show must go on, so have a backup plan in place in case your computer is stole or other emergencies come up.

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



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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.

October 2013

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Publisher 2010 (9-4)	2 QuickBooks 2011 (9-5)	3 PowerPoint 2010 (9-4)	4 Excel 2010 Advanced (9-4)	5
6	7 Excel 2010 Foundation (1-4)	8 Edit Photos w/PowerPoint (9-11) Excel 2010 Foundation (1-4)	9 Excel 2010 Intermediate (9-12)	10 Excel 2010 Intermediate (9-12)	11 Windows 7 (9-4)	12
13	14 Project 2010 (1-4)	15 Excel 2010 Foundation (9-12) Project 2010 (1-4)	16 Excel 2010 Foundation (9-12)	17 Taming Your Email (9-12)	18 Excel 2010 Intermediate (9-4)	19
20	21 Office 2007 Basics (9-4)	22 Windows 8 (9-4)	23 HTML 5 (9-4)	24 Excel 2010 Foundation (9-4)	25 PowerPoint Plus (9-12:30)	26
27	28 Publisher 2010 (9-4)	29 Office 2010 Basics (9-4)	30 PowerPoint 2010 (9-12) QuickBooks 2011 (1-4:30)	31 PowerPoint 2010 (9-12) QuickBooks 2011 (1-4:30)	Nov 1 Excel 2010 Advanced (9-4)	Nov 2