

November 2020 Special Days

11 - Veterans Day

13 - World Kindness Day

14 - Diwali

17 - National Take a Hike Day

19 - International Men's Day

26 - Thanksgiving Day

27 - Black Friday

29 - National Lemon Cream Pie Day

30 - Cyber Monday



K² Technologies Presents:

TechTimes

Boost Productivity and Efficiency with These Add-Ons for Microsoft 365

Microsoft is a workplace staple, with an always-evolving suite of productivity apps. Long the preferred software to boost efficiency in every inch of the office, Microsoft drives the nonstop search to deliver the perfect solution for your every professional need.

Innovation like this doesn't just happen. Engineers have put millions of manhours into software development with consideration to how professionals use productivity apps – and how they can be improved. Much like how your mission to improve your own efficiency has brought you to this next step in your journey, Microsoft 365 strives to deliver the latest innovations in the workplace. Transitioning to new technology can be a challenging adaptation – but it doesn't have to be, which is why you're looking for the premiere guide as you transition to Microsoft 365 and learn the top add-ons for the ultimate efficiency.

Add-Ons Propel Your Microsoft 365 Into Overdrive

Microsoft 365 isn't just a suite of productivity apps, it's a professional lifeline. Offices rely on Microsoft's innovation, and in recent years non-Microsoft developers have envisioned even more ways to improve efficiency with add-ons, program extensions users add to Microsoft 365 applications to customize the programs even further for specific needs.

It's common for Microsoft 365 users to have preferred add-ons, and here are our favorites:

FindTime: Hunt for a common opening in multiple calendars so a group of professionals can meet? No, thank you! FindTime does exactly as its name

promises – all parties involved can see calendar openings and agree on one time, minimizing the endless back-and-forth emails.

Woodpecker: Yes, Microsoft Word has built-in document templates but Woodpecker allows you to create custom templates for your own go-to documents.

DocuSign: Printing a page just to add a signature, scan the signed page, and attach the scanned file to an email or upload the file into an online repository is just tedious. With DocuSign, digital signatures eliminate the time and paper waste.

Translator: If you've ever needed Google to translate a website for you – or even if you haven't – you're going to love this handy add-on, which does exactly what its name indicates. Users highlight text and Translator recognizes dozens of languages to offer instant translations.

Grammarly: The panic experienced after sharing a document that has incredibly embarrassing grammatical errors is something you never have to experience again with the Grammarly add-on. The free version offers intuitive spelling and grammar checks, and the paid version gives insights into how to further improve writing, include a plagiarism detector.

If you haven't yet made the transition to Microsoft 365, what are you waiting for? Stop wasting time and connect with your guide by calling (307) 686-3025 or email sales@k2technologies.net and turbo-boost your productivity.

How To Expand and Collapse Microsoft Excel's Formula Bar

With almost 596,000 Office 365 users in the United States alone, Microsoft's programs are more present than ever before. If you are one of the half a million people who utilize Office 365 on a regular – if not daily – basis, you can likely benefit from time-saving tips and tricks for Microsoft Excel. After all, less time struggling with spreadsheets and formula bars equals more time that you can spend out-of-office! The following tech tip will illuminate the best ways to expand and collapse the formula bar in Excel, resulting in a more streamlined, rewarding technology experience.

Easily Display Entries in Your Formula Bar

If you are familiar with Microsoft Excel, you know that the program is designed to make spreadsheets and formulas easy for all users. However, with an inside look at how to take full advantage of Excel's formula bar, you can make your daily Microsoft tasks more time-efficient and productive. First, locate the formula bar at the top of the screen within Excel. In order to expand the bar to accommodate

long formulas or even helpful notes and other text entries, simply navigate to the right-hand side of the box. There, you will find a downward-facing arrow that will open the formula bar to its default size – 3 lines. In order to customize the size of the formula bar, hover your mouse over the bottom edge of the box until your mouse turns into a black arrow icon. Drag the box up or down until you have reached your desired formula bar size. In order to conveniently collapse the formula bar, click on the previously used arrow found on the right side of the box.

Utilizing Keyboard Shortcuts

While using the arrow on the side of the Excel formula bar to expand or collapse the space is useful, there is an even easier way to achieve this action that will save you time and potential frustration. Simply make use of the keyboard shortcut **Ctrl + Shift + U** to complete your desired expansion or reduction of the formula bar in no time. In this way, you can customize your Excel spreadsheet to suit your preferences without wasting costly time and energy.



FREE Webinar Series

Microsoft Outlook: Productivity Tips & Techniques

Tuesday, December 8, 2020, 11:00 a.m. Mountain Time

Do you ever feel like you're spending too much time managing your Outlook email, calendar, and tasks? How can you be more productive in Outlook to free up time to focus on other priorities? In this session, learn tips and strategies in Microsoft Outlook to organize and prioritize your work and save time and effort. You will learn the following:

- Using quick Microsoft Outlook keyboard shortcuts to save steps
- Leveraging rules and folders to organize and prioritize your work
- Adding power to your searches
- Managing appointments and meetings
- Creating tasks in Outlook
- Building tasks and appointments from email messages
- Customizing Outlook to increase your productivity

Register at <https://bit.ly/33dLZGW>

PROTECT AGAINST HUMAN ERROR

Your business has over a **70% chance of being infected by ransomware**. By using monthly training and testing for just one year, you can **decrease your chance of being infected to below 10%**.

Call K² Technologies at (307) 686-3025 or email sales@k2technologies.net to find out about our phishing testing and training solution starting at \$75 per month.

