

K² Technologies Presents:

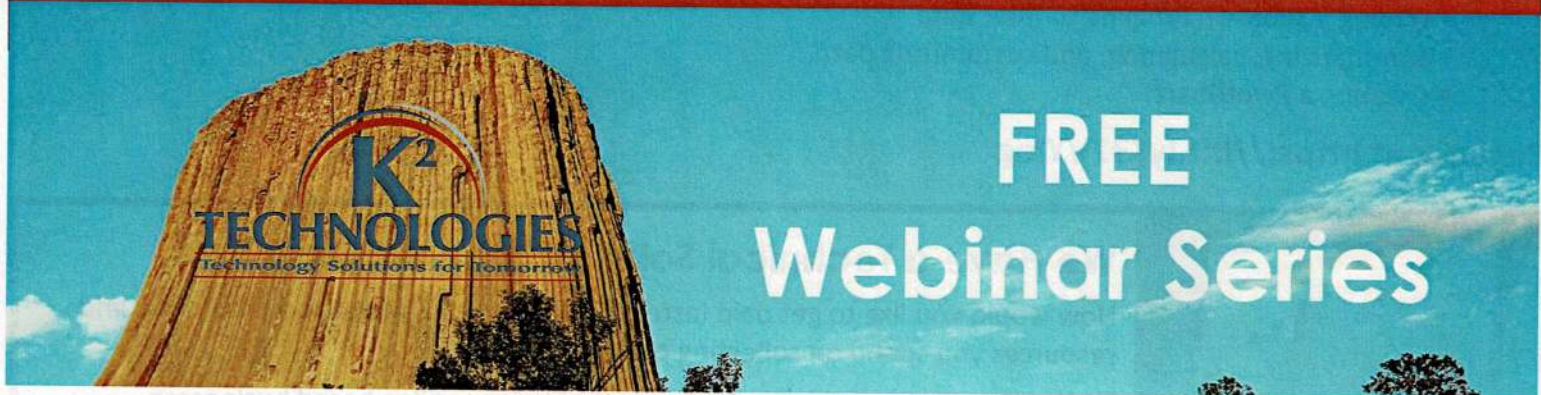
TechTimes

Special Days
December 2020

01: Giving Tuesday
23: Festivus

06: National Miners Day
24: Christmas Eve

15: National Cupcake Day
25: Christmas Day



Microsoft Teams: Leveraging the Power of Teams

Tuesday, January 12, 2021, 11:00 a.m. Mountain Time

In this training session, we'll build on your experience with Teams to customize your environment, work with files, add applications, and use the meeting tools more effectively. Webinar training topics include:

- Managing and editing files in Teams
- Exploring meeting tools: connecting to devices, changing views, virtual backgrounds, and using the Whiteboard app and Stream
- Adding and managing the Planner app for project management and team tasks
- Creating interactive polls with Forms and connecting to OneNote
- Customizing channels with other apps and files

Register at <https://bit.ly/2K4o6ul>

Microsoft OneNote: The Power of OneNote Made Easy

Tuesday, February 9, 2021, 11:00 a.m. Mountain Time

Much of the data you work with each day probably gets stored electronically in some way: you save appointments, meetings, and contacts in Outlook and you likely manage lists and other key data in an Excel worksheet or Word table. How do you handle the stacks of data that doesn't fit into these Microsoft Office programs? Try OneNote, a place to create, gather, store, and search notes—a typed line of text, a sketch, an audio or video clip, a picture, a link to a web page or file—and share these notes with multiple people and across different devices. In this training session, you'll discover the steps for:

- Creating and modifying OneNote notebooks
- Inserting notebook content including links, tables, files, and graphics
- Tagging and searching OneNote content
- Sharing OneNote notebooks and pages
- Connecting with other Microsoft Office programs

Register at <https://bit.ly/3gp2Awi>

How to Save Countless Hours with Excel PivotTables

Tuesday, March 9, 2021, 11:00 a.m. Mountain Time

How can you answer data-related questions quickly, easily, and applicably? When your projects require being able to synthesize large amounts of data, Excel PivotTables are often a great solution to save hours, or even days, when you need to summarize and evaluate your key data. In this session, explore the steps to easily work with PivotTables to manage and analyze complex Excel worksheets. Webinar topics include:

- Creating, formatting, and modifying a PivotTable
- Sorting and filtering in a PivotTable
- Adding a Slicer or Timeline to filter data
- Summarizing, calculating, and customizing data
- Creating a PivotChart

Register at <https://bit.ly/37VYlog>



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