



K² Technologies Presents:

TechTimes

Special Days
August 2021

01: Sisters' Day
24: National Waffle Day

10: Lazy Day
26: Women's Equality Day

21: Senior Citizens Day
30: National Beach Day



FREE Webinar Series

Microsoft Excel: How to Analyze Data with Power Pivot

Tuesday, September 14, 2021, 11:00 a.m. Mountain Time

Power Pivot is a data modeling technology that lets you create data models, establish relationships between workbooks, and build calculations. With Power Pivot, you can work with large data sets, build extensive relationships, and create complex (or simple) calculations, all within the familiar Excel environment.

- Getting started with Power Pivot
- Creating a data model
- Building data relationships
- Adding calculations and measures
- Analyzing data with PivotTables and PivotCharts

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

Microsoft Word: Time-Saving Tips & Techniques Everyone Should Know

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

Microsoft Word is packed full of features designed to help you create, edit, and produce a wide range of documents. With all of its power, many Word shortcuts, tips, and techniques are not obvious or intuitive. Join this session to find out how to stop fighting with Word automation, customize your workspace, and learn the steps and shortcuts to quickly and easily get your work done.

- Navigating more easily with Word tips & tricks
- Exploring editing shortcuts
- Stopping annoying automation
- Customizing the Word workspace
- Creating time-saving automation shortcuts

Register at <https://bit.ly/3ho76gL>

Microsoft 365: Managing Tasks with Planner, To Do, Lists & Outlook

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

What Microsoft options are available for creating and tracking tasks and to-do items? Are you using the correct Microsoft tool to manage personal and group tasks? In this session, we'll explore Microsoft 365 apps, including To Do, Lists, Tasks by Planner and To Do, and look at how these integrate with Microsoft Outlook and Microsoft Teams.

- Getting started creating tasks in Microsoft 365
- Understanding the differences between these task management tools
- Exploring how to work with Tasks by Planner and To Do in Microsoft Team
- Learning how these apps integrate with Outlook and Microsoft 365

Register at <https://bit.ly/37cg8HU>



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