

K2E Live Webinars

K2's Adobe Acrobat DC - Big Changes for PDF - PD 1920-038 & PD1920-061

With the introduction of Adobe Acrobat DC, Adobe changed the game on how we work with PDF documents. More than just “another new software version,” Acrobat DC offers a number of new outstanding productivity features that you will want to take advantage of. These features, coupled with significant changes in licensing, means that Acrobat DC is a substantially different product than its predecessors. Join us in this session to learn how to take advantage of all that Acrobat DC has to offer.

K2's Tech Tools and Gadgets for a More Efficient You! - PD 1920-039 & PD1920-062

Technology – specifically the ever-evolving world of tools, gadgets, and apps – continues to awe and amaze while “The Internet of Things” is rapidly turning this evolution into a revolution. By learning how to utilize these tools and gadgets, you can enhance both personal and team productivity and, in this program, you will learn how to take advantage of many features in tools that you likely already own – such as Microsoft Windows and Microsoft Office – to become more productive

K2's Understanding Key Internal Controls Over Technology - PD 1920-040

Internal controls over technology are essential to the effective operation of any business, and yet many financial professionals do not adequately consider the impact of IT controls on the effectiveness of the organization’s control environment. This session reviews IT terminology and key IT controls, provides an overview of the types of policies and procedures needed in any organization, and discusses the scope and nature of major key third party control evaluations (SOC 1, SOC 2, SOC 3, SOC for Cybersecurity, and ISO 27001). Attend this session and become more effective at understanding, documenting, identifying, and mitigating risks in your IT environment.

K2's Blockchain and Emerging Technologies – How To - PD 1920-041

Blockchain and other emerging technologies will affect every industry and profession. For example, some products have already implemented machine learning and artificial intelligence to help you be more effective. Further, process automation tools are now available for small and mid-sized businesses. In this “how-to” session, you will learn about emerging technologies that directly affect business professionals. While many emerging technologies are not yet ready for prime-time, some of them are. With the cookbook approach used in this session, you will see how tools available now can help you and your team be more productive, efficient and effective.

K2's What to Ask Your Technology Provider - PD 1920-042

Managing Information Technology (IT) is difficult when team members, contractors, and others all sound alike. If you manage IT, wouldn't it be nice to know the questions that you should be asking? Join us in this session to learn the questions to ask your technology providers and to identify warning flags for suspicious responses. All aspects of IT are included, and the session materials can serve as a checklist for your discussions with your providers.

K2's Everything Google – How to Utilize Tools, Services and More - PD 1920-043

Most users are familiar with Google's search service and Gmail but are unaware of the other services available. Additionally, most users just scratch the surface of the functionality of the Google tools and services they do use. In this session, you will learn about Google's most useful features, apps, and services, all of which accounting and financial professionals could use better. Further, you will learn how to find better web results, gain an understanding of G Suite and how you can use it as your organization's back office, and time-saving tips on how to use Google offerings more effectively and efficiently.

K2's Critical Excel Tools Everyone Needs to Know - PD 1920-044

You use Excel, but do you use it the right way? Are you taking advantage of key features that can help get your work completed more quickly & with fewer errors? Do you sometimes wonder what Excel tools you may not know about? Would you like to know about the new features that have been added to recent versions & how you can put them to use? If you answered 'yes' to any of these questions, then make plans now to participate in this course. In this course, you will learn techniques to summarize & analyze data in ways that you may have never imagined possible. Building upon your existing Excel skill set, you will learn how to create data models & then summarize these models using PivotTables. You will explore new features & learn how to take advantage of them, including tools that are useful in budgeting & forecasting environments. & you will learn innovative ways to use tried-&-true Excel features such as charts, VLOOKUP & HLOOKUP, tables, SUBTOTAL, & even formatting options. If you're planning to take just one Excel course this year, this should be the one.

K2's Securing Your Data – Practical Tools for Protecting Information - PD 1920-045

Security is not optional and yesterday's security techniques are not working to minimize today's security threats. Therefore, now is the time for you to tune up what you know about protecting sensitive data. In this program, you will learn about the latest tools and techniques for securing your data, including encryption, virus protection, secure communications, electronic signatures, secure authentication, and more. You will also learn how to implement a very practical, five-step approach to securing your PC and the types of questions you should be asking of your staff to ensure server-based information remains protected.

K2's Advanced Excel Reporting – Best Practices, Tools and Techniques - PD 1920-046

If you need to build advanced Excel reports, including reports where the source data resides in your accounting software or another database, then this program should be at the top of your CPE list! In this seminar, you will learn how to use Open Database Connectivity (ODBC) and Online Analytic Processing (OLAP) to connect Excel to external data sources, such as your accounting software database, to extract data for reporting and analysis. You will also learn how to incorporate PivotTables into your reporting routines, including how to add calculations to your PivotTables, how to group PivotTable data into fiscal reporting periods, and how to filter your PivotTables using Slicers.

You will also learn best practices for presenting compelling and captivating Excel-based reports and charts, and how to use two Excel add-ins – BizNet's Excel Business Information Suite and Microsoft's Power Pivot – to streamline and automate many of the manual processes associated with building Excel-

based reports. In sum, if you generate financial or operational reports in Excel, you cannot afford to miss this program!

Many accounting and financial professionals spend far too much time in Excel accessing and converting financial data into useful reports. If there is the chance you may not be taking full advantage of all that Excel has to offer as a reporting tool, then you should make plans to participate in this program.

K2's Mastering Excel Charts - PD 1920-047

Most accounting professionals quit using charts to communicate financial and operational information years ago because charting was too time consuming and too cumbersome, but the new charting engine in Excel overcomes both of those issues. Now users can quickly and easily build advanced charts that allow users to filter data interactively, and create charts that change dynamically as the volume of data changes. Plus, users can easily produce combination charts on two axes, generate advanced Pivot Charts, and build charts commonly used in dashboards, such as gauge or thermometer charts. In this two-hour session, you will learn how to build amazing charts to communicate your information and analyses more effectively.

K2's Do It Yourself Business Intelligence - PD 1920-048

Microsoft has created two parallel environments for delivering business intelligence reports and dashboards. One uses Excel and the four premium data-analysis add-ins (PowerPivot, Power View, 3D Maps, and Power Query) available in Office Professional Plus and the standalone version of Excel. The other environment uses the cloud-based tools of Power BI and the free Power BI Desktop application to create dashboards without Excel. Both environments allow business professionals to create user-interactive tabular reports and dashboards using quick and easy drag-and-drop processes. Don't miss this opportunity to see and evaluate these outstanding business intelligence solutions in action.

K2's Mastering PowerPoint for Effective Presentations - PD 1920-049

More and more accountants and business professionals are using PowerPoint to deliver financial data to clients, customers, or co-workers. What seems at first to be an easy-to-use application consumes an extraordinary amount of time unless you know the tips and tricks to make the process less cumbersome. Did you know that you can generate a slide show from a properly formatted Word document with a few clicks? Or that you can create multiple custom slide shows within a single slide deck? Or that you can animate charts to better communicate financial information to your audience? Or that you can add your company logo to all slides in a slide show quickly and easily? All of these PowerPoint tips will be covered in this fast-paced session that will improve your productivity immediately.

K2's Microsoft Outlook - Inbox Organization and Optimization - PD 1920-050

Microsoft Outlook is the most utilized business application in the world today, but for many users, dealing with Outlook is the most frustrating part of their day. This session is designed to help Outlook users better organize and manage their email communications. It contains coverage on how to reduce e-mail interruptions, triage the Inbox rapidly, find related messages quickly and easily, organize the Inbox with folders, categories, and rules, and use drag-and-drop to create new tasks and appointments. The

information provided in this session will ease your frustration and improve your productivity in using Microsoft Outlook.

K2's Improving Productivity with Office 365 - PD 1920-051

Microsoft Office 365 comes in three configurations - the familiar Microsoft Office desktop applications only, wrap-around cloud services only, or a combination of the desktop applications and cloud services. The foundational cloud services - SharePoint, OneDrive for Business, Office Online, and Skype for Business - provide a wealth of functionality for improving organization productivity and effectiveness. Microsoft continues to release new collaboration features for Office 365 at a blistering pace. These features, such as Groups, Teams, Planner, Yammer, Delve, Flow, Forms, Stream, and others, provide additional opportunities for improving organizational productivity through enhanced staff collaboration. This webinar provides all the knowledge and guidance necessary to take full advantage of your investment in Microsoft Office 365.

K2's Six Emerging Technologies for Accounting, Auditing, and Bookkeeping - PD 1920-052

The world is abuzz about dozens of emerging technologies like artificial general intelligence, machine learning, and blockchain-based ledgers, but many of these technologies won't have a meaningful impact your work for ten or more years, and some, like Google Glass, have fallen off the radar entirely. On the other hand, technologies like automated statement/document retrieval, automated data import and reporting, and electronic signatures are often not utilized. This session will mix a discussion of emerging technologies and will provide some insight into the kinds of work automation technologies available now and in the future in accounting and bookkeeping.

K2's Mastering Advanced Excel Functions and Formulas - PD 1920-053

Excel has more than 300 functions, many of which are unused by most accounting and finance professionals. Some of these little used functions can be used to calculate depreciation, mortgage interest and principal reduction, cash flow analysis over unequal periods, and trap errors. It's time for you to break out of your Excel cocoon. This two-hour session will put you on the path to improved Excel productivity by introducing you to powerful and time saving but little used Excel functions. Among other topics, you will learn about logical and conditional formulas, including using Boolean operators; advanced financial formulas such as XNPV and XIRR; innovative uses for Excel's date functions, and SUMPRODUCT, GETPIVOTDATA, and INDIRECT.

K2's Data Consolidation and Combination in Excel - PD 1920-054

Combining data from multiple sheets or workbooks is daily fare for most accountants, yet many professionals do not fully appreciate the breadth of Excel options available for accomplishing this task. From simple sum-through formulas to auto-merging workbooks to consolidation PivotTables, this session comprehensively covers the full range of Excel data consolidation functionality. Simplify and streamline your data consolidation processes, improve your personal productivity, and reduce errors with the information contained in this feature-packed session.

K2's Introduction to the Excel Data Model - PD 1920-055

The Excel Data Model is an in-memory multi-dimensional (OLAP) data engine available in all versions of Excel 2013 and 2016. The Data Model is the core foundation of PowerPivot, but all users can take advantage of the added power of the Data Model without this premium add-in available in Office Professional Plus and the standalone version of Excel. With the Data Model, users can 1) relate multiple Excel tables, build PivotTables on multiple Excel tables, and 3) analyze PivotTable reports using Quick Explore, which allows users to drill up, down, and around in reports. This webinar will provide the knowledge and skill necessary to take full advantage of the Excel Data Model.

K2's Powerful Data Analysis with PowerPivot - PD 1920-056

PowerPivot provides unparalleled options for analyzing data and preparing summary reports in Excel. With PowerPivot, available in Microsoft Office Professional Plus or the standalone version of Excel, your PivotTable reports become even more powerful. PowerPivot can connect directly to a large number of common external data sources or can be used in conjunction with Power Query for superior data import and transformation capability. DAX functions allow users to create sophisticated calculations, both columns and measures, and the relational functionality of PowerPivot provides all the tools necessary for creating an intermediary database from multiple data sources. Put PowerPivot to use immediately by participating in this very practical session, which is sure to help you improve your analytical and reporting processes.

K2's Introduction to Power Query - PD 1920-057

Power Query is an Excel data extraction and transformation tool integrated in all versions of Excel 2016, but is available as a free add-in for those using Excel 2013. Power Query allows users to combine data from multiple, disparate data sources, such as relational databases, OData feeds, web pages, Azure, SharePoint lists, Hadoop HDFS, and Excel, text, and XML files, etc. The Query Editor allows users to transform and cleanup data with the "M" query language using an intuitive query-by-example interface. The code created by the Editor can be fine tuned or modified to meet any need. Queries and data transformations can be saved, shared, and reused across an enterprise. Don't miss this opportunity to explore the power and time-saving functionality of Power Query.

K2's Powerful Reporting with Cube Formulas - PD 1920-058

The Excel Data Model (an OLAP cube) can be viewed as a multi-dimensional PivotTable. The intersections of the rows, columns, and other dimensions are summarized in the cube and can be extracted into a report using cube functions that specify the desired intersections. Hence, a PivotTable is not required to summarize and report data stored in the Excel Data Model. Excel has seven built-in cube functions for creating reports without using a PivotTable, while maintaining the ability to refresh a report as the underlying data changes. Don't miss this opportunity to learn how to use cube formulas to produce dynamic formal reports from the Excel Data Model.

K2's Technology Update - PD 1920-059

Do you sometimes feel lost in the technology jungle? Would you like clear guidance regarding Windows, Office, the Cloud, security, and other technology-related issues? If you answered “yes” to any of these questions, then make plans now to invest four hours in this fast-paced and highly informative seminar that is sure to ramp up your return on technology investment.

The technology tools available to businesses have never been better, but many are not taking full advantage of these tools. This course helps professionals, at all levels, understand the major trends in hardware, software, and services and how to utilize these tools to meet organizational objectives.

K2's Accessing and Cleaning Data with Excel, Power Query, and Power BI - PD 1920-060

While there are a wide range of ways to analyze data, one must first retrieve, scrub, and organize data effectively before any of those techniques can be used. This session will help users understand and utilize end user data retrieval tools like Microsoft Power Query as well as content packs for Microsoft Power BI to connect, retrieve, reorganize, and create scripts to automatically reformat data of all kinds from a wide variety of sources. Attend this session and learn to use these powerful tools to solve and automate your data extraction and transformation processes.