OPERATION ABLE

EXPRESS GRANT PROGRAM
For SMALL BUSINESS
Free to Qualified Agencies
Incumbent Worker Training

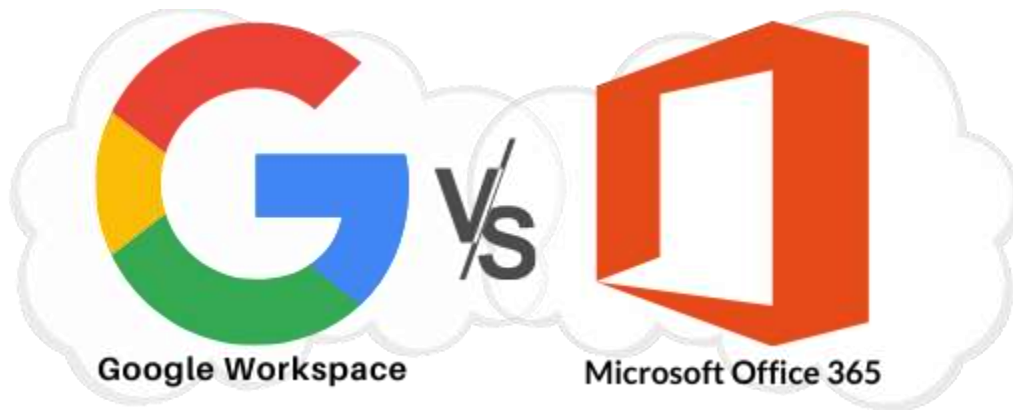# Microsoft 365

OPERATION ABLE

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**OPERATION ABLE CONTACT
INFORMATION**

Google Workspace V/S Microsoft Office 365

All Operation ABLE training classes are activity-based and taught by a live instructor. You can attend training live online at the scheduled time the course is offered through a screen-sharing software called Zoom (free for you). Our live online instructors teach you from a remote location while you attend from your home or work. Once health issues permit us to interact with students in a traditional classroom setting, you may schedule on-site training in our Boston computer labs or at your corporate location.

Online Course Requirements:
- You should have basic computer knowledge.
- Ensure that Microsoft Office is installed on your Windows PC computer. The MS Office Versions That Are Applicable: 2019, 365, 2016, & 2013
- Not Appropriate For: Macintosh versions of MS Office or Tablets
- Instructors use Microsoft Office version 365 (Microsoft Windows PC) Software and Courseware

Course Listing Footnotes
- These courses have been approved by Commonwealth Corporation effective 8/10/2021
- These courses are eligible for state funding through a grant. Please call Steve at 617-501-2151 for assistance with a grant to fund courses.
- Course can be customized to your training needs
- Course is scheduled based on dates you provide (Subject to instructor availability)
- We usually require about 4 weeks lead-time to arrange a training session
- All six-hour courses can be done over 1, 2, or 3 days

Course Pricing
- Per person or group rates prices to suite all your needs. (See each course for alternatives)
- When selecting training curriculum, please choose the course number appropriate for each pricing alternative

Microsoft Office 365 Part 1 (Virtual)

Group Rate: $1,800	Per Person Rate: $250 (Min. of 4 attendees)
Course Number: TBD	Course Number: TBD
This six-hour course can be done over 1, 2, or 3 days	

In development

Getting familiar with Windows 11 and Office 365 - What's Different?

Group Rate: $1,800	Per Person Rate: $250 (Min. of 4 attendees)
Course Number: TBD	Course Development: TBD
This six-hour course can be done over 1, 2, or 3 days	

In development

Operation ABLE contacts for the EXPRESS GRANT PROGRAM For SMALL BUSINESS

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- *Google Workspace, formally Google Suite, aka G-Suite, branding, and introduction announced 10/2020.*
- *Operation ABLE instructs as an Independent QuickBooks Training facility.*