



EXPRESS GRANT PROGRAM For SMALL BUSINESS

Free to Qualified Agencies
Incumbent Worker Training

Microsoft PowerPoint

2013/2016/2019



OPERATION ABLE



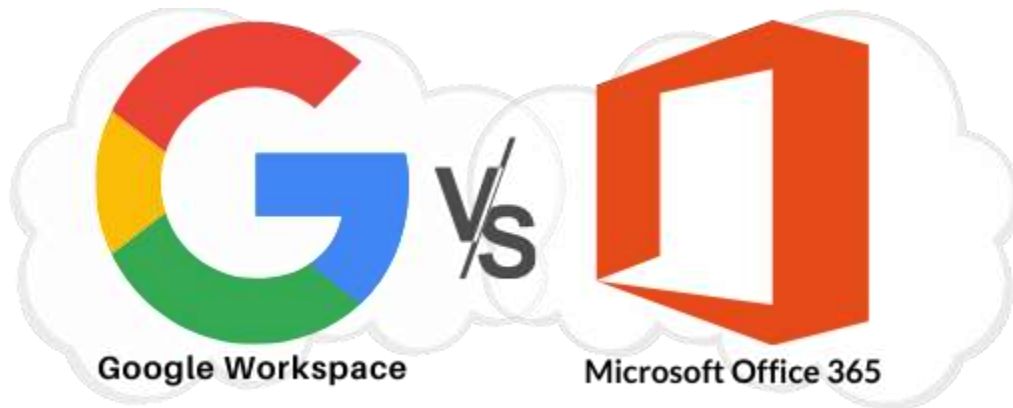
— This Page Intentionally Left Blank —



Index

Online Course Requirements Course Listing Footnotes Course Pricing POWERPOINT Level 1 – Beginner Level 2 – Intermediate	OPERATION ABLE CONTACT INFORMATION
---	---





All Operation ABLÉ 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

PowerPoint Level 1 - Beginner



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131664	Course Number: 1132099
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.

Course Objective: PowerPoint Level 1 course objective: Microsoft PowerPoint is a powerful presentation program that allows you to quickly create professional-looking high-impact, dynamic presentations while integrating workflow and ways to share information easily. Learn the basic features of Microsoft PowerPoint and get more done quickly. Learn about: PowerPoint Basics, Create & Manage Presentations, Create & Manage Slides, Enter & Edit Text on Slides, Inserting Simple Graphics, Reviewing Presentations, and Custom Presentation Elements.

PowerPoint Level 2 - Intermediate



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131665	Course Number: 1132100
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: PowerPoint Level 1 and 2 or comparable PowerPoint experience.

Course Objective: Learn advanced features of Microsoft PowerPoint and get more done quickly. Learn about: Presenting Text in Tables, Create & Manage Business Graphics, Add Sound & Movement to Slides, Prepare & Deliver Presentations, Work in PowerPoint Efficiently, Creating Custom Presentation Elements and Saving & Sharing Presentations. Knowledge Pre-Requisites PowerPoint - Level 1. Course Topics: Present text in tables, insert tables, Format tables, modify table structure and Embed and link to Excel content.



Operation ABLÉ contacts for the EXPRESS GRANT PROGRAM For SMALL BUSINESS

Steve Zukowski

Marketing Express Grant &
Upskill
szukowski@operationable.net
617-501-2151

Bill Nadler

Senior Training Specialist
wnadler@operationable.net
617-542-4180, Ext 142

Mark Gyurina

Chief Program Officer
mgurina@operationable.net
617-542-4180, Ext 128

Image(s) attribution, Public Domain, and other Copyright notes:

- MS Logo images consist only of simple geometric shapes or text. They do not meet the threshold of originality needed for copyright protection and are therefore in the public domain.
- Microsoft Access, Excel, Office 365, PowerPoint, and Word are trademarks of the Microsoft group of companies.
- Google Workspace, formally Google Suite, aka G-Suite, branding, and introduction announced 10/2020.
- Operation ABLÉ instructs as an Independent QuickBooks Training facility.

