



# EXPRESS GRANT PROGRAM For SMALL BUSINESS

Free to Qualified Agencies  
Incumbent Worker Training

## Microsoft Word

2013/2016/2019



OPERATION ABLE



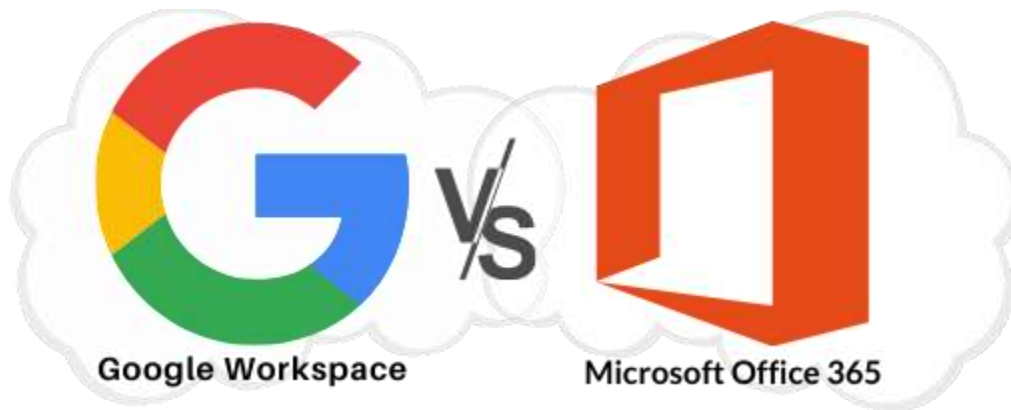
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All Operation ABLÉ training classes are activity-based and taught by a live instructor. You can attend training live online at the scheduled time the course is offered through a screen-sharing software called Zoom (free for you). Our live online instructors 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

### Microsoft Word Level 1 - Beginner



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250</b> (Min. of 4 attendees)
<b>Course Number: 1131634</b>	<b>Course Number: 1132091</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**Prerequisite:** You should have basic computer knowledge.

**Course Objective:** Word Level 1 is a beginning course. In the course, students will receive foundational skills to become functioning users of word. Initially, students will learn how to use the ribbon, status bar, scroll bars, and various view options (e.g., zoom views within word). The class then moves to groups, commands, and using fonts. Closing and saving documents and use of templates. Added topics include managing text by highlighting and selecting. Reference to ADA compliance. The class culminates with more advanced formatting including paragraph alignment and line spacing. Sorting is introduced.

### Microsoft Word Level 2 - Intermediate



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250</b> (Min. of 4 attendees)
<b>Course Number: 1131632</b>	<b>Course Number: 1132061</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**Prerequisite:** Level 1 Word Course or comparable experience of Word.

**Course Objective:** Word level 2 builds on introductory skills in our first course, level 1. Building on work with tables, students will learn how to modify and insert tables. More advanced formatting is introduced through the use of borders and styles. Autofit options and defining table dimensions. Sorting table data and merging table cells is covered. More advanced page management through modification of columns and margins. Working with tabs and indents. In this course, students start to use editing tools including launching spelling and grammar, thesaurus, etc. For group work, tracking changes are covered. The class culminates in the use of the Quick Access toolbar and the application of shortcuts.

### Microsoft Word Level 3 - Advanced



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250</b> (Min. of 4 attendees)
<b>Course Number: 1131635</b>	<b>Course Number: 1132092</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**Prerequisite:** Microsoft® Word Level 1 and 2 or comparable Word experience.

**Course Objective:** Word Level 3 Marketing Applications: Course Objectives: Contrary to popular belief, direct mail is still an extremely effective marketing tactic. Research shows email typically receives a response rate of about 0.12%, while direct mail still gets a whopping 4.4% response rate. Understanding how mail merge services work is the key to your direct mailing success. Mail merge can be used for letters, envelopes, labels, postcards, and more. Your mail merge templates can include custom colors, graphics, and typography.

**Microsoft Word Advanced - Marketing Applications**



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250 (Min. of 4 attendees)</b>
<b>Course Number: 1131636</b>	<b>Course Number: 1132093</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**Prerequisite:** Microsoft® Word Level 1 and 2 or comparable Word experience.

**Course Objective:** Word Level 3 Advanced Large Document Application- Course Objectives: To learn to manage long documents, collaborate with others, and secure documents. Upon successful completion of this course, students will be able to: collaborate on documents, add reference marks and notes, Work with Master and Sub documents, create a document index, secure a document, Record and execute a macro. Pre-require - level 2 type experience with Word.

**Microsoft Word Advanced – Large document Management**



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250 (Min. of 4 attendees)</b>
<b>Course Number: 1131637</b>	<b>Course Number: 1132094</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**Prerequisite:** Microsoft® Word Level 1 and 2 or comparable Word experience.

**Course Objective:** Word Level 3 Advanced Large Document Application- Course Objectives: To learn to manage long documents, collaborate with others, and secure documents. Upon successful completion of this course, students will be able to: collaborate on documents, add reference marks and notes, Work with Master and Sub documents, create a document index, secure a document, Record and execute a macro.

**Word Blended (L1 & L2) or (L2 & L3)**



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

In development

**Prerequisite:** You should have basic computer knowledge and basic Word experience.

**Course Objective:** Word Blended Courses allow for a combination class of concepts from level 1 and 2 or level 2 and level 3. The course is designed for those with a wide range of students who wish to operate in a more accelerated mode.



# Operation ABLÉ 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 ABLÉ instructs as an Independent QuickBooks Training facility.

