



EXPRESS GRANT PROGRAM For SMALL BUSINESS

**Free to Qualified Agencies
Incumbent Worker Training**

**Microsoft Word, Excel, PowerPoint & Access
2013/2016/2019/Microsoft 365**

Google Workspace: Google Docs, Sheets & Slides

Introduction to HTML & Cascading Style Sheets (CSS)



OPERATION ABLE



— This Page Intentionally Left Blank —



Index

<p>Online Course Requirements Course Listing Footnotes Course Pricing</p> <p>MICROSOFT WORD Level 1 – Beginner Level 2 – Intermediate Level 3 – Advanced Marketing Applications Large document Management Blended (L1 & L2) or (L2 & L3)</p> <p>MICROSOFT EXCEL Level 1 - Beginner Level 2 - Intermediate Data Analytics (Advanced) - Level 3 Financial Analysis (Advanced) - Level 3 Blended (L1 & L2) or (L2 & L3)</p> <p>POWERPOINT Level 1 – Beginner Level 2 – Intermediate</p> <p>MICROSOFT ACCESS Introduction and Application Level 2</p>	<p>Google Workspace Applications</p> <p>Introduction to HTML and Cascading Style Sheets (CSS)</p> <p>Microsoft 365 Part 1 (Virtual)</p> <p>Getting familiar with windows 11 and office 365</p> <p>Computer basics (general office operation)</p> <p>Virtual learning with ZOOM</p> <p>Business email etiquette</p> <p>Basic QuickBooks</p> <p>OPERATION ABLE CONTACT INFORMATION</p>
---	---





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.
- The course can be customized to your training needs
- The 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 suit all your needs. (See each course for alternatives)
 - NOTE: We require a minimum of 4 attendees for per person groups
- When selecting a training curriculum, please choose the course number appropriate for each pricing alternative.

Microsoft Word Level 1 - Beginner



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

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



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

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



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

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



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

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



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

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)



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

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.

Excel Level 1 - Beginner



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131651	Course Number: 1132095
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.

Course Objective: Level 1 is a beginning course. Initially, students will be introduced to the grid, ribbon, formula bar, quick access toolbar, and status bar. With the foundation of the various bar's students will learn cursors, tips, and keyboard shortcuts. By mid-course students will work on entering data, moving, deleting columns, rows, and cells. Topics evolve to pasting techniques. Students will begin to understand special formatting, including using the format painter. The class culminates in understanding the nature of special values and printing and saving worksheets.

Excel Level 2 - Intermediate



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131652	Course Number: 1132096
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: some exposure to Excel and or Level 1 class completion.

Course Objective: Level 2 builds on level 1 where students learned how to navigate the various bars. In Level 2 students will work with conditional formatting and making worksheets more visually useful. Managing data by finding and removing duplicates. Exposure to the data validation tools to make efficient input. In level 2, students are introduced to filtering. More advanced data management techniques are explored. More intense use of formulas and starting to build customized commands. Application of absolutes in formulas and usage of named cell ranges.

Excel for Data Analytics (Advanced) - Level 3



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131662	Course Number: 1132097
This six-hour course can be done over 1, 2, or 3 days	

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

Course Objective: Excel Level 3 Data Analysis. This Excel course lets learners build foundational and intermediate knowledge working with spreadsheets and introduces participants to high-end features, like PivotTables and Charts, collaborating, and automating complex or repetitive tasks. The Microsoft Office Excel training classes also focus on developing the skill to use conditional logic to construct and apply elaborate functions and formulas; enhancing your ability to become more productive and efficient in working with large amounts of data. Key Topics: Using Pivot Tables, Working with Multiple Worksheets/Workbooks., Sharing and Protecting Workbooks, Automating Workbook Functionality, and Creating Mapping Data.

Excel for Financial Analysis (Advanced) - Level 3



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131663	Course Number: 1132098
This six-hour course can be done over 1, 2, or 3 days	

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

Course Objective: Excel Level 3 Excel Financial Option The Microsoft Office Excel Level 3 course is designed for advanced Microsoft Office Excel professionals who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro-and macro-economics. Upon course completion, you will be able to manipulate data using statistical and lookup functions, analyze data using the data analysis tools, make investment decisions using the financial functions, examine data using math functions, manipulate data using text and information functions, create templates and work with Excel's advanced chart options, and manage data in Excel workbooks. Pre-requisite- exposure to Excel and or Level 1 and or Level 2 classes.

Excel Blended (L1 & L2) or (L2 & L3)



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

Prerequisite: You should have basic computer knowledge and basic Excel experience

Course Objective: Excel 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.

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.

Microsoft Access Introduction and Application



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131666	Course Number: 1132101
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.

Course Objective: At the end of Microsoft Access Introduction and Application, the student will be able to design, develop, and implement a proprietary database. The course starts with understanding a database and quickly evolves into table creation and entering data. Understanding how the data enters the database the student is then exposed to understanding data types and field properties. Students then perform foundational tasks such as creating tables, reports, and queries. Later stages of the class focus on data retrieval, sorting, and specialized filters. There is no prerequisite to the class, however, some exposure to excel and or word is helpful.

Microsoft Access Level 2 - Intermediate



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131667	Course Number: 1132102
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: Microsoft Access - Level 1 or comparable Access experience.

Course Objective: Access Level 2 Course Objectives: Students will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms, and reports, insert background images and charts; and create specialized objects such as lookup fields, sub forms, and sub reports, navigation forms, and calculated fields. The prerequisite is Access Level 1.

Google Workspace Applications



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131668	Course Number: 1132103
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.

Course Objective: Google has made available a wide array of applications. At its core are Google Drive, Docs, Sheets, and Slides. Because they are online, you have access anywhere you have the Internet. The most powerful feature is the ability to share documents with others. This course is designed to give an introduction to each of the 4 major tools. No prerequisite.

Proficiency in key features of the Google Workspace platform:

- Drive
- Docs
- Slides
- Gmail
- Sheets



Introduction to HTML and Cascading Style Sheets (CSS)

Group Rate: \$2,100	Per Person Rate: \$300 (Min. of 4 attendees)
Course Number: 1131711	Course Number: 1132104
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer and Internet knowledge.

Course Objective: The fundamentals of HTML and CSS. This course will open the doors to how web pages are created, configured, and designed. This course will teach how HTML (the backbone of the web) coding works. Students will create basic web pages with HTML coding including applying additional properties, navigations, values, and declarations. Students will then be introduced to Cascading Style Sheets concepts (CSS). Using the powerful features of CSS, students will create styles and styles sheets to enable consistent designs throughout a website. Understanding the fundamentals of HTML and CSS is critical to current or would-be web designers regardless of web hosting applications or services.



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

Computer Basics: (General Computer Operations)



Group Rate: \$900	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

No prerequisites.

Course Objective:

Computer Basics (Office 365 Environment) Computer Basics is a short course designed to give those with limited, or no experience, exposure to computer basics. Topics covers include a desktop overview (start page, apps overview, access docs, start menu, and mouse settings). Topics also include covering key pass (password storage), basics internet access and browsers, sharing screens, one note, handy tools in windows. The course covers hardware basics of the computer (shutdown, restore, etc.)

Virtual Learning with Zoom



Group Rate: \$900	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

Prerequisite: You should have basic computer knowledge.

Course Objective: For Zoom- logging in (account set up), effective background settings. Large group management (mute all). Using slides for discussion for more organization. Utilizing screen share. Collaboration hints such as using chat and polling. Use of breakout rooms. At the end of the course, the participant should be confident running or participating in a zoom-based video-conference meeting. Assumes student has access to a free/paid account.

Business Email Etiquette



Group Rate: \$900	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131681	Course Number: TBD
3 Hours – one day	

Prerequisite: You should have basic computer knowledge.

Course Objective: This short course covers strategies for effective and professional email communication. Email practices can ensure productivity gain or drain as it directly or indirectly provides information, requests, and or direction. Among a sampling of topics covered is the anatomy of an email, effective subject lines, appropriate salutations and closings, signature lines, fonts, reply all technique, blind copy use, appropriate length, attachments, and clarity of writing and purpose. Also, forwarding, security, recall and "wait to send" strategies.



Basic QuickBooks

Group Rate: \$1,900	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131682	Course Number: TBD
This six-hour course can be done over 1, 2, or 3 days	

Intuit QuickBooks has been a leading accounting software for small to medium businesses for many years due to its powerful, yet user-friendly features.

Prerequisites: A basic understanding of the computer operating system you are using is recommended. You can successfully complete this course without any in-depth software knowledge or computer experience.

Course Objective: QuickBooks Desktop Edition: Basic: Intuit QuickBooks has been a leading accounting software for small to medium businesses COURSE OUTLINE:

- Getting Started
- Starting QuickBooks
- Setting QuickBooks Preferences
- Components of the QuickBooks Operating Environment
- Using QuickBooks Help
- Identifying Common Business Terms
- Exiting QuickBooks

QuickBooks Basic training will teach first-time QuickBooks users the basic features of the software.





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.*

