



# **EXPRESS GRANT PROGRAM For SMALL BUSINESS**

**Free to Qualified Agencies  
Incumbent Worker Training**

# **NAVIGATING OFFICE 365 & KEY UTILITIES**



Operation ABLE | 98 N Washington St #200, Boston, MA 02114

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**Navigating Office 365 And Key Utilities: One Drive, Share Point & Video Conferencing Group Rate ID #1143544**



<b>Group Rate: \$1,900</b>	<b>Per Person Rate: \$250 (Min. of 4 attendees)</b>
<b>Course Number 1143544</b>	<b>Course Number 1143566</b>
<b>Express Course c-5542</b>	<b>Express Course C-3889</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

Navigating Office 365 and Key Utilities: Office 365 Microsoft cloud-based collaborative suite of apps focuses on access to documents and communication, mobility, and team collaboration. This course will provide an overview of the apps available in Office 365 and their relationship and dependencies on each other. By instructor-led virtual or onsite review, learn the core features of Office 365, including file management, useful interfaces, and key complementary tools such as SharePoint, One Drive and Video Conferencing (Zoom etc.), making the workday more productive. The course provides methods for efficient use between MSFT applications and related tools. The course benefits users of MSFT Office needing refreshers aligning tools and apps.



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- *Operation ABLÉ instructs as an Independent QuickBooks Training facility.*



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