EXPRESS GRANT PROGRAM
For SMALL BUSINESS

Free to Qualified Agencies
Microsoft Word, Excel, PowerPoint & Access
WINDOWS 10 & SUCCESSORS

SOFTWARE OFFICE PRODUCTIVITY COURSE OFFERINGS FOR NON-PROFIT AND FOR-PROFIT ORGANIZATIONS

FEATURING:

- ***COURSE SUMMARIES: MICROSOFT WORD, EXCEL, POWERPOINT & ACCESS GOOGLE WORKSPACE: GOOGLE DOCS, SHEETS & SLIDES & MORE.***
- ***COURSE SUMMARIES: INTRODUCTION TO HTML & CASCADING STYLE SHEETS (CSS)***
- ***INFORMATION ABOUT: THE EASY TO APPLY FOR EXPRESS GRANT – FREE FULLY FUNDED COURSE OFFERINGS FOR ORGANIZATIONS LESS THAN 100 EMPLOYEES***

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

617-542-4180 | OperationABLE.net

THIS LINK ABOUT THE EXPRESS GRANT TO FUND YOUR COURSES
HTTPS://COMMCORP.ORG/SUBPROGRAM/WTFP-EXPRESS-PROGRAM/

1. The Online Express Grant Application takes 25-40 minutes to fill out. Given the conditions of the grant (noted below) are met, a grant contract can be received in 3-to-4 weeks. Operation ABLE can assist with this process.
2. Application Process: Among the required information is legal entity name, FEIN number, number of Massachusetts based employees, and several other background questions.
3. Condition: Possess Current (within six months of application) Certificate of Good Standing *(Validation of Corporate Structure in Mass.)*
4. Condition: Pay into State DUA Taxes (most firms do pay into this) Validated by Mass Tax Connect
5. Condition: Employ 100, or less, Massachusetts based employees.
6. Condition: Courses must be from the approved Commonwealth Corporation Express Grant Directory. LINK to Commonwealth Corp Express Grant Course Directory
7. Funding: Funding for courses is limited to $20,000 in a calendar year for an organization (no more than $3,000) per employee.
8. Course Scheduling: Courses should be scheduled at least 4 weeks from grant application and must be taken by a date that organization stipulates on the application.
9. Reimbursement Process: 1) Course is taken 2) Provider Invoices Grantee 3) Grantee submits reimbursement (with proof of payment to Provider) 4) Grantee is reimbursed.

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Introduction and Application
Level 2

Google Workspace Applications

Introduction to HTML and Cascading Style Sheets (CSS)

Getting familiar with windows 11 and office 365

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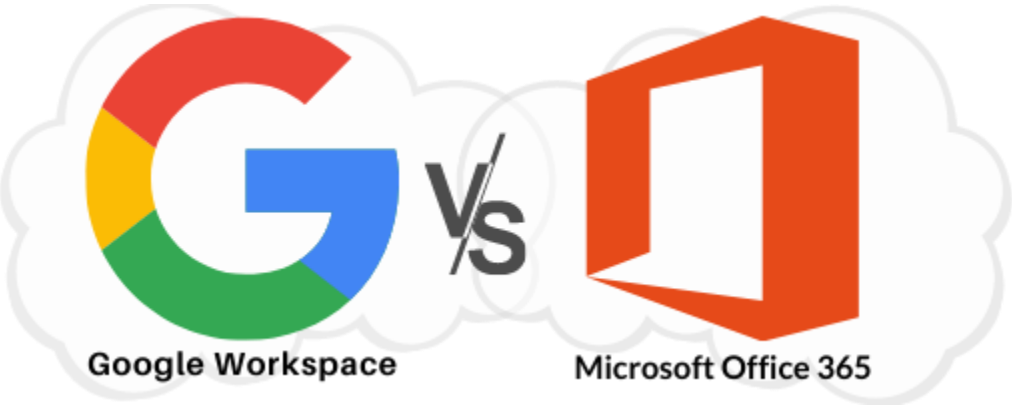
Virtual learning with ZOOM

Navigating Office 365 And Key Utilities

OPERATION ABLE CONTACT INFORMATION



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 Zoom (free for you). Our live online instructors teach you from a remote location while you attend from your home or work. In selected cases, based on proximity to instructors, we offer onsite instruction.

Course Requirements:

- You should have basic computer knowledge.
- Ensure that Microsoft Office is installed on your Windows PC/Apple computer. The MS Office Versions Windows 10 or Greater Versions recommended.
- Performance varies with Macintosh versions of MS Office or Tablets – Check with instructor.
- Instructors use Microsoft Office version 365 (Microsoft Windows PC) Software and Courseware

Course Listing Footnotes

- These courses have been approved by Commonwealth Corporation (the State's Administrator of the Workforce Funds and Grants) effective as of August 2023
- These courses are eligible for state funding. Please call Steve at 617-501-2151 for assistance with a grant to fund courses.
- The course can be customized to your work challenges and 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, especially with grant funding involved. All six-hour courses can be done over 1, 2, or 3 sessions.

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 per person group. For effective instruction we recommend a maximum of twelve (*subject to variation based on mutual agreement*)
- 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)
Training Pro ID Course Number: 1131634	**Training Pro ID Course Number: 1132091**
Express Course C-5200	**Express Course C-4817**
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**
Express Course C-3247	**Express Course C-2320**
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**
Express Course C-2814	**Express Course C-2321**
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**
Express Course C-5201	**Express Course C-4864**
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-requite - 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**
Express Course C-5202	**Express Course C-4865**
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	

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**
Express Course C-2494	**Express Course C-2322**
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**
Express Course C-2493	**Express Course C-2318**
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**
Express Course-2495	**Express Course C-2317**
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**
Express Course: C-2815	**Express Course: C-2924**
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	

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 - Beginer

Group Rate: $1,800	**Per Person Rate: $250 (**Min. of 4 attendees)
Course Number: 1131664	**Course Number: 1132099**
Express Course – C-5203	**Express Course C-4866**
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**
Express Course C-5204	**Express Course C-3888**
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**
Express Course C-2935	**Express Course C3505**
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-Advanced

Group Rate: $1,800	**Per Person Rate: $250 (**Min. of 4 attendees)
Course Number: 1131667	**Course Number: 1132102**
Express Course C-3902	**Express Course C-3506**
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
Express Course C-3719	Express Course C-3347
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
- Gmail
- Docs
- Sheets
- Slide

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
Express Course C-5207	Express Course C-4295
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.

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	

No Prerequisite:
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	

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.

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

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

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.

Operation ABLE contacts for the EXPRESS GRANT PROGRAM For SMALL BUSINESS

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