

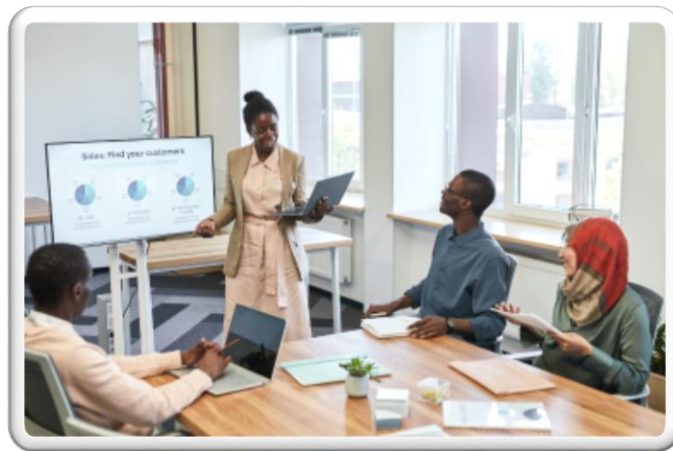


EXPRESS GRANT PROGRAM For SMALL BUSINESS

Free to Qualified Agencies
Incumbent Worker Training

MICROSOFT POWERPOINT

WINDOWS 10 & SUCCESSORS



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

617-542-4180 | OperationABLE.net

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PowerPoint Level 1 - Beginner



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.



Operation ABLÉ contacts for the EXPRESS GRANT PROGRAM For SMALL BUSINESS

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

