



EXPRESS GRANT PROGRAM For SMALL BUSINESS

**Free to Qualified Agencies
Incumbent Worker Training**

MICROSOFT WORD

**2013/2016/2019
WINDOWS 10 & SUCCESSORS**



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

617-542-4180 | OperationABLE.net

Index

[Online Course Requirements](#)

[Course Listing Footnotes](#)

[Course Pricing](#)

MICROSOFT WORD

Level 1 – Beginner

Level 2 – Intermediate

Level 3 – Advanced

Marketing Applications

Large document Management

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

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-requisite - 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.



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

mgyurina@operationable.net

617-542-4180, Ext 128

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- Operation ABLÉ instructs as an Independent QuickBooks Training facility.



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