Microsoft Word For Legal Professionals

Imagine never struggling with legal formatting again! We guarantee that after this workshop you will be editing your legal documents in half the time.

- Learn how to format legal documents so that changes are lightning fast
- Discover how you can use styles to format a paragraph with one mouse click
- Hear how to avoid mistakes and handle common problems with legal formatting
- Find out how to reformat a problem document in six easy steps
- Setup automatic legal numbering so that your paragraphs renumber automatically every time

LENGTH: 1 DAY | START TIME: 9:00AM-4:00PM | WORKSHOP ID: 1 |

Topics and Skills

QUICK FORMATTING TECHNIQUES
- Learn the quickest way to edit paragraphs and fonts
- Discover the quickest way to move text and paragraphs

USING STYLES TO SPEED YOU UP
- Learn about Word styles and how they work with legal documents

CUSTOMIZE WORD FOR LEGAL USE
- Learn to customize the Word screen to improve your productivity

MASTERING LEGAL STYLES
- Learn to use styles to format a document
- Learn how to mark up a document and modify styles

MANAGING LAYOUT
- Learn how to setup long or complicated documents

FIXING PROBLEM LEGAL DOCUMENTS
- Learn to fix any problem document in six easy steps

ADVANCED REPLACE TECHNIQUES
- Hear how to clean up a document with find and replace

CREATING PRECEDENT TEMPLATES
- Learn to create and edit legal templates and precedents

AUTOMATING LEGAL NUMBERING
- Learn how to setup legal numbering correctly

LEGAL FORMS
- Learn to convert a regular document into a legal form

BLACKLINING AND REVIEWING
- Discover ways to effectively track and monitor changes

BOOKMARKS AND CROSS REFERENCES
- Learn to use bookmarks and cross references

TOC AND INDEX
- Learn to automatically insert a table of contents or index

LEGAL DOCUMENTS ON THE WEB
- Learn to make your legal documents web-ready

Who Should Attend

Lawyers, law clerks, and legal assistants who edit, format or create legal documents will benefit from this course. We assume you have used Microsoft Word, and you are comfortable with basic formatting such as cut and paste, changing a font, bolding and underlining.

Call Now or Visit Our Website to Register

Toronto	(416) 929-8324 (Option 1)
Toll Free	1800-654-3251
Register Online	http://www.edtech.ca/course.asp?id=1