

Excel For Legal Professionals

Legal professionals find Excel useful in the practice of law. You can use it to do all types of data analysis – everything from totalling a client's assets for a bankruptcy to statistical analysis and chart creation.

Corporate lawyers use financial data created in Excel as part of court documentation; securities lawyers find Excel useful for detailing company financials; and banking and real-estate lawyers use Excel's functions for calculating loan payments and interest rates.

Join us for a one day introductory Excel workshop for legal professionals. Using spreadsheet examples that are used in law firms, you will discover how you can make this powerful tool a part of your legal arsenal.

LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | WORKSHOP ID: 32 | FEE: \$350 + GST

Topics and Skills

LEGAL WORKBOOKS

- Setup your workbook
- Enter data

EXCEL IN LAW FIRMS

- Review workbooks used in law firms
- Discuss Excel applications and solutions for lawyers

EDIT WORKBOOKS

- Edit cells
- Copy and move data
- Change rows and columns
- Manage worksheets

NAVIGATE EXCEL

- Move within worksheets
- Navigate cells
- Select cells, columns and rows

FORMAT WORKBOOKS

- Format a worksheet
- Format cells
- Use autoforamt

UNDERSTAND FORMULAS

- Enter, modify and audit formulas
- Use relative and absolute addresses in formulas

WORK WITH FUNCTIONS

- What are functions?
- Use common functions
- Define names for ranges

LAYOUT AND PRINT

- Print preview
- Select print range
- Change margins & layout

WORK WITH CHARTS

- Set up chart data
- Select chart types

WORK WITH DATABASES

- Understand database concepts and terminology
- Create a database
- Sort, find and filter data
- Outline and summarize data

DATA FORMATS

- Work with number, data and time formats
- Use autoforamt
- Use conditional formats

USE STYLE FORMATS

- Create custom styles
- Modify & delete styles

EXCEL TOOLS

- Fill data
- Special format tools
- Clear cell content and formats

SHARE WORKBOOKS

- Resolve conflicts
- Show history of changes
- Remove shares
- Merge workbooks

LINK EXCEL TO WORD

- Link a worksheet to Word
- Update a worksheet in Word

Who Should Attend

This is an introduction to Excel for lawyers, law clerks and legal administrators. It is useful but not required to have some Excel experience. Before attending this workshop, you should be able to arrange windows, access menus use cut and paste, and manage documents in Windows.

Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online www.edtech.ca/course.asp?id=32