

Advanced Skills For Legal Professionals

Law firms have unique requirements for formatting documents that are not covered in generic Word courses. This workshop is a continuation of our Word for Legal Professionals™ course. Here you will learn all of the critical skills and best practices for making your work with legal documents easy and trouble-free.

LENGTH: 1 DAY - 9:00AM-4:30PM | WORKSHOP ID: 5 | FEE: \$350.00/PERSON OR 1500/DAY

Topics and Skills

STYLE REVIEW

- Review steps for styling legal documents

HIGH-SPEED STYLING

- Find out how to apply styles in ½ the time

FINDING WORD DOCUMENTS

- Learn how to search for files on your network from Word

ARRANGE WINDOWS

- Learn to share text in multiple documents
- Learn to work in two parts of a long document at once

TABLES IN LEGAL DOCUMENTS

- Discover best practices for using tables
- Learn advanced table skills and keyboard shortcuts

MAIL MERGES

- Learn new applications for mail merges in law firms
- Master the steps to performing a mail merge

FORMS

- Learn to turn legal documents into easy-to-edit forms

SECTIONS

- Discover where and how to use section formatting in legal documents

BOOKMARKS & CROSS-REFERENCES

- Learn what bookmarks are and how to use them
- Discover how to create cross-references that update automatically

FIELDS

- Learn about Word fields and discover how to use them

MACROS

- Learn to create and edit Macros to automate repetitive tasks

AUTOTEXT

- Learn where and when to use AutoText in legal documents

AUTOCORRECT

- Learn to prevent Word from changing your work
- Learn to use AutoCorrect to speed up your work

THE WEB

- Learn to make legal documents Web-ready

Who Should Attend

You should attend Word For Legal Professionals™ before you attend this workshop. We assume you are familiar with Word styles and their application in legal documents.

Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)
Toll Free 1800-654-3251
Register Online <http://www.edtech.ca/course.asp?id=5>