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Mastering Word requires understanding certain concepts and features. Learn what is going on behind the curtain so you can attack drafting issues and fix or avoid the formatting problems plaguing you now. Take control of formatting, automate repetitive tasks, and create smart templates to easily start any legal document you draft. Harness these potent tools and take your drafting to the next level of efficiency.

Learn to:

- Save your staff time using templates with fill-in and form fields
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- Use Word's most powerful features for legal drafting such as automatic paragraph numbering, complex page numbering, tables of contents, footnotes, and paragraph number cross-referencing
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Learn to:

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- Create Outlook toolbars and buttons that put key features at your fingertips
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Contributor



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