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Microsoft Word Academy for Lawyers and Legal Staff

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- ☐ **$195** General
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  03/19/19, 8:30am–5:00pm
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MARCH 19, 2019
The Inn at St. John's, Plymouth

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ICLE

Create Better Documents with Comprehensive Training

Get a full day of Microsoft training. Tackle Word with this interactive workshop designed for both new and experienced users. Bring your laptop* and follow along as leading expert Barron K. Henley shows you how to draft even the most complex documents.

Registrants have the chance to ask questions in advance. E-mail **bhenley@affinityconsulting.com** with your document issues, and he will either e-mail you a solution or use it as an example during the session. Attendees will also receive a FREE week of Microsoft Word tech support after the workshop.

Benefits of Attending:

- Fix default settings, customize the interface, and edit with ease
- Avoid mistakes by proofing quickly and accurately
- Harness the power of formatting tools
- Understand complex paragraph and page numbering
- Identify how styles can save your documents
- Create tables that automatically update
- Ensure security by adding passwords and protecting your files

Contributor

Barron K. Henley
Affinity Consulting Group, *Columbus, OH*

Barron K. Henley is one of the founding partners of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He is a member of the American, Ohio, and Columbus Bar Associations, and the Worthington Estate Planning Council. He is also a member of the ABA Law Practice Management Section and a board member for the ABA TECHSHOW.

*The sample files used in the workshop will be available in advance as a download. The workshop will be taught using the latest version of Word for Windows, but the course materials will also cover previous versions of Word and Word for Mac.

Schedule (Registration and Continental Breakfast Start at 8:30am)

March 19, 8:30am–5:00pm **CLE:** 6.5 **Level:** Basic/Intermediate

9:00am Fixing Word's Default Settings, Customizing the Interface, and Basic Editing
permanently fixing default formatting • role of the default template and how to customize it • fixing default settings—the key to making Word usable • decorrupting documents • long document navigation tools • cut, copy and paste, advanced find, find and replace, and the go-to function

10:00am Proofing, Font, and Paragraph Formatting Fundamentals
spell check, auto correct, grammar check, and thesaurus • formatting (font, paragraph, and section) • format painter • how to strip formatting from wayward text • alignment and line spacing, automatic paragraph spacing, avoiding inappropriate page breaks, how tabs are best used, best practices for signature lines, indents, and borders and shading

10:45am Networking Break

11:00am Automatic Paragraph Numbering, Complex Page Numbering, and Introduction to Styles
bullets, single-level numbering, and multi-level list numbering • section (whole document) formatting • headers and footers • complex page numbering (switching from romanettes to arabic in the same document) • styles—why they are Word's most important feature and how they work

12:00pm Lunch on Your Own

1:00pm Advanced Styles with Automatic Paragraph Numbering
controlling which ones appear in the document • connecting automatic paragraph numbering with styles • rebuilding train-wreck documents

3:15pm Networking Break

3:30pm Tables of Contents and Authorities, Paragraph Cross-References, and Document Automation
tables of contents and authorities which automatically generate and update • paragraph cross-references which automatically update • document automation using macros, AutoText, and mail merge

4:30pm Protecting Work Product
redlining, tracking changes, and inserting comments • protecting documents to prevent editing; adding passwords to open