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Microsoft Word Academy for Lawyers and Legal Staff

On-Demand Seminar

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Speaker

Barron K. Henley
Affinity Consulting Group
Columbus, OH

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Microsoft Word Academy for Lawyers and Legal Staff

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This popular seminar earned rave reviews. Don't miss your chance to watch it on demand and get three-year access. Designed for both new and experienced users.

“ Barron opened the door to so many improvements, and with critical information that I could not have picked up in a Google search. I found his expertise, and ability to impart it to others, exceptional.

I can't believe how much I've been missing all these years in what Microsoft Word can do (and what I can do better to maximize it). ”

- Kevin T. Carlisle, tribal lawyer with 20+ years of experience,
Keweenaw Bay Indian Community

Please note: The workshop is taught using the latest version of Word for Windows, but the course materials also cover previous versions of Word and Word for Mac.



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

Barron's technology-related seminars are among our most popular—and with good reason. A nationally recognized speaker with expertise in law practice management, document automation, and ethics, he is a founding partner of Affinity Consulting Group, a legal technology consulting firm.

Schedule

- 45 min.** **How to Fix Default Formatting for New and Existing Documents**
Permanently alter Word's default formatting so every new document already possesses the formatting standards your office prefers. Customize the default template (Normal.dotm). Identify and adjust any document's default formatting.
- 60 min.** **Advanced Formatting Techniques for Legal Documents**
Create non-breaking spaces and hyphens. Use paragraph alignment and line spacing within paragraphs. Adjust automatic spacing between paragraphs and why you should never use hard returns for this. Avoid inappropriate page breaks and eliminate page alignment issues before they even happen. Create signature blocks and lines (it's not what you think). Know when to use indents versus tabs and how they work.

Complex Page Numbering and Section Formatting

Format a whole document. Manipulate headers and footers. Switch, format, start, and turn on or off page numbering.

- 60 min.** **Introduction to Word's Styles Feature**
Master styles, customize them, and understand why they are unavoidable in Word. Import styles from one document into another.
- 30 min.** **Automatic Paragraph Numbering: Multi- or Single-Level**
Control and fix the automatic paragraph numbering already in your document. Connect automatic paragraph numbering with styles.
- 45 min.** **How to Fix Documents That Are a Total Mess**
Work through the steps necessary to repair/rebuild any document, regardless of the issues present. Customize/build styles to handle formatting. Link automatic paragraph numbers to styles.
- 90 min.** **How to Format Complex Pleadings with Tables of Contents and Authorities**
Use a 6th Circuit Court of Appeals brief template to follow along with the exercises if you choose. Set up a title page with no page numbering, Romanette page numbers in the tables of contents and authorities, and Arabic page numbers in the rest of the brief. Build a table of contents and table of authorities that automatically generate and update.
- 60 min.** **Protecting Work Product**
Understand redlining, tracking changes, and inserting comments; protecting documents to prevent editing; and adding passwords to open documents.

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