



Take “learn
Excel” off your
to-do list!



Microsoft Excel Basics for Lawyers *with Craig Brody*

Thursday, April 12, 2018

**Live webinar with chat
includes 30 day replay***

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

**This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

WHO SHOULD ATTEND

This program will benefit lawyers and other legal professionals who want to learn how to use Microsoft Excel to improve their work product and efficiency.

ABOUT THE PROGRAM

If you have any version of Microsoft Office, then you already have Microsoft Excel. But most lawyers either underutilize or don't use Excel. Stop wasting this powerful tool! Excel is a versatile, convenient software program that can make you more efficient and organized in your daily law practice. It can help you log billable hours, track expenses, calculate interest on judgments, manage client information, keep an eye on cases, create template forms, and produce charts and other graphical representations of data. Start making your life easier by attending this new, 90 minute webinar with technology trainer and Excel expert Craig Brody. Using legal-related spreadsheet examples, Mr. Brody will teach you how to:

- Design spreadsheets; move, copy, and format data
- Insert and copy formulas to track costs and case details
- Sort and filter large lists of data, including client information
- Create charts to illustrate data and results
- Create template forms
- Use page layout commands to set up for printing
- Use shortcuts to save time

You'll learn how having Excel skills can be an important advantage for today's legal professional. No previous Excel knowledge is required. Commands taught will apply to software versions 2010, 2013 and 2016 for PC, and version 2016 for MAC. Registrants will receive a quick reference guide with practice exercises as part of the course materials.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Format, Edit and Insert Data and Formulas

Work with Legal Templates

Create Charts

Organize Large Lists of Data with Sort and Filter

Apply Page Setup and Related View commands

Use Shortcuts to Save Time

Program Evaluation

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MEET YOUR PRESENTER



Craig Brody is a technology trainer with over 20+ years teaching basic and advanced Excel commands. He has trained thousands of lawyers and other professionals on how to effectively use Microsoft Office and other software programs to improve work productivity and efficiency.

He is a frequent presenter for American bar associations, and leads training workshops at The Wharton Business School and the University of Pennsylvania Law School. In addition, he publishes his own training materials and provides software consulting and programming services to law firms and others.

PRAISE FROM PAST ATTENDEES

- “*Craig Brody was terrific – wish it was longer.*”
- “*Stellar course, exceeded my expectations. Well-organized, easy-to-follow.*”
- “*Very good basic course. Excellent speaker.*”
- “*Craig was excellent, I can’t wait for an intermediate or advanced level class.*”
- “*Great instructor. Hands-on, technical courses like this are so helpful. More please!*”
- “*5 out of 5! Speaker and materials were excellent.*”
- “*Very relevant and practical. Liked the exercises.*”



ON: This program contains 1.5 Professionalism hours.

BC: This program has been approved for 1.5 CPD hours.

SK: This program has been approved for 1.5 CPD hours.

NB: CPD application is pending.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan. Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Upper Canada and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ **Yes, I want to attend Microsoft Excel Basics for Lawyers with Craig Brody**

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* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 30 days.

REGISTRATION FEE (with ON HST*):

On or before March 9, 2018: \$135.00 + \$17.55 (13%) HST* = \$152.55 - Save \$25.00!

After March 9, 2018: \$160.00 + \$20.80 (13%) HST* = \$180.80

**If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.*

Register online: <http://seminarpartners.ca/register-for-courses/>

Register by mail, fax or phone: Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: jennifer@seminarpartners.ca. Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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