



## *Essential software skills for lawyers!*



# Microsoft Word for Lawyers

*with Frank Byl*

**Thursday, October 23, 2025**

**Live webinar with chat  
includes 60 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)  
1:30 pm – 3:00 pm (Newfoundland)

\*This program features real-time video 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 Word to produce more professional documents and improve their efficiency.

## ABOUT THE PROGRAM

You spend a lot of time in front of a computer, and if you're not sending emails, you're probably using Microsoft Word to create and edit documents. Whether you're a transactional lawyer or litigator, you rely heavily on form documents and templates - for agreements, affidavits, pleadings, even letters. But what happens when these documents aren't formatted properly? You get disappearing text, visual confusion, errors, and more. Stop wasting your time! Attend this 90-minute webinar with technology trainer Frank Byl and learn the basics of Microsoft Word that every lawyer must know! Using simple, easy to understand on-screen examples, Frank will show you how to:

- quickly select, format and fix formatting issues
- apply, customize and update styles
- reorganize content quickly
- apply automatic paragraph numbering
- manage page numbering issues
- use tabs and fix common problems
- use legal style numbering

Plus, you'll learn how to create, save and apply all kinds of reusable items from text blocks to graphics, including signatures. Sign up today before it's too late. Your documents will work better for you, and you'll be more productive. This webinar assumes basic familiarity with Microsoft Word. All registrants will receive a quick reference guide as part of the course materials.

## SCHEDULE (Eastern)

**12:00 pm - 1:30 pm**

**Welcome and Introduction**

**Formatting**

**Styles**

**Using Legal Style Numbering**

**Paragraphs**

**Reorganizing Content**

**Page Numbers**

**Tabs**

**Text Blocks and Graphics**

**Keyboard Shortcuts**

**Wrap-up and Program Evaluation**

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## MEET YOUR PRESENTER



**Frank Byl** is the Founder and President of PowerConcepts Computer Training (Vancouver and Kelowna, BC). He has a degree in education and is a Microsoft Master Instructor since 2003. Over the last 26 years Frank and his team have trained over 50,000 individuals and worked with hundreds of companies and government organizations of every size. Frank brings a refreshing, humorous and insightful perspective on how to better manage information and tools using Office 365 and SharePoint.

## PRAISE FOR PAST PROGRAMS

- “Terrific – wish it was longer.”
- “Stellar course exceeded my expectations. Well-organized, easy-to-follow.”
- “Very good basic course. Excellent speaker.”
- “The speaker 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 qualifies for 1.5 CPD hours under the Law Society of SK CPD Policy.

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 Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ **Yes, I want to attend Microsoft Word for Lawyers with Frank Byl**

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\* Materials will be distributed electronically in advance. Live webinars feature real-time video 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 60 days.

### REGISTRATION FEE:

☐ **On or before October 3, 2025: \$150.00 + \$19.50 (13%) HST\* = \$169.50 - Save \$25.00!**

☐ **After October 3, 2025: \$175.00 + \$22.75 (13%) HST\* = \$197.75**

\*With ON HST. Please adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 14% in NS. 15% in NB, PEI & NL.

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