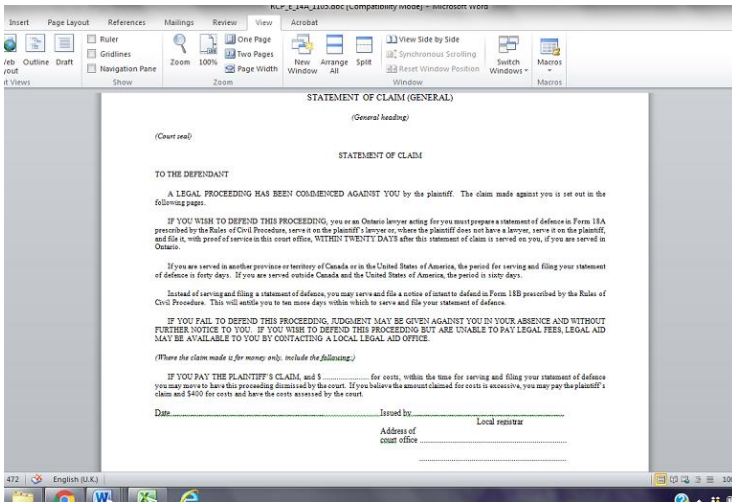




*Stop wasting
time on simple
formatting tasks!*



Advanced Microsoft Word for Litigators

with Craig Brody

Thursday, December 12, 2019

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 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

Any litigator or supporting legal professional who uses Microsoft Word to prepare court documents will benefit from attending this webinar.

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. And when it comes to court documents, it's not just what the documents says that matters, but also how it looks, and whether it complies with the court's formatting requirements. Don't invite complaints with missing page numbers, margins that are too small, or a Table of Authorities in the wrong place! Let experienced technology trainer Craig Brody show you the right way to use Microsoft Word to format various documents used in litigation. Craig has more than twenty years' experience teaching Word commands to law firms. In just 90 minutes, he'll share essential and advanced functions that every litigator – especially small firm lawyers who don't have the luxury of support staff – must know! You'll learn how to effectively use Styles, Tables, Table of Contents, Table of Authorities and Page Numbering, and how to remove confidential information before saving as a PDF. Plus you'll get shortcuts and other valuable timesavers. Sign up today and learn how to leverage the power of Microsoft Word to create professional and compliant litigation documents. This webinar assumes basic familiarity with Microsoft Word. Commands taught will apply to Microsoft Word versions 2010, 2013, 2016, and Office 365. Every attendee will receive a quick reference guide with electronic templates and practice exercises as part of the course materials.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Format litigation documents using Paragraph, Tables, and Styles

Create a Legal Pleading Paper Template

Number pages in a Factum; Work with Section Breaks and Footers

Insert an automatic Table of Contents

Create and Modify a Table of Authorities

Remove confidential information before saving as a PDF

Use Shortcuts and Timesavers

Wrap-up and Program Evaluation

Get unlimited access to all our live webinars for the year with an All Access Pass for \$599 + tax!

MEET YOUR PRESENTER



Craig Brody is a technology trainer with over 20+ years teaching basic and advanced Word 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 FOR CRAIG BRODY

- “*Craig Brody was terrific – wish it was longer.*”
- “*Stellar course exceeded my expectations. Well-organized, easy-to-follow.*”
- “*Very good 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: CPD application is pending.

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

✓ **Yes, I want to attend Advanced Microsoft Word for Litigators, 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 60 days.

REGISTRATION FEE:

- On or before November 15, 2019: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!**
- After November 15, 2019: \$165.00 + \$21.45 (13%) HST* = \$186.45**
- \$0 - I have a \$599.00 Annual All Access Pass. Enter Pass ID: _____**

*With ON HST. Please 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.

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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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