



*Legal-specific
training for
lawyers, taught
by a lawyer!*



Microsoft Word for Lawyers: Formatting Text, Paragraphs & More

with Sean Dillman

Thursday, March 31, 2022

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

This program is for any lawyer who wants to efficiently produce more professional looking documents, using Microsoft Word. Even if you think you already know how to use Word, you'll learn a lot.

ABOUT THE PROGRAM

Are you tired of wrestling with Microsoft Word every time you need to draft or edit a document? Do you wish you could make documents look the way you want? Then this program is for you! To make the most of Word, you need to first develop competency in its most lawyer-friendly features. This fun, introductory level course is designed for lawyers, by a lawyer. Using simple, easy to follow live demonstrations, legal-specific descriptions, and time-saving tips that target the most common formatting frustrations lawyers encounter in daily practice, lawyer and legal tech trainer Sean Dillman will show you how to save loads of time and stress in the future. Here are just some of the problems you'll learn to overcome:

- You want most of your document double spaced, but you need some parts single spaced.
- You want to indent the first line of each paragraph.
- You want to go back and bold all the headings in a finished document.
- You want to number different sections of your document in different ways.
- You want to link to other parts of your document or to a webpage from your document.
- You are collaborating on a draft document and want you and the other person to see each other's changes.

Don't miss this chance to learn basic Word tools to help you format your legal documents more efficiently and with less stress. The presentation will apply to Microsoft Word versions 2010, 2013, 2016, and Microsoft 365.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Getting Acquainted with Word

Basic Shortcuts

Using Styles

Formatting Paragraphs

Using Bullets & Numbering

Setting Page & Section Breaks

Using Headers & Footers

Inserting Links & Hyperlinks

Using Track Changes to Compare Documents

Additional Timesavers

Wrap-up and Program Evaluation

Register today! • seminarpartners.ca • 1.866.606.4212 • jennifer@seminarpartners.ca

MEET YOUR PRESENTER



Sean Dillman was called to the British Columbia bar in 2016. Before entering the world of law, he studied computer engineering technology, worked in web-development, and was a technician at IBM. Throughout his legal career, Sean practiced as a barrister and solicitor. In 2018 he opened a law firm with a colleague where he continued his practice and was a co-managing partner. Sean now consults on technology and trains lawyers on best practices for using IT in legal practice. He regularly speaks on technology-related topics to law firms, law schools, bar associations and CLE providers.

PRAISE FOR PAST WORD WEBINARS

- “Terrific – could have kept listening.”
- “Stellar course, exceeded my expectations. Well-organized, easy-to-follow.”
- “Very good basic course. Excellent speaker.”
- “The presenter 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 demonstration.”



ON: This program contains 1.5 Professionalism hours.

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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: Formatting Text, Paragraphs & More Thursday, March 31, 2022 • Live webinar (slides and audio) with chat and 60 day replay*

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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 March 11, 2022: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!

After March 11, 2022: \$165.00 + \$21.45 (13%) HST* = \$186.45

*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.

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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