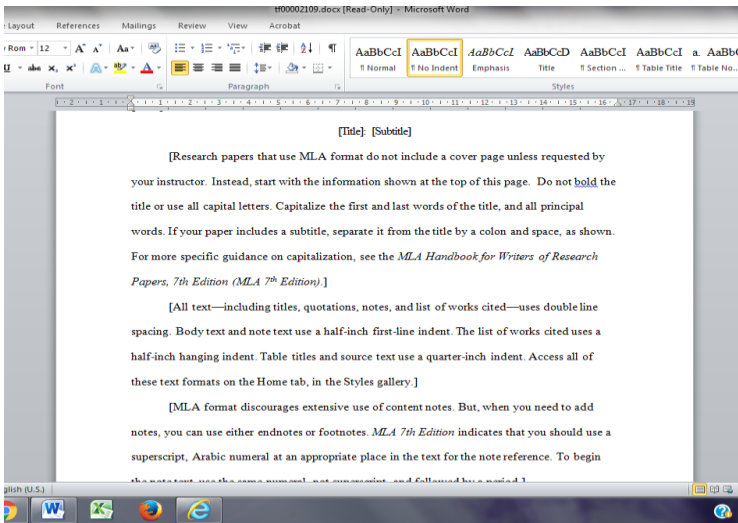




*Learn the basics of  
Microsoft Word  
that every lawyer  
should know!*



# Microsoft Word for Lawyers

*with Craig Brody*

**Thursday, November 8, 2018**

**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)

*\*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 Word to improve efficiency and produce more professional documents.

## 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. So you spend minutes, maybe even hours, trying to “clean up” whatever you've created or are editing. Stop wasting your time! Attend this 90 minute webinar with legal technology trainer Craig Brody and learn the basics of Microsoft Word that every lawyer - especially small firm lawyers who don't have the luxury of support staff – must know! Using simple, easy to understand on-screen examples, Craig will show you how to use basic Word commands to add automatic paragraph numbering, line numbers, headers, page numbers, tables of contents, footnotes, and citations to legal-specific documents. Plus, you'll learn how to review, track and make changes. Sign up today and learn how to make the best use of Microsoft Word when drafting legal instruments. Your documents will work better for you, and you'll be more productive. This webinar assumes basic familiarity with Microsoft Word. Commands taught will apply to Microsoft Word versions 2010, 2013, 2016, and Office 365. Registrants 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 legal documents with Paragraph, Font and Style commands**

**Work with Automatic Numbered Lists**

**Create and use Templates**

**Number Pages, insert Headers/Footers; work with Section breaks**

**Insert Tables, Table of Contents, Table of Authorities Review documents and Track Changes**

**Automate Word with Quick Parts and Form Fields**

**Use many Word Shortcuts and Timesavers**

**Wrap-up and Program Evaluation**

**Attend this webinar and 40+ more live webinars with an All Access Pass for just \$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 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 Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

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

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12:00 pm – 1:30 pm (Eastern) • 1:00 pm – 2:30 pm (Atlantic)

\* 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 October 12, 2018: \$140.00 + \$18.20 (13%) HST\* = \$158.20 - Save \$25.00!**
- After October 12, 2018: \$165.00 + \$21.45 (13%) HST\* = \$186.45**
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\*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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