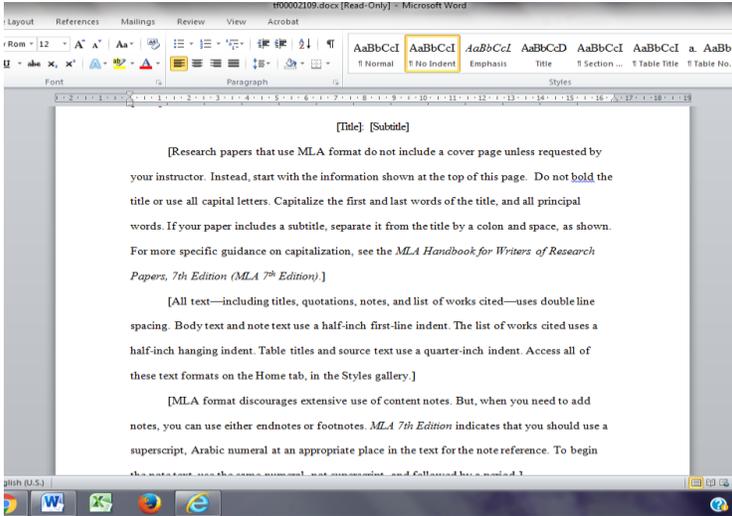




*Learn the basics of
Microsoft Word
that every lawyer
should know!*



Microsoft Word for Lawyers

with Craig Brody

Thursday, April 29, 2021
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 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 refreshed 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 select fonts, format paragraphs, use indent and tabs, set margins, apply styles, add automatic paragraph numbering, insert and format page numbering, add section breaks, and insert cross-references, footnotes and links. Plus, you'll learn how to review, track, accept and reject changes, and compare documents. 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 Microsoft 365. All registrants will receive a quick reference guide and practice exercises as part of the course materials.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Number Paragraphs; Use Legal Style Numbering

Format Paragraphs with Indents, Tabs, Margins, Styles

Insert Headers & Footers

Insert Page Numbering & Section Breaks

Insert Cross References, Footnotes, Links

Review Documents with Track Changes, Comments, Compare (Legal Blackline)

Use Word Shortcuts and Timesavers

Wrap-up and Program Evaluation

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

MEET YOUR PRESENTER



Craig Brody is a technology trainer with over 25+ 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: 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 Microsoft Word 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 60 days.

REGISTRATION FEE:

On or before April 9, 2021: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!

After April 9, 2021: \$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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