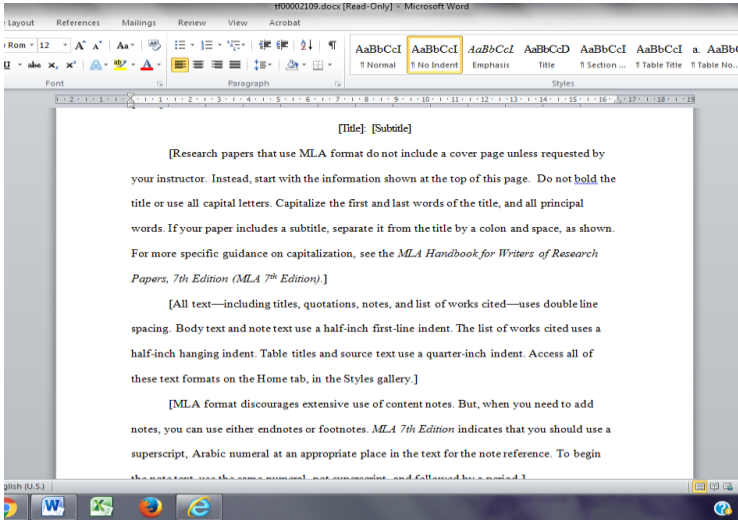




*Expand your  
existing Microsoft  
Word toolkit!*



Back by demand!

# Microsoft Word for Lawyers, Part 2

*with Craig Brody*

**Thursday, June 24, 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 is designed for lawyers and other legal professionals who have a basic familiarity with Microsoft Word and want to expand their knowledge, including how to use templates, tables and other valuable formatting and time-saving commands.

## ABOUT THE PROGRAM

Microsoft Word dominates word processing in the legal profession – you simply cannot practice law without encountering it. And while many lawyers may think they have mastered this omnipresent tool, chances are good that you are underutilizing powerful commands to help you efficiently create attractive, properly formatted documents, and fix documents that have problems. Enhance your existing Microsoft Word skills in this 90-minute webinar with legal technology trainer Craig Brody. Using simple, real-time examples via screen-sharing, Craig will expand on some commands introduced in Part 1 and share new commands to help you streamline and protect your documents. You'll learn more about styles and page numbers, plus you'll learn how to create legal templates and table of contents, and how to insert tables of authorities and tables of figures. In addition, Craig will show you how to protect and inspect documents, and how to remove confidential information. Knowing how to use basic Microsoft Word commands only scratches the surface of this essential software. Don't miss this opportunity to broaden your skills and make your documents and practice more professional. This webinar assumes basic familiarity with Microsoft Word. Registrants may find attendance at Microsoft Word for Lawyers, Part 1 helpful. 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**

**Create Legal templates**

**Learn more about Styles & Page Numbering**

**Create a Table of Contents**

**Insert a Table of Authorities & Table of Figures**

**Protect & Inspect Documents**

**Remove confidential information; Save as PDF**

**Use Shortcuts and Timesavers**

**Wrap-up and Program Evaluation**

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## 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 PART 1

- “This was really good, and Craig presented the material in a clear and enthusiastic way.”
- “The program was great! The instructor, Craig, was awesome! Thank you!”
- “Great ideas. Like being able to listen to the archive later and do the practicing.”
- “This was wonderful for those of us who are older especially and came to it later in life.”
- “Excellent program. learned a lot. Will attend the follow-up program!”
- “Very good, really liked the screen sharing.”
- “Very relevant and practical. Sign me up again!”



**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:** This program has been approved for 1.5 CPD hours.

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, Part 2 with Craig Brody**

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12:00 pm – 1:30 pm (Eastern) • 1:00 pm – 2:30 pm (Atlantic) • 1:30 pm – 3:00 pm (Newfoundland)

\* 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 June 4, 2021: \$140.00 + \$18.20 (13%) HST\* = \$158.20 - Save \$25.00!**

**After June 4, 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](mailto: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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