

MICROSOFT WORD

ALL THE SECRETS

Microsoft Word is a wonderful tool that most legal professionals underutilize. They treat Word like a glorified typewriter instead of letting the computer take the drudgery out of word processing. This session will teach the tips and tricks you need to know about using Microsoft Word in a legal context. We'll show you how to use Word's features to handle things like formatting, pagination, cross-references, tables of contents, and tables of authority, so you can focus on what really matters – the writing.

In this 1-hour session, **November 9th, 12:00-1:00pm**, we cover:

- (A) Default Settings and Formatting: Fix Word's default settings so the things that annoyed you for years stop doing so. Even better, use default settings to empower your writing.
- (B) Adjust Interface: Customize and streamline Word's interface so you can find what you need more easily with fewer clicks.
- (C) Teach the Following Substantive Subjects: Some of this seems simple, but it all builds together.
 - i. Learn how Word handles font, paragraph, and section formatting (and what those categories entail).
 - ii. Learn how to set up and control automatic paragraph numbering, particularly in outline format with multiple levels.
 - iii. Learn how to turn page numbering on and off anywhere in the document, start over at 1, switch from Romanettes to Arabic, etc.
 - iv. Learn about Styles - what they are, why they're important, and how to control them.
 - v. Learn how to properly set up auto-updating paragraph cross-references.
 - vi. Learn to make tables of contents which automatically generate and update.
 - vii. Learn to make tables of authorities which automatically generate and update.
- (D) Raise the Bar: Make yourself a better, more efficient, and skilled word processor. If you do your own word processing, then you need to become a power user.

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