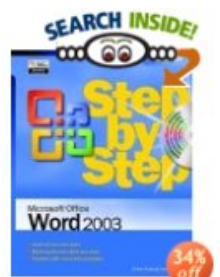




Curriculum



Course Title: Microsoft Word Styles and Troublesome Documents (Version 2002 or 2003)
Target Audience: Legal Professionals
Course Length: 1 hour seminar
Course Duration: One session
Class Materials: Word 2002 or 2003 Step by Step (Catapult), Word for Law Firms (Payne Consulting)
Instructor: Kathryn Bennett

Description: Usually presented in a one hour session, this seminar is designed for the Legal Professional who needs instruction or a refresher in understanding styles and how to troubleshoot difficult or badly formatted documents. How to update styles, how to track formatting and how to copy styles from one document to another is also addressed. Students may bring generic problem documents to the seminar if desired.

Styles and Troublesome Documents

Formatting Basics

- Selecting Items That Aren't Next To Each Other
- Selecting Text With The Same Formatting
- The Format Painter

Tracking Formatting

- Reapplying Formatting
- Checking How Many Times a Specific Type of Formatting Occurs

Microsoft Word Style Basics

- Applying Styles By Using The Style Gallery
- Creating and Modifying Styles
- Copy Styles To Another Document Or Template
- Automatically Update A Paragraph Style
- Display Paragraph Style Names In The Document Window
- Display Or Hide The Styles And Formatting Task Pane
- Turn On Or Off Automatic Style Definition

Troublesome Documents

- Troubleshoot Using Styles And Reapplying Formatting
- About Checking The Consistency Of Formatting
- Troubleshoot Format Checking

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