

Curriculum



Course Title: Microsoft Word Upgrade Training for Attorneys (**Version 2002 or 2003**)

Target Audience: Attorneys with Experience in WordPerfect

Course Length: Three Hours

Course Duration: One Session

Class Materials: Word Step by Step 2002 or 2003 (Catapult), Life After Reveal Codes (Microsoft Corporation), Word for Law Firms 2002 or 2003 (Payne Consulting)

Instructor: Kathryn Bennett

Description:

Usually presented in one three-hour session, this course is designed for the attorney currently used to editing documents created by someone else in another software package, such as Corel WordPerfect Suite. The outline is designed to ease the “WordPerfect” thinker into “Microsoft Think” by the breakdown and comparison of WordPerfect and Microsoft Word features and methods.

Outline:

- Menus and Toolbars vs. Keyboard Actions
- The Online Help System and Word’s Equivalent to Reveal Codes
- Keyboard vs. Mouse Movements in Word
- Understanding AutoCorrect, AutoFormat and the Magic of Undo
- Customizing the Grammar and Spelling Checkers
- AutoText, Word’s Answer to Macros
- Creating a Document from a Template
- Directly Applied Formatting vs. Styles
- The Importance of Linking Numbering to Styles
- Putting It All Together: A Legal Brief



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