

Curriculum



Course Title: Microsoft Word Core Concepts (**Version 2002 or 2003**)
Target Audience: Legal Professionals
Course Length: Six Hours
Course Duration: Two Sessions, Three Hours Each
Class Materials: Word 2002 or 2003 Step by Step (Catapult), Word for Law Firms (Payne Consulting)
Instructor: Kathryn Bennett

Description:

Usually presented in two three-hour sessions, this course is designed for legal professionals who wish to maximize their production skills and avoid the frustrations of inconsistent formatting, header and footer arrangement, numbering and pleading formatting. The outline is designed to address features in Word that will increase efficiency and make use of tools and methods that are typically underutilized.

Day 1:

- 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
- Symbols and Non-breaking Spaces
- Understanding Why WordPerfect Uses Codes and Why Word Does *Not*
- Formatting in Word, Three Levels: Character, Paragraph, Document
- Understanding Character Formatting
- Using the Format Painter
- Creating a Document from a Template

Day 2:

- Review of Day 1
- Paragraph Formatting
- Document Formatting and Section Breaks
- Understanding Headers and Footers
- Section Breaks as They Relate to Headers and Footers
- Directly Applied Formatting vs. Styles
- Understanding the Importance of Styles
- Creating and Modifying Styles
- The Advantage of Copying and Pasting When Styles Are Present
- Styles and Their Parent Templates
- The Importance of Linking Numbering to Styles
- Table Basics
- Putting It All Together: A Legal Brief



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