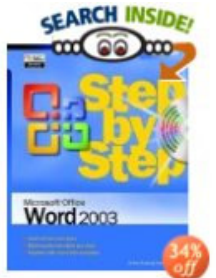


Curriculum



Course Title: Microsoft Word Table of Authorities (Version 2002 or 2003)

Target Audience: Legal Professionals

Course Length: One Hour

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 works with legal briefs and wishes to utilize the automatic features available in Word to cite authorities and generate an automatic Table of Authorities.

Outline:

- Add or Change a Citation Category for a Table of Authorities
- Edit or Format a Table of Authorities Entry
- Delete an Entry from a Table of Authorities
- Update a Table of Authorities
- Change the Appearance of a Table of Authorities
- How Does the Next Citation Feature Work?
- The Long and the Short of It
- Field Codes: TOA (Table of Authorities) Field
- Switches
- Examples



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