



# The Office Wiz

## Training, Consulting and Support Services

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### **COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: TABLE OF AUTHORITIES\***

Calling all litigators—do you dread creating a table of authorities? If so, you won't want to miss this class. You will master techniques to take the headache out of generating an accurate table of authorities. You'll see how to control edits, manage categories in the table and format the end result all without breaking a sweat. Don't waste another second doing things the hard way—sign up now for this essential offering for all litigators.

#### **LENGTH**

One 1 hour session.

#### **PREREQUISITES**

*Word: Level 1* or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

#### **SPECIFIC CLASS CONTENT**

- Steps of creating a table of authorities
- Working with previously marked documents
- Marking cites
- Generating the table
- Formatting the table
- Making changes
- Updating the table

#### **NECESSARY SOFTWARE AND HARDWARE**

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

#### **OTHER WORD CLASSES**

- Microsoft Office Word 2010: Transition from Word 2003
- Level 1
- Level 2
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)

\*Actual content may vary depending on the version of Microsoft Word.

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Course Description For  
Microsoft® Office Word®:  
Table of Authorities  
Page 2

- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables