The Office Wiz
Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR
CREATE LEGAL FORMS USING MICROSOFT® WORD 2007

Calling all legal eagles! Do you spend precious time re-creating the wheel? There is a much easier and faster way and this course is your ticket. Learn to:

- Create legal forms.
- Manage forms.
- Protect legal forms.

LENGTH

One four hour session.

PREREQUISITES

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

SPECIFIC CLASS CONTENT

Lesson 1: Creating Legal Forms
    Introduction to Word Forms
    Create a Printed Legal Form
    Create Legal Forms That Users Complete in Word
    Insert Fields Using Quick Parts
Lesson 2: Managing Documents
    Create Linked Forms
    Create Master Documents and Subdocuments
    Insert the Table of Contents
    Insert the Table of Authorities
Lesson 3: Protecting Forms
    Protect a Legal Form
    Distribute Forms

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium®-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.

- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- Microsoft® Office Professional Edition 2007.
- Microsoft® Office Suite Service Pack 1.
- Windows® XP Professional with Service Pack 2.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 2
- Level 3
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- 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
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables