



The Office Wiz Training, Consulting and Support Services

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

COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD® IN THE LAW OFFICE*

No matter which area of law you practice in, this course is made for you. It can be totally customized to your practice's needs. Mix and match the topics below to create your own course in the time interval of your choice.

- Footnotes
- Complex page numbering
- Automatic paragraph numbers
- Cross references
- Table of authorities
- Table of contents
- Indexes
- Versions
- Compare/Redlining
- Sharing documents – Tracking changes
- Tables – using math and how to create court captions

PREREQUISITES

Word: Level 1 and 2 or equivalent knowledge. Specifically, you should be familiar with saving documents, working with styles and sections. You must also have a good understanding of basic Microsoft Windows, file management and personal computers.

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 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

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

Course Description for
Microsoft® Office Word® in the Law Office
Page 2

- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- 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