

Microsoft Office for Law Firms (30 Hour)

This hands-on course is aimed at those in the legal field. It concentrates on Microsoft Word. Part of the course involves creating and practicing on your own documents and spreadsheets, if applicable.

Excel – Two Days (12 Hours)

- Overview of Excel components
- Simple Formulas
- Autofill
- Formatting a worksheet
- Absolute Formulas and Functions
 - Average, Min, Max, Count
- Printing worksheets
 - Setting print areas
 - Setting print titles
 - Graphs
- Format Painter
- Wrapping Long Titles
- Linking cells, sheets, files
- Data Tables
- Filtering
- Pivot Tables
- Subtotaling
- IF and VLOOKUP (time permitting)
- Practice Time

Word – Three Days (18 Hours)

- Non-Printing Characters
- Setting Tabs and Indents
- Setting Defaults
- Setting up your Page
- Watermarks
- Copy and Paste Options
- Resetting Paragraph Formatting
- Resetting Font Formatting
- Page Breaks and Page Numbering
- Line Spacing
- Customizing your Toolbar
- Styles
- Bullets and Outline Numbering
- Table of Contents
- Headers and Footers
- Autotext and Autocorrect
- Format Paintbrush
- Comparing Documents
- Track Changes
- Mail Merge
- Inserting Pictures
- Tables
- Forms and Fill ins
- Sections
- Templates
- Quick Keystrokes
- Practice Time

NOTES

- ✓ These classes are all hands-on classes at your site for maximum benefit and convenience.
- ✓ Classes typically run 9-4 with an hour for lunch and 2 coffee breaks, but we are flexible with the schedule!
- ✓ This five-day course is 30 hours in length – which is eligible for the Government Job Training Grant funding, if applicable! Details are on our website www.knowitsooner.com

Cost is \$1200/person+ GST
for all 5 days.*

**Cost is \$adjusted if we do 10 half
days instead of 5 full days*