

**Microsoft Office
For Law Firms
Suggested Sessions
(Each are Three Hours in Length)
25 Hours Total**

Session 1. Tips and Tricks

- Non-Printing Characters (like “Reveal Codes”)
- Converting Documents
- Setting Tabs and Indents
- Setting Defaults
- Setting up your Page
- Copy and Paste Options
- Resetting Font and Paragraph Formatting
- Page Breaks
- Line Spacing
- Keep with Next

Session 2. Styles and Automatic Numbering

- Styles
- Bullets
- Outline Numbering
- Table of Contents

Session 3. File Management and Redlining

- Comparing Documents
- Track Changes
- Document File Formats
- Metadata
- File Management

Session 4. Working with Sections

- Advanced Headers and Footers
- Page Numbering
- Watermarks
- Changing Page Setup throughout the Document
- Columns

Session 5. Mail Merge, Tables and Forms

- Mail Merge
- Tables
- Forms and Fill ins
- Fields

Session 6. Customizations

- Autotext and Autocorrect
- Customizing your Toolbar
- Format Paintbrush
- Find and Replace
- Macros
- Great Keystrokes

Session 7. Excel

- Basic Formulas
- Sorting and Filtering Lists
- Printing Tips

Session 8. Review and Practice

- Review of Previous Sessions
- Bring your Document to Class

Session 9. Outlook Tips (1 Hour)

- Managing your Inbox
- Quick Steps and Rules
- Contacts
- Calendar

Cost is \$960/person + GST