

Word (Intensive) for Legal Secretaries – 2 days



Course Objectives

This course is specifically designed for secretaries working in a legal environment. Dealing with specific document and numbering styles relating to the legal sector.

This is not an Introductory course but is aimed at the specific techniques and types of documents required in the legal profession.

Prerequisites

Delegates should be able to use Microsoft Word and be able to create, save and open documents, together with entering, editing and deleting text.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Working with the Automatic Features

- AutoText
- AutoCorrect
- SmartTags

Formatting Paragraphs

- Paragraph Spacing
- Keeping one paragraph with the next paragraph/line
- Window/Orphan Control
- Line Spacing
- Line Breaks
- Extending the use of the Bullet and Numbering feature

Formatting Pages

- Page Breaks
- Section Breaks
- Headers and Footers

Templates and Styles

- Creating and Using a Document Template
- Creating Paragraph Styles
- Creating Character Styles
- Creating List Styles (versions 2002/2003)
- Modifying Styles
- Copying Styles between Documents

Outlines and Long Documents

- Creating a Document in Outline View
- Viewing an Outline
- Modifying an Outline
- Outline Numbering
- Bookmarks
- Footnotes and Endnotes
- Cross-References
- Table of Contents
- Creating an Index
- Tracking Changes

Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Adding a Macro Button to a Toolbar
- Deleting a Macro