

# Legal Administrative Assistant

Participants will gain hands-on training creating more than 100 complex advanced legal documents using Microsoft Word, Excel, and PowerPoint.

<b>Target Audience:</b>	This course is designed for participants who desire to obtain training unique to law firm needs.
<b>Hands on Training:</b>	150 hours, Microsoft Word, Excel Level 1, PowerPoint 1, Windows
<b>Practice Time</b>	30 hours
<b>Completion Results:</b>	Upon successful completion students score a 700 or higher on the Microsoft Certification 77-728 exam
<b>Prerequisite:</b>	Microsoft Core Certification 77-727 and/or Holt Microsoft Word Course

## Legal Reviewing

- ▶ Using the Compare and Combine Feature
- ▶ Tracking Changes and Lock Tracking
- ▶ Show Markup Options
- ▶ Using the Document Inspector

## Research and Citations

- ▶ Using the Research Pane
- ▶ Adding Research providers to the research pane

## Citations and authorities

- ▶ Making citations
- ▶ Creating and Updating a Table of Authorities
- ▶ Inserting footnotes and endnotes

## Creating a Table of Contents

- ▶ Creating and customizing a (TOC) Table of Contents
- ▶ Updating and Deleting a Tab

## Legal Document and Printing

- ▶ Printing on Legal Paper
- ▶ Using Legal Templates
- ▶ WordPerfect to Word migration issues
- ▶ Applying and removing Watermarks
- ▶ Creating custom Watermarks

## Citations and Bibliography

- ▶ Select a Citation style
- ▶ Insert a Citation
- ▶ Insert a Citation Placeholder
- ▶ Managing Sources
- ▶ Editing Sources
- ▶ Creating a Bibliography

## Sharing Documents

- ▶ Simplified document sharing in Word 2016
- ▶ Inserting comments
- ▶ Sharing by email
- ▶ Presenting online
- ▶ Posting to a blog
- ▶ Saving as a PDF or XPS file
- ▶ Saving as a different file type

## Inserting Page Elements

- ▶ Inserting Drop Caps
- ▶ Inserting Equations and Ink Equations
- ▶ Inserting symbols, bookmarks and hyperlinks

## Outlines

- ▶ Using outline view
- ▶ Promoting and demoting outline text
- ▶ Moving selected outline text
- ▶ Collapsing and expanding outline text

## Captions

- ▶ Inserting Captions
- ▶ Inserting a Table of Figures
- ▶ Inserting a Cross-Reference
- ▶ Updating a Table of Figures

## Creating Forms

- ▶ Displaying the Developer Tab
- ▶ Creating a form
- ▶ Inserting controls
- ▶ Repeating section content control
- ▶ Adding instructional text
- ▶ Protecting a form

## Making Macros

- ▶ Recording Macros
- ▶ Running and Deleting Recorded Macros
- ▶ Assigning Macros

## Word Options

- ▶ Setting Word options
- ▶ Setting Document Properties
- ▶ Checking Accessibility

## Document Security

- ▶ Applying Password Protection to a document
- ▶ Removing password protection from a document
- ▶ Restrict editing within a document
- ▶ Removing editing restrictions from a document
- ▶ Creating and Index
- ▶ Creating and customizing an Index
- ▶ Updating an Index