



MS Word Legal-Style Documents

Who Should Attend This Clinic: This will be beneficial for individuals who work with legal documents, such as contracts. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Word 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Workshop Content:

- Styles – creating, using and changing
- Outline numbering (multi-level)
- Using Justification and Indentation
- Protection and Track Changes
- Document Merging

Other courses which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Large Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers