

## NEWFOUNDLAND & LABRADOR CONTINUING LEGAL EDUCATION

P.O. Box 1028, St. John's, Newfoundland & Labrador, A1C 5M3

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### ***Microsoft Word and Outlook for Legal Professionals***

**Tuesday, March 20, 2018 from 9:00 am – 4:30 pm**

**3<sup>rd</sup> Floor, Law Society Building  
196-198 Water Street, St. John's, NL**

**Who Should Attend:** All lawyers, paralegals, and legal assistants who have, from time to time, found themselves confused and/or irritated by Microsoft Word/Outlook (so, everybody).

**When:** Tuesday, March 20, 2018 from 9:00 am – 4:30 pm.  
Registration from 8:30 am.  
Lunch break from 12:00 pm – 1:30 pm.

**Where:** 3<sup>rd</sup> Floor, Law Society Building, 196-198 Water Street, St. John's.

**What:** This is **not** a general Microsoft Office tutorial. It is a seminar **developed by lawyers for lawyers and other legal professionals**. Topics to be addressed in the seminar include:

#### **Microsoft Word Power Tips for Legal Users (4.5 hours)**

Due to the complex formatting often required with legal documents, most users find Microsoft Word to be a constant source of frustration. It's the primary tool used to produce work product, yet many feel it works against them. Adding to the frustration is the fact that most of the techniques and features necessary to control complex formatting are simply concealed. Using Word and "clicking around" provides little improvement and no insight. This seminar is specifically designed to address those realities. We'll show you exactly how to fix the common legal drafting problems plaguing you now and avoid them in the future. You'll learn dozens of tips and techniques you can put into practice immediately. Even if you feel you have Word under control, we guarantee you will learn new things about Word throughout this class.

#### **Microsoft Outlook Power Tips for Legal Users (1.5 hours)**

Lawyers and staff are generally drowning in email and many feel helpless when trying to get it under control. This seminar will show you how to use all of the Microsoft Outlook's feature set to efficiently store, organize email (and attachments), and successfully deal with high email volume. We'll also show you how to fix Outlook's default settings for email, calendar, contacts and tasks. Finally, we'll explain many amazing and useful Outlook features which most users don't even know are there.

**Seminar Presenter:**

**Mr. Barron K. Henley**, *Affinity Consulting Group, LLC*

Barron K. Henley is a popular CLE instructor and an international expert on technology solutions for lawyers. He is one of the managing partners of Affinity Consulting Group, LLC in Columbus, Ohio, which has provided legal technology consulting to hundreds of law firms. He is an attorney with over 17 years of experience in legal technology and is one of the most renowned experts on Microsoft Word and Outlook. He is a member of the ABA Law Practice Division and the Technology Committee and a frequent continuing legal education speaker on legal-specific technology issues.

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**Four ways to Register - Registration deadline is Friday, March 9, 2018**

*Please make cheque payable to NL Continuing Legal Education*

**By Mail:**

NL Continuing Legal Education  
P.O. Box 1028  
St. John's, NL A1C 5M3

**By Fax or Telephone**

f: (709) 722-8902  
t: (709) 758-0817

**By E-mail:**

[cle@lawsociety.nf.ca](mailto:cle@lawsociety.nf.ca)

**Your space will not be confirmed until payment is received.**

**Refunds will not be issued for cancellations after Friday, March 9, 2018**

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**Registration Form – Please Note: Space is Limited**

Please register me for the “*Microsoft Word and Outlook for Legal Professionals*” seminar scheduled for **Tuesday, March 20, 2018** at 9:00 am – 4:30 pm at the Law Society Building, 3<sup>rd</sup> Floor, 196-198 Water Street.

Name / Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Registration Fee:** \$ 250.00 + 37.50 (HST) = \$ 287.50

*HST # R108086463*

Registration Fee includes:

1. Attendance at the seminar
2. Light Refreshments
3. One week free technical support from the presenter
4. Course book materials

Members who live outside the St. John's metro area may participate by video/teleconference. Please contact Regina Whitty at (709) 758-0817 to make arrangements.

*N.B. Subject to the Mandatory Continuing Legal Education Requirements, this seminar would constitute 6 hours of eligible CLE activities.*