

Agenda CPD 396: Mastering Microsoft Word – Part 3

Part 3 covers the 5th and 6th hour of the 8-hour Mastering Microsoft Word series.

Fifth Hour

Advanced Font and Paragraph Formatting, Part 2

In this class, you will learn how to:

1. **Set and Manipulate Tabs:** We'll explain the 5 types of tabs, when each type is appropriate, the best uses for tabs, and when they should be avoided (but are often used anyway).
2. **Set Up Signature Lines The Best Way:** Learn a superior method for setting up signature lines, and this technique does NOT involve underscores or tables (which are used 95% of the time incorrectly).
3. **Set and Manipulate Indents:** We'll cover how indents are different from (and superior to) tabs; how each of the 4 types of indents work, and when they're appropriate.
4. **Create Clause Libraries With Word's AutoText Feature:** Learn the best and fastest method for inserting clauses, phrases, signature blocks, acknowledgments, and other re-usable text into documents you're editing.
5. **Insert and Customize Tables:** We'll cover how to set them up, when they're appropriate, how to customize them, and when Excel is a better tool to use.
6. **Add and Manipulate Footnotes & Endnotes:** Learn how to set them up and control their formatting.

Problems Solved:

- Get your text to line up correctly no matter what (master tabs and indents)
- Add any clause or section of text you use often into any document you're editing with 2 clicks (and without copying and pasting)
- Get tables to behave and control their formatting
- Easily make your footnotes look exactly the way you want without selecting any of them
- Create much better signature lines

Sixth Hour

Page Numbering, Headers, Footers, and Section Breaks – Everything You Need to Know to Control Whole Document Formatting

In this class, you will learn how to:

1. **Use Section Breaks:** Section breaks are extremely important in legal document formatting. Learn the role they play, which types of section breaks are relevant to legal documents (and which are not), how to insert section breaks you need and eliminate those you don't need (many documents contain rogue section breaks which just make formatting more difficult).
2. **Establish Complex Page Numbering Schemes:** Learn how to start or stop page numbering in the middle of a document; start page numbering over at 1 anywhere in a document; set up Page x of y where both numbers are always correct regardless of how the document is edited; switch formats (e.g., from Romanettes to Arabic in the same document); and how to only number page 2 and subsequent (but not the first page).
3. **Control Headers & Footers:** Legal documents often require different headers/footers in different locations within the same document. We'll show you how to set them up and make them consistent throughout the document *or* different at certain points in the document.
4. **Set Up Columns:** We will show you how to control them, when they're appropriate, and how to keep them from affecting your whole document.
5. **Change Margins & Orientation:** Learn how to change both margins and orientation, and have those changes affect the entire document or only part of the document.

Problems Solved:

- You'll learn how to add and remove section breaks and when they're appropriate
- Get Word's page numbering to do anything you want
- Finally get headers and footers under control
- Keep columns within certain boundaries so they don't automatically affect your entire document