



MASTERING MICROSOFT WORD IN THE LAW OFFICE

October 26, 2022

www.ICLEF.ORG

Copyright 2022 by Indiana Continuing Legal Education Forum

DISCLAIMER

The information and procedures set forth in this practice manual are subject to constant change and therefore should serve only as a foundation for further investigation and study of the current law and procedures related to the subject matter covered herein. Further, the forms contained within this manual are samples only and were designed for use in a particular situation involving parties which had certain needs which these documents met. All information, procedures and forms contained herein should be very carefully reviewed and should serve only as a guide for use in specific situations.

The Indiana Continuing Legal Education Forum and contributing authors hereby disclaim any and all responsibility or liability, which may be asserted or claimed arising from or claimed to have arisen from reliance upon the procedures and information or utilization of the forms set forth in this manual, by the attorney or non-attorney.

Attendance of ICLEF presentations does not qualify a registrant as an expert or specialist in any discipline of the practice of law. The ICLEF logo is a registered trademark and use of the trademark without ICLEF's express written permission is prohibited. ICLEF does not certify its registrants as specialists or expert practitioners of law. ICLEF is an equal opportunity provider of continuing legal education that does not discriminate on the basis of gender, race, age, creed, handicap, color or national origin. ICLEF reserves the right to refuse to admit any person or to eject any person, whose conduct is perceived to be physically or emotionally threatening, disruptive or disrespectful of ICLEF registrants, faculty or staff.

INDIANA CONTINUING LEGAL EDUCATION FORUM

OFFICERS

LYNNETTE GRAY

President

HON. ANDREW R. BLOCH

Vice President

SARAH L. BLAKE

Secretary

HON. THOMAS A. MASSEY

Treasurer

ALAN M. HUX

Appointed Member

LINDA K. MEIER

Appointed Member

DIRECTORS

James H. Austen
Sarah L. Blake
Hon. Andrew R. Bloch
Melanie M. Dunajeski
Lynnette Gray
Alan M. Hux

Dr. Michael J. Jenuwine
Shaunda Lynch
Hon. Thomas A. Massey
Linda K. Meier
Richard S. Pitts
Teresa L. Todd

ICLEF

SCOTT E. KING

Executive Director

James R. Whitesell
Senior Program Director

Jeffrey A. Lawson
Program Director

MASTERING MICROSOFT WORD IN THE LAW OFFICE



Agenda

- 8:30 A.M. Registration**
- 9:00 A.M. How To Fix Word's Default Settings
- Fix Word's formatting and programmatical defaults once and for all
 - Improving Word's interface
- 9:30 A.M. Advanced Font and Paragraph Formatting
- Proofing - spellcheck, auto correct, grammar check & thesaurus
 - Word's formatting methodology explained in plain English
 - Tips for working with long legal documents
 - How to strip formatting from wayward text
 - Inserting symbols, non-breaking spaces & hyphens
 - Automatic paragraph spacing
 - Holding headings, text, and paragraphs together to avoid awkward page breaks
 - Tabs - types, how they are used, best practices for signature lines
 - Indents - shifting text left or right while maintaining proper alignment
- 10:30 A.M. Coffee Break**
- 10:45 A.M. Page Numbering & Whole Document Formatting
- Controlling headers & footers
 - How to set up simple to complex page numbering schemes
- 11:15 A.M. Styles - Word's Most Important Feature Explained
- Tables of contents which automatically generate and update
 - How to use the Navigation Pane
 - How to fix common formatting issues with styles
- 12:00 P.M. Lunch Break**
- 1:00 P.M. Auto Paragraph Numbering and Advanced Styles
- Attaching paragraph numbers to styles
 - Building multi-level numbering schemes
 - Paragraph cross references which automatically update

October 26, 2022

WWW.ICLEF.ORG

MASTERING MICROSOFT WORD IN THE LAW OFFICE



Agenda

- 3:15 P.M.** **Refreshment Break**
- 3:30 P.M. Automation and Clause Libraries
 - Macros
 - AutoText and Quick Parts
- 4:00 P.M. Protecting Work Product
 - Redlining, tracking changes, and comments
 - Protecting documents with encryption
- 4:20 P.M. Time permitting - tables of authority
- 4:30 P.M.** **Adjournment**

Faculty

Mr. Barron K. Henley, Esq.
Affinity Consulting Group, LLC
1550 Old Henderson Road, Suite S-150
Columbus, OH 43220
ph: (614) 602-5561
e-mail: bhenley@affinityconsulting.com

October 26, 2022

WWW.ICLEF.ORG

Barron K. Henley, Esq., Affinity Consulting Group, LLC, Columbus OH



Barron K. Henley, Esq. is one of the founding partners of *Affinity Consulting Group*, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He earned his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University and is a member of the American, Ohio and Columbus Bar Associations, and the Worthington Estate Planning Council. He is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of both the ABA Law Practice Management and the Real Property Trust and Estate Law ("RPTE") Sections. He's also a former member of RPTE Futures Task Force, a former Board Member for the ABA TECHSHOW, and the former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee. Mr. Henley heads Affinity's document assembly/automation and software training departments. Barron is also an expert in launching new law firms, overhauling existing firms, and documenting and re-engineering law firm processes. Finally, Barron teaches continuing legal education (CLE) classes throughout the U.S. and Canada covering a wide variety of topics related to law practice management, technology, and ethics.