



INDEPENDENCE CHAPTER Association of Legal Administrators

DATE:	July 20, 2021
LOCATION:	Virtual (Details to follow) <i>Details will be emailed to all registrants prior to the meeting.</i>
PROGRAM TIME:	12:00 Noon – 1:30 PM (Please log in by 11:55 AM)
COST:	Free to our Members!

Working with Microsoft Word Styles and Shortcuts *Presented by Kimberly Ennis of PC Communications*

Microsoft Word has been around for decades, but how many of us use the basics and have never worked with the advanced features, like Styles? Or have never learned the simple joy of using quick words and quick parts? Kimberly Ennis returns this July to present instructions on how to streamline your work using these features and more. You don't want to miss this one!

Learning Objectives:

- To effectively and proficiently use advanced Styles features to create professionally polished documents that allow editing with minimal keystrokes
- To learn how to use building blocks and quick words to increase productivity/efficiency in documents that repeatedly use the same sets of information, even with advanced formatting features
- To learn about additional features inside of Word that can save time and effort.

Kimberly Ennis is the President of PC Communications I LLC. Kim specializes exclusively in the area of law firm application training and consulting with experience in Microsoft Office applications, various Document Management software, Document Comparison software and other legal specific applications. She has worked in the computer training industry for over 40 years and has developed a solid curriculum, a unique set of best practices and a diverse and thorough library of quick reference guides and training resource materials. Kim's special knowledge of law firms and her personalized and unique training styles are key ingredients of a firm's successful application or network roll-out strategy.

This course is eligible for 1.5 credit hours in the following areas:

- CLM app: Information Technology
- CLM Functional Area: Operations Management
- Not eligible for recertification

Our sponsors for this event are:



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~GUESTS ARE WELCOME~

Please RSVP on or before **July 16, 2021** at our website: [Click HERE to register](#). Registrants will receive Zoom information on July 19th by close of business. If you have questions, please contact Joanne DiFrancesco (JDiFrancesco@highswartz.com or 610-275-0700) Brenda Pennington (Brenda.Pennington@jmusa.com or 610-971-3088) or Susan Ondeck (Sondeck@UTBF.com or 610-692-1371).

In support of "green" initiatives, this invitation will not be sent by U.S. mail.