

Baseline Word Skills and Letter Templates Training

- Navigating in Microsoft Word
- Simple Editing and Formatting
 - Move, copy and delete text
 - Find and replace text
 - Check Spelling and Grammar
 - Text alignment, line spacing
 - Font size and appearance
- Creating and saving documents with Word Automation Letter Templates
 - Create Letters and Fax Covers
 - Create Envelopes and Mailing Labels
 - Using the Word Automation Custom Formatting Toolbar

Cost: \$250 online training. 1 hour

Pleading Workshop

- Setup Law Office and Attorney Information
- Create Master Captions
- Caption Tools
- Create a Pleading
- Using the CalPleadings Formatting Toolbar
 - Body text
 - Quotes and Footnotes
 - Paragraph alignment
- Discovery Phrases
 - Interrogatory selections
 - Updating number sequences

Cost: \$250 online training. 1 hour

Add Advanced Pleading Skills

- Marking Citations
- Generate Table of Authorities
- Generate Table of Contents

Cost: \$250 online training. 1 hour