

## **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