

# REGISTRATION

## To Attend In-person

Online registration: [samford.edu/go/cle](http://samford.edu/go/cle)

Phone: 1-800-888-7454 or 205-726-2391 | Fax: 205-726-2616

Mail: Cumberland School of Law CLE, P.O. Box 293759 Birmingham, AL, 35229

To View By Live Webcast: [cumberland.inreachce.com](http://cumberland.inreachce.com)

## Legal User's Microsoft Word Academy

### December 18, 2019

- o \$349 Advance Registration (includes code to download and print course materials 48 hours prior to the seminar)
- o \$369 Late Registration (after Dec.14; includes code to download and print course materials)

Mr./Ms. Name \_\_\_\_\_  
(circle) First MI Last

Alabama State Bar ID No. \_\_\_\_\_

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Cumberland School of Law Alumni  Yes  No

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**CLE Credit:** The program has been approved for 6.0 hours of CLE credit

**Cancellations and refunds:** Prepaid registration fees will be refunded, upon request, up to 48 hours before the beginning of the seminar. Arrangements for substitutions may be made anytime prior to the seminar.

**Directions:** [samford.edu/about/maps](http://samford.edu/about/maps)

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**Samford University**  
**Cumberland School of Law**

Continuing Legal Education  
800 Lakeshore Drive  
Birmingham, AL 35229

### WHAT YOUR PEERS HAVE SAID ABOUT THE PROGRAM:

"Best seminar yet! Absolutely wonderful and helpful information. I've used Microsoft Word for years and I've learned so many new tips."

"Mr. Henley gave the best explanation of Microsoft Word I have ever heard."



**CLE** CUMBERLAND  
SCHOOL  
OF LAW  
CONTINUING LEGAL EDUCATION



**Legal User's  
Microsoft Word  
Academy**

with Barron K. Henley  
Affinity Consulting  
Columbus, Ohio

**December 18, 2019**  
**Samford University Cooney Hall**  
**6.0 CLE hours**

# AGENDA

- 8:00 a.m.**      **Check-in/Continental Breakfast**
- 8:30 a.m.**      **How to Fix Word's Default Settings**
- Fix Word's formatting & grammatical defaults once and for all
  - Improving Word's interface
- 9:00 a.m.**      **Advanced Font and Paragraph Formatting**
- Proofing—spellcheck, auto correct, grammar check, and 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, and hyphens
  - Automatic paragraph spacing
  - Holding headings, text, and paragraphs together
  - Tabs—types, how they are used, best practices for signature lines
  - Indents—shifting text left or right while maintaining proper alignment
  - Learn how to store or transmit client information securely and ethically
- 10:00 a.m.**      **Break**
- 10:15 a.m.**      **Page Numbering and Whole Document Formatting**
- Controlling headers and footers
  - How to set up simple to complex page numbering schemes
- 10:45 a.m.**      **Styles — Word's Most Important Feature Explained**
- 11:30 a.m.**      **Lunch (provided)**
- 12:15 p.m.**      **Auto Paragraph Numbering and Advanced Styles**
- Attaching paragraph numbers to styles
  - Building multi-level numbering schemes increases drafting speed and accuracy and avoids mistakes.
  - Paragraph cross-references that automatically update

- 2:00 p.m.**      **Table of Contents and Table of Authorities**
- Tables of contents that automatically generate and update
  - Tables of authorities that automatically generate and update
- 2:30 p.m.**      **Break**
- 2:45 p.m.**      **Automation and Clause Libraries**
- Macros
  - AutoText and Quick Parts
- 3:15 p.m.**      **Protecting Work Product**
- Redlining, tracking changes, and comments
  - Protecting documents with encryption
- 3:45 p.m.**      **Adjourn**

## Faculty

**Barron K. Henley**  
Affinity Consulting Group  
Columbus Ohio

Barron Henley is a founding partner 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. He is a member of the ABA Law Practice Management Section, a Board Member for the ABA TECHSHOW, a member of the Worthington Estate Planning Council and the former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee.

Henley heads Affinity's document assembly/automation and software training departments; he is a renowned expert on Microsoft Word, Adobe Acrobat and HotDocs document assembly software; and has authored legal-specific manuals on HotDocs, Adobe Acrobat, and Microsoft Word, Excel & Outlook. Henley also 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.

## WHO SHOULD ATTEND?

- Any lawyer or support staff who wants to conquer Microsoft Word and stop fighting with it. Even if you feel you're already a Word expert, you'll learn a lot.
- Bring Your Notebook Computer: The sample files that will be used in the exercises will be provided on a USB drive at the seminar so you can follow along in class.
- Office support staff can attend for \$199. Call 205-726-2865 to get the reduced registration price.

## CAN'T ATTEND THE LIVE PROGRAM? JOIN IN BY WEBCAST!

If you are unable to attend the seminar in person, you also have the option of watching the program LIVE from your own computer. Live Webcasts count as "live credits" in Alabama, just as if the viewer was in attendance at the seminar.

### TO REGISTER FOR THE LIVE WEBCAST:

Go to [cumberland.inreachce.com](http://cumberland.inreachce.com) and click on **2019 Live Webcasts** and then click on the seminar you want to watch. Follow the on-screen instructions to complete your registration.

## MORE REVIEWS

"Incredible how much I didn't know about software I've used every day for decades."

"Just wow! This is probably the most useful CLE I have ever attended."

"Great materials and very informative. Mr. Henley's presentation makes it a great and engaging class. This will be directly beneficial to my work."