

MARK YOUR CALENDAR

November 28, 2017 (Edmonton)

November 29, 2017 (Calgary)



Legal Education
Society of Alberta

Getting the Most Out of Microsoft® Word

Limited Enrolment.
Register online
at LESA.org.

Increase your efficiency

with Microsoft® Word formatting
styles to save time and enhance
legal documents.

Your lifelong partner in continuing legal excellence



Legal Education
Society of Alberta

28

**NOVEMBER
2017**

EDMONTON

DoubleTree by Hilton
Hotel West Edmonton
16615 109 Avenue NW
9:00 AM–4:30 PM

29

**NOVEMBER
2017**

CALGARY

Glenmore Inn
& Convention Centre
2720 Glenmore Trail SE
9:00 AM–4:30 PM

WHO SHOULD ATTEND

This program is targeted to all levels of practitioners interested in saving time by improving their Microsoft® Word software skills.

INSTRUCTOR

Barron K. Henley Esq. | Affinity Consulting Group, LLC | Columbus, Ohio

Barron K. Henley Esq. is one of the founding partners of Affinity Consulting Group, a national legal technology consulting firm that handles all aspects of law practice automation, including document assembly, case management, document management, legal accounting software, trial presentation/litigation support, paper reduction/scanning, hardware, networks/servers, and security. He is an attorney and has been helping other lawyers with technology since 1990.

Barron received his BS in economics and BA in marketing, as well as his JD from The Ohio State University and is a member of the American, Ohio State, and Columbus Bar associations as well as the Worthington Estate Planning Council. He is a member of the ABA Law Practice Management Section and is the former chair of the Ohio State Bar Association Law Office Automation and Technology Committee.

Barron 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. He has authored legal-specific manuals on HotDocs, Adobe Acrobat, and Microsoft® Word, Excel, and Outlook. Barron teaches CLE classes throughout the United States and Canada, covering a wide variety of topics related to law practice management, technology, and ethics. For additional information, visit affinityconsulting.com.



Getting the Most Out of Microsoft® Word

Limited Enrolment

Are you tired of wrestling with Microsoft® Word every time you have to draft complex documents? Microsoft® Word classes designed for the general public typically don't address the issues faced by legal professionals face when drafting legal instruments.

Learn about a wide spectrum of automation tools demonstrated from the amazing things your word processor is already capable of, from simple Word functionality to creating tables of authorities. Discover easier, quicker document creation, and explore more complex formatting techniques.

Enhance your proficiency in Microsoft® Word. Learn to:

- draft complex legal documents with ease and accuracy,
- master Microsoft® styles to customize legal document formatting,
- use macros to automate your legal document drafting,
- keep your digital case files organized to minimize confusion,
- recognize and reduce legal-specific formatting issues,
- share documents safely and ethically, and
- collaborate on documents efficiently and effectively.

This class is designed by lawyers for legal professionals.

Getting the Most Out of Microsoft® Word is an independent program and is neither affiliated with, nor authorized, sponsored, or approved by, Microsoft® Corporation.

Barron was clear and precise (with a bit of humor).
He provided useful information on how to think through the basics. I believe I am now able to utilize our firm's software programs more efficiently and effectively."

— PAST MICROSOFT® ATTENDEE (2016)



Legal Education Society of Alberta

Getting the Most Out of Microsoft® Word

REGISTER ONLINE

Reserve your spot in this program.

01 | Visit LESA.org.

02 | Enter code **32065** into the search field.

03 | Add to your cart, **complete** your purchase, and **mark** your calendar.

MORE REGISTRATION OPTIONS

MAIL: 2610 - 10104 103 Avenue Edmonton, Alberta T5J 0H8 | **EMAIL:** info@lesa.org

PHONE: 780.420.1987 | **TOLL FREE IN AB:** 1.800.282.3900 | **FAX:** 780.425.0885

- EDMONTON** November 28, 2017
- CALGARY** November 29, 2017
- EARLY BIRD:** On or before October 24, 2017 \$355 + GST (Lunch is included.)
- REGULAR:** \$395 + GST (Lunch is included.)
- I am unable to attend this program, but please email me when the materials are available.



LESA offers a range of Access Bursaries on select programs.

- I live more than 125km (one way) driving distance (25% reduction in fees)*
- I live more than 250km (one way) driving distance (50% reduction in fees)*
- I am a law student or student-at-law (25% reduction in fees)

A limited number of Access Bursaries are available, including bursaries on the basis of financial need. Please contact LESA for details. *From nearest seminar site as set out in Appendix II of the Legal Aid Tariff. Remit fees where applicable.

NAME/NAME FOR TAG: _____

FIRM: _____

EMAIL/PHONE NUMBER: _____

DIETARY RESTRICTIONS/SPECIAL NEEDS: _____

VISA MASTERCARD CHEQUE TOTAL ENCLOSED: _____

CARD NUMBER: _____ EXPIRY DATE: _____

Please make cheques payable to the **Legal Education Society of Alberta**

GUARANTEE: We take pride in offering high quality programs. If this program does not meet your expectations, please contact us about our money back guarantee.

CANCELLATIONS: Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the seminar. Refunds cannot be given after that date; however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times.

RECORDING: This program may be audio/video recorded and retained by LESA for the purpose of providing legal education.