

Style Savvy: Mastering Word for a Flawless Table of Contents!

January 21, 2025
12:00 P.M.-1:00 P.M.



Instructor:
June Hunter

Ready to transform your document into a polished masterpiece? Join us for "Style Savvy," where you'll unlock the magic of Microsoft Word styles to create a stunning Table of Contents (TOC) with ease! This hands-on class will guide you through the essentials of using built-in styles, ensuring your headings and text not only look great but also function seamlessly.

In this dynamic session, you'll discover:
The Power of Styles
Accessing and Modifying Styles
Applying Styles Effortlessly
Numbering Magic

Whether you're new to Word or looking to refine your skills, this class will equip you with the tools to impress with your professional documents. Don't miss out on this opportunity to elevate your writing game and streamline your workflow!



LPI Member Non-LPI member
\$25 **\$55**

To Register, go to our website:
<https://www.legalprofessionalsinc.org/events>
or scan the QR code.

No cancellations or refunds are provided after the webinar; however, should a cancellation occur at least 48 hours before the live webinar, LPI will issue a full refund. For further information or group registrations email: training@legalprofessionalsinc.org.

About the Trainer

June Hunter is a Technical Enablement Sr. Specialist at DISCO and teaches computer essentials at UC San Diego Extension in their ABA-approved Paralegal Studies program.

June Hunter is an affiliate of Legal Professionals, Incorporated, an approved provider, and certifies that this activity is approved for 1.0 hour of CCLS credit.

