

# Unlocking the Power of Word Styles



Streamline Your Workflow and Troubleshoot Formatting Issues

**FEBRUARY 25, 2025**

**12:00 P.M.-1:00 P.M.**

Instructor:

**June Hunter**



Discover the time-saving potential of Word's Styles feature in this in-depth webinar. Designed for legal professionals and office users alike, this session will explore the full range of capabilities within Word, including built-in themes, how to identify, create, and modify styles, and troubleshooting common formatting issues. Learn how to apply consistent formatting across your documents, improve document navigation, and save valuable time by automating repetitive tasks. Whether you're preparing legal briefs, reports, or correspondence, this webinar will help you take full advantage of Word's powerful styling tools to enhance your productivity and ensure professional results every time.

- **LPI MEMBER \$25**
- **NON-LPI MEMBER \$55**



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## About the Instructor



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.

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](mailto:training@legalprofessionalsinc.org).

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