

# Excel for the Legal Professional:

## A Beginner's Guide to Streamlining Your Legal Work



This course is designed for legal professionals who want to get the most out of Microsoft Excel, even if you have little to no prior experience. Learn how to use Excel to organize your cases, manage client information, track deadlines, and handle everyday tasks more efficiently.

Instructor:

**JUNE HUNTER**

**APRIL 8, 2025**

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

### IN THIS COURSE YOU WILL LEARN TO:

- **Create Simple Case Management Systems:** Use Excel to easily store and organize client details, case statuses, and important dates.
- **Track Billable Hours:** Set up basic timekeeping templates to track billable hours and client work.
- **Manage Legal Documents:** Organize and track documents, deadlines, and to-do lists with simple spreadsheets.
- **Basic Formulas and Functions:** Learn how to use Excel's basic functions, like SUM, AVERAGE, and COUNT, to quickly calculate numbers and make your work easier.
- **Create Simple Reports:** Use Excel to create easy-to-read reports, from tracking case progress to summarizing key information.



**LEGAL TECHNOLOGY TRAINING**

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



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or scan the QR code.

## About the Instructor



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

Cancellations or refunds are not available after the event. However, if a cancellation is made at least 48 hours prior to the event, LPI will provide a full refund, minus any applicable processing fees. For more information or group registrations, please email: [training@legalprofessionalsinc.org](mailto:training@legalprofessionalsinc.org).

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.