

# Excel for the Legal Professional:



## Streamlining Legal Workflows and Data Management



In the fast-paced legal world, efficiency is key. This Excel course is specifically designed for legal professionals who want to harness the power of Excel to manage cases, organize data, and streamline administrative tasks. Whether you're a lawyer, paralegal, legal assistant, or office manager, this course will teach you how to use Excel to increase productivity, reduce errors, and save valuable time.

Instructor:  
**JUNE HUNTER**

**APRIL 15, 2025**  
**12:00 P.M.-1:00 PM**

### IN THIS COURSE YOU WILL LEARN TO:

- **Organize and Manage Case Data:** Learn how to create and manage client databases, case files, and tracking systems that are simple to use and easy to update.
- **Efficient Time Tracking:** Master Excel tools to track billable hours, deadlines, and appointments with custom templates designed for legal professionals.
- **Create Legal Reports:** Use pivot tables and formulas to generate detailed reports and summaries from case data, helping you quickly analyze and present information.
- **Financial Management for Law Firms:** Learn how to track expenses, fees, and payments using Excel's financial functions, helping you stay on top of billing and budgets.
- **Document Automation:** Discover how to use Excel to automate repetitive tasks, such as generating document templates and custom reports, saving time on routine administrative work.
- **Data Analysis & Visualization:** Leverage Excel's data analysis tools to assess trends, calculate damages, or visualize case timelines and milestones with charts and graphs.
- **By the end of the course, you'll be equipped with the skills to optimize your legal workflow, enhance case management, and increase your productivity—all while ensuring accuracy and efficiency in every task you undertake..**



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



To Register, go to our website:  
<https://www.legalprofessionalsinc.org/events>  
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.