

# PowerPoint for the Legal Professional:

## A Beginner's Guide to Creating Effective Presentations

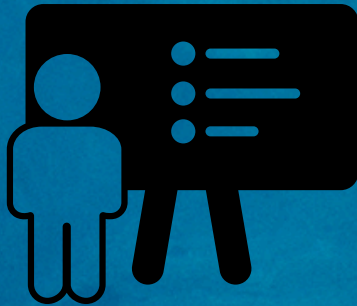
This course is designed for legal professionals who want to enhance their presentation skills using Microsoft PowerPoint. Whether you're preparing for a client meeting, presenting evidence in court, or sharing legal insights with colleagues, this course will teach you how to create clear, professional, and persuasive PowerPoint presentations.

Instructor:

**June Hunter**

**MAY 6, 2025**

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



### IN THIS COURSE, YOU WILL LEARN HOW TO:

- **CREATE PROFESSIONAL PRESENTATIONS:** EARN HOW TO DESIGN SIMPLE YET IMPACTFUL SLIDES THAT CLEARLY COMMUNICATE YOUR LEGAL POINTS.
- **USE TEMPLATES AND LAYOUTS:** DISCOVER HOW TO USE PRE-MADE TEMPLATES AND SLIDE LAYOUTS TO SAVE TIME AND ENSURE YOUR PRESENTATIONS ARE WELL-STRUCTURED.
- **INSERT AND ORGANIZE INFORMATION:** LEARN HOW TO ADD TEXT, IMAGES, CHARTS, AND LEGAL DOCUMENTS TO YOUR SLIDES TO PRESENT YOUR CASE EFFECTIVELY.
- **HIGHLIGHT KEY POINTS:** MASTER THE USE OF BULLET POINTS, HIGHLIGHTS, AND VISUALS TO EMPHASIZE KEY LEGAL ARGUMENTS AND EVIDENCE.
- **PRESENT LEGAL DATA:** CREATE CHARTS AND TABLES THAT PRESENT CASE DATA, TIMELINES, OR FINANCIAL INFORMATION IN A CLEAR, DIGESTIBLE FORMAT.
- **PREPARE FOR COURT OR CLIENT MEETINGS:** BUILD SLIDE DECKS THAT KEEP YOUR AUDIENCE ENGAGED AND FOCUSED ON THE CRITICAL ELEMENTS OF YOUR CASE OR DISCUSSION.

- **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.