



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Microsoft Word Power Tips for Legal Users

**April 14, 2025
1:00 p.m. – 2:30 p.m.**

WEBINAR

Program Summary

Most users find Microsoft Word to be a constant source of frustration due to the complex formatting often required for legal documents. MS Word is the primary tool used to produce work product, yet many legal professionals feel that it works against them. Adding to their frustration is the fact that most of the techniques and features necessary to control complex formatting are simply concealed. Using Word and "clicking around" provides little improvement and no insight. This seminar is specifically designed to address those realities. The instructor will show students exactly how to fix the common legal drafting problems plaguing them, and how to avoid those issues in the future. Attendees will learn dozens of tips and techniques they can put into practice immediately. Even those who feel they have Word under control will learn new and useful things to make work easier and less frustrating. This is a consolidated course that will combine the previously scheduled Microsoft Word Power Tips Parts 1 and 2.

Eligibility

This program is open to attorneys and support staff in the Department of Law and Public Safety and county prosecutors' offices.

Faculty

Barron Henley is an attorney, legal technology consultant and a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He specializes in automating complex documents and teaches

continuing legal education classes on technology, ethics and law practice management. He is a primary software trainer for Affinity and also conducts technology audits. Mr. Henley is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of the ABA Law Practice Management and Real Property Trust and Estate Law Sections. He holds a B.S./B.A. in Marketing and Economics from the Ohio State University and a J.D. from the Ohio State University Moritz College of Law.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

Registration

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.