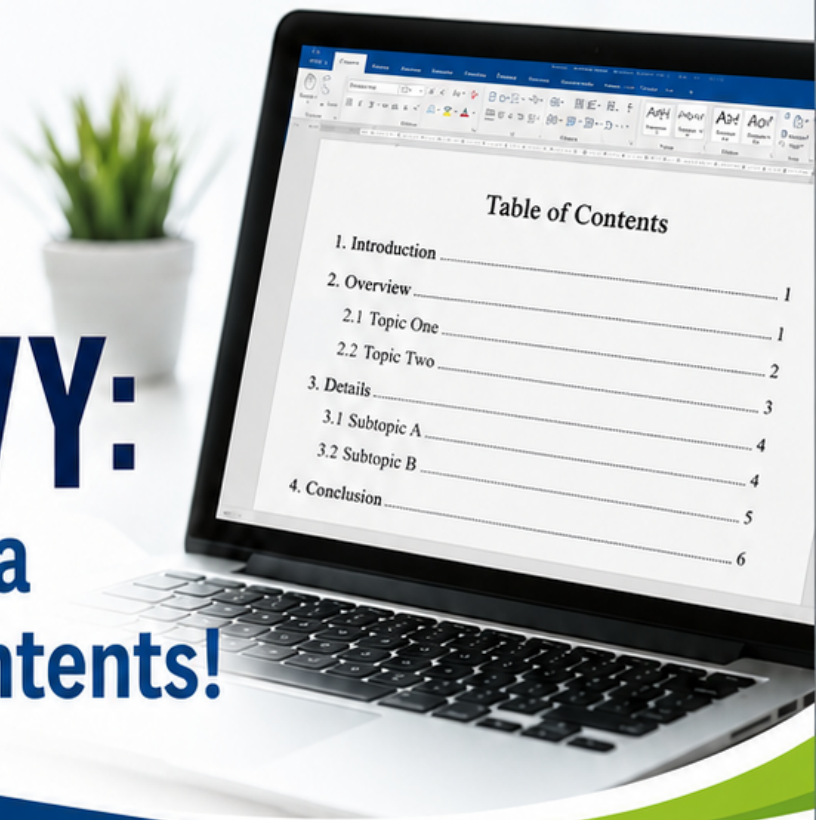




LEGAL TECHNOLOGY
TRAINING

STYLE SAVVY: Mastering Word for a Flawless Table of Contents!



**TUESDAY,
JULY 14, 2026**

12:00 P.M. – 1:00 P.M.



PRESENTED BY:
JUNE HUNTER

LPI MEMBER – \$25
NON-MEMBER – \$55

Ready to transform your document into a polished masterpiece?

Join us for “Style Savvy,” a hands-on class designed to help you master Microsoft Word styles and create a professional Table of Contents with ease. You will learn how to apply and modify styles, use automatic numbering, navigate the Styles Pane, and generate a customized TOC that reflects your document structure perfectly.



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.



APPLY & MODIFY STYLES

Learn best practices for consistent, professional formatting.



AUTOMATIC NUMBERING

Create organized, structured documents effortlessly.



STYLES PANE NAVIGATION

Work faster and smarter by mastering the Styles Pane.



CUSTOMIZED TABLE OF CONTENTS

Generate a professional TOC that updates automatically.



FOR INFORMATION OR
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