



Unlocking the Power of Word Styles: Streamline Your Workflow and Troubleshoot Formatting Issues

Presented by: **June Hunter**

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

Tuesday, September 1, 2026
12:00 p.m. - 1:00 p.m.

Discover the time-saving potential of Word's Styles feature in this in-depth webinar. Designed for legal professionals and office users alike, this session will explore the full range of capabilities within Word, including built-in themes, how to identify, create, and modify styles, and troubleshooting common formatting issues. Learn how to apply consistent formatting across your documents, improve document navigation, and save valuable time by automating repetitive tasks. Whether you're preparing legal briefs, reports, or correspondence, this webinar will help you take full advantage of Word's powerful styling tools to enhance your productivity and ensure professional results every time.



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.

For information or group registrations:
Training@LegalProfessionalsInc.org

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This webinar is also approved for 1.0 hour of CCLS credit.