

Style Savvy: Mastering Word for a Flawless Table of Contents!



Presented by: **June Hunter**

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

Tuesday, November 17, 2026
12:00 p.m. - 1:00 p.m.

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.

For information or group registrations:
Training@LegalProfessionalsInc.org

LegalProfessionalsInc.org

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

Style Savvy: Mastering Word for a Flawless Table of Contents!



Presented by:
June Hunter

Tuesday, November 17, 2026
12:00 p.m. - 1:00 p.m.

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.

For information or group registrations:
Training@LegalProfessionalsInc.org

LegalProfessionalsInc.org

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

Style Savvy: Mastering Word for a Flawless Table of Contents!

