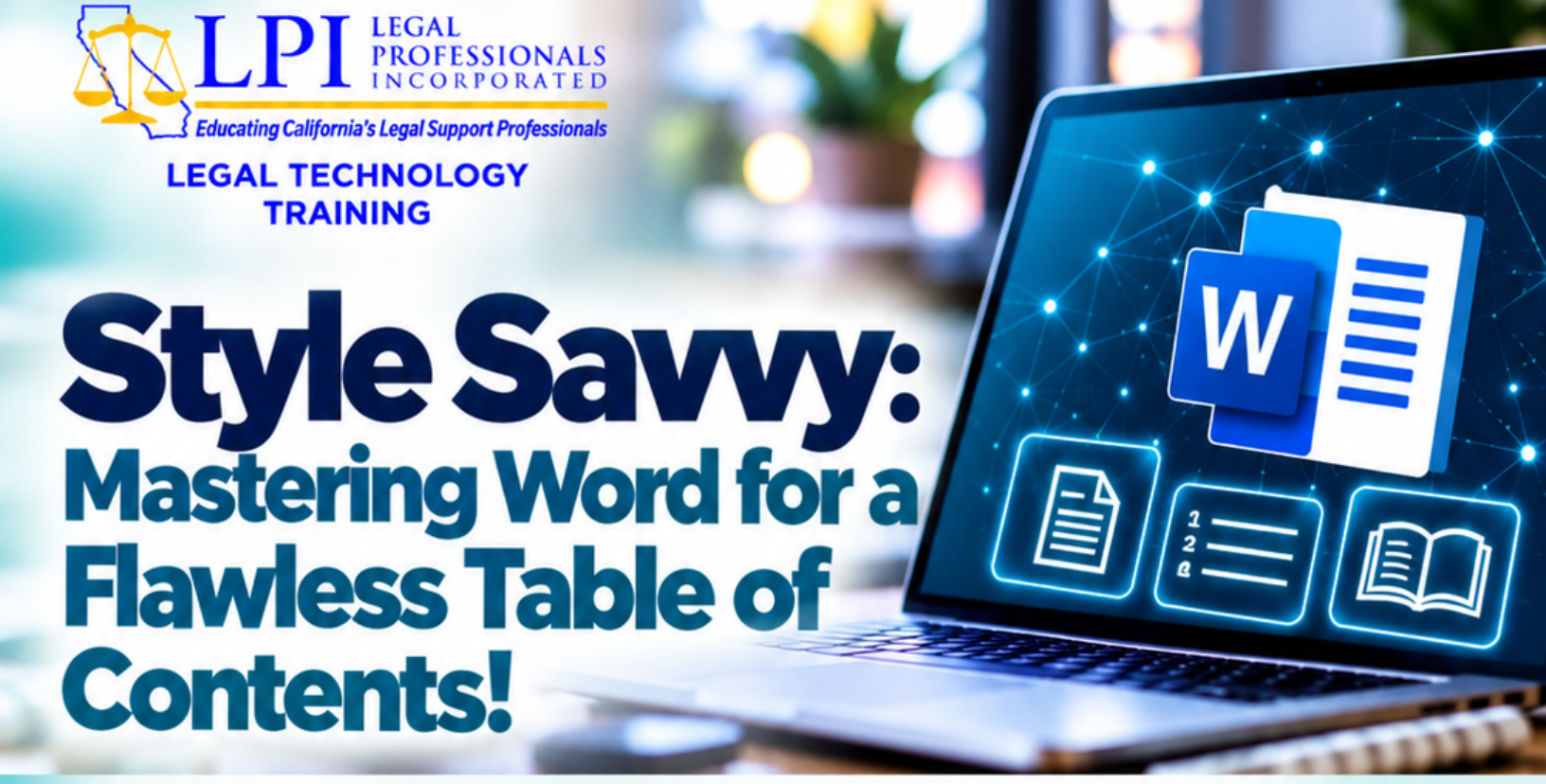
LPI LEGAL PROFESSIONALS INCORPORATED

Educating California's Legal Support Professionals

LEGAL TECHNOLOGY TRAINING



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

Presented by:

June Hunter

LPI Member - $25
Non-Member - $55

Tuesday, March 16, 2027
12:00 p.m. - 1:00 p.m.

WEBINAR

Learn how to create a professional, error-free Table of Contents in Microsoft Word using built-in tools and styles. This class will walk you through setting up and applying heading styles, generating and updating a Table of Contents, and customizing the format to meet court and firm requirements. You'll also learn tips and tricks to save time, avoid common issues, and ensure a polished, consistent document every time.



About the Instructor

June Hunter

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.

Go to www.legalprofessionalsinc.org/events/ to register.

For information or group registrations:

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This webinar is approved for 1.0 hour of CCLS credit.

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