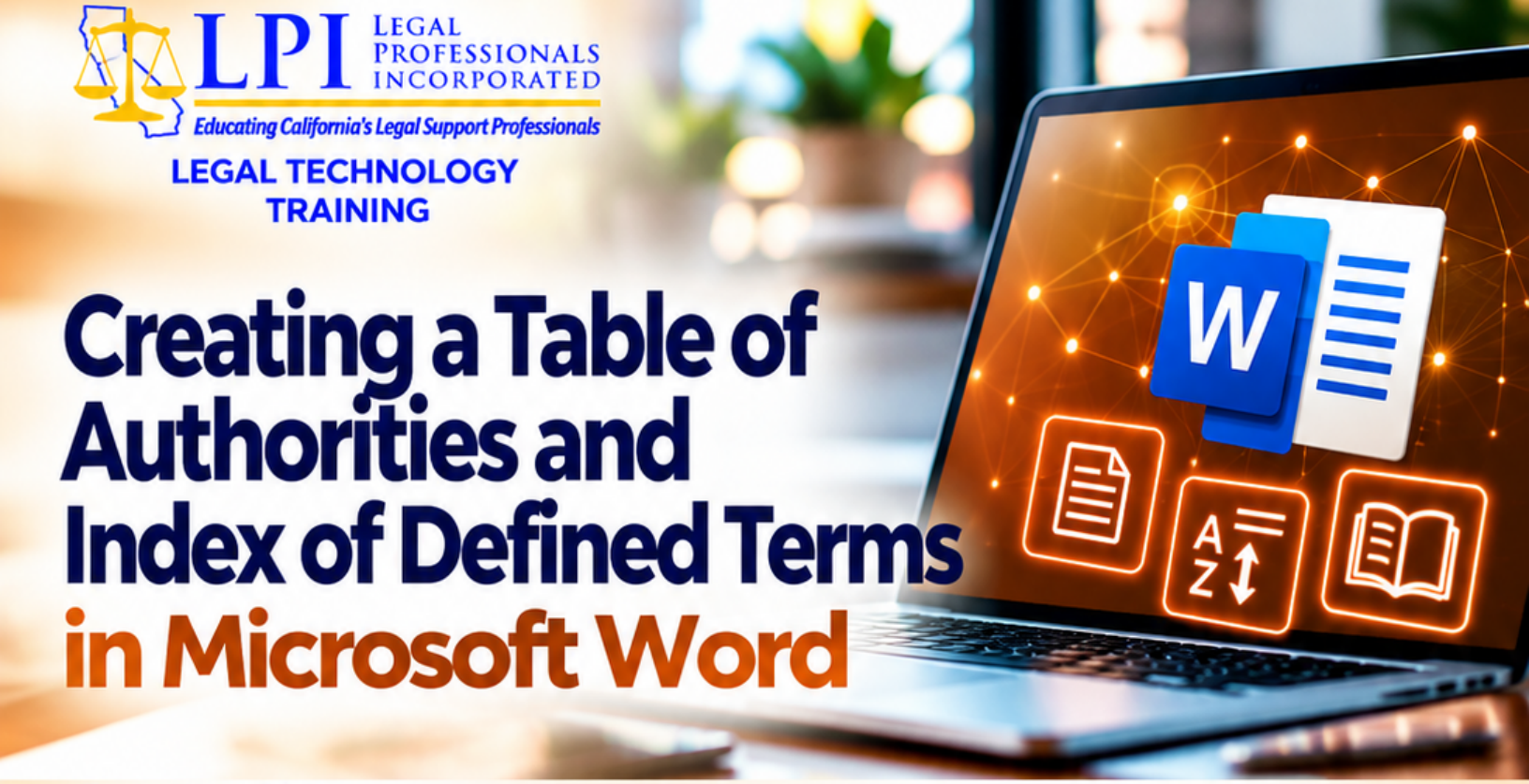
LPI LEGAL PROFESSIONALS INCORPORATED

Educating California's Legal Support Professionals

LEGAL TECHNOLOGY TRAINING



Creating a Table of Authorities and Index of Defined Terms in Microsoft Word

Presented by:

June Hunter

LPI Member - $25

Non-Member - $55

Tuesday, April 20, 2027
12:00 p.m. - 1:00 p.m.

WEBINAR

This webinar will guide you through the process of creating a professional Table of Authorities and an Index of Defined Terms in Microsoft Word. You'll learn how to use Word's built-in tools and features to generate accurate, formatted lists, including tips for setting up styles, updating fields, and customizing the appearance to meet court and firm requirements. Practical examples and step-by-step instructions will help you streamline your workflow and save 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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