

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

Presented by: **June Hunter**

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

Tuesday, September 30, 2025
12:00 p.m. - 1:00 p.m.

Unlock the full potential of Microsoft Word in this practical webinar designed for legal professionals and students. Learn how to create and format a Table of Authorities and an Index of Defined Terms using Word's built-in tools. We'll cover their importance in legal writing, walk through step-by-step instructions, share formatting best practices, and troubleshoot common issues.



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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