



DECEMBER TECHNOLOGY TRAINING

Presented By:

Legal Support Solutions

Microsoft Word Word Styles Basics*

Join us as we dive into Word Styles Basics and make your frustration from manually formatting documents disappear!

Explore Word's built in themes, learn to identify, create and modify styles, format and edit your documents quickly and efficiently, work magic with the format painter...and more!

***This class was presented at the LPI Day of Education in August and is back by popular demand!**

**Choose The Date That Works For You
Dec. 1 or Dec. 16
12:00-1:00 PM**

**LPI Member Non-LPI member
\$25 \$45**

**Online Registration and Payment (via check or credit card) Available at:
<https://www.legalprofessionalsinc.org/events>**

Registration closes at Noon the Saturday before the class.

No cancellations or refunds are provided after the webinar; however, should a cancellation occur at least 48 hours before the live webinar, LPI will issue a full refund. This class will not be recorded.

**For further information or group registrations email:
training@legalprofessionalsinc.org**

About the Trainer



Marni Beach offers a unique combination of over 25 years of civil litigation legal secretary experience and advanced computer support and technology training skills.

No matter the topic, Marni always delivers upbeat, user friendly training, easily adapting to both attorney and support staff environments of any size and level of experience.

With a professional yet relaxed teaching style, a sincere love to teach, a vast knowledge-base and sense of humor, your training sessions with Marni are guaranteed to be both educational and enjoyable.

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