Advanced Word 97 for the Legal User Made Easy is very user-friendly and contains an abundant of visual content. The instructions are clear, concise and easy to follow. Its a simple, step-by-step, no nonsense, hands-on training guide designed to instruct legal (and non-legal) users of all practices how to use the advanced functions of Word to quickly and easily format many complex legal documents at your own pace. The best thing about the book is that ninety percent of the instructions have corresponding screenshots to show you exactly what to do. Youll learn how to create: - prospectuses (red herrings, cascading text, page borders that DO NOT cover the bottom page number) - pleadings - advanced tables - tables of authorities - indexes - cross references - blackline or redline documents - advanced paragraph styling techniques - turn paragraph numbers aa, bb, cc to aa, ab, ac - advanced paragraph numbering techniques for article and section numbers - a trouble-free approach to creating legal captions - change and renumber footnote characters at will, anywhere in the document - advanced paragraph styling techniques for agreements, prospectuses, pleadings, etc. - a simple, no-frills way to convert documents from WordPerfect to Word without using a conversion program - advanced search & replace techniques to find legal symbols (Â§, ?, etc.) in a document - paragraph sorting (perfect for the Definitions section in agreements) - And much, much more! SPECIAL BONUS: Included at the back of the manual (and on disk) are completed sample documents for you to use as guides with your lessons. They are what YOUR lessons should look like when finished.

Frost Fire (Frost Series (TM) #6), Eugenie Grandet (Oxford Worlds Classics), Gargantua and Pantagruel volumes 1 and 2, The Science of Bicycle Racing (The Science of Speed), Alfred Portales Twelve Seasons Cookbook: A Month-by-Month Guide to the Best There is to Eat, Mass-Transfer Induced Activity in Galaxies, November (German Edition), The History of Samuel Titmarsh and the Great Hoggarty Diamond Etc. Etc, Kalendergeschichten, Hagstrom Fairfield County, CT. Atlas,

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