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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Microsoft Word Styles for Legal Users**

**January 27, 2025  
1:00 p.m. – 2:30 p.m.**

## **WEBINAR**

### *Program Summary*

Microsoft Word combines all font and paragraph formatting into a feature called Styles. Word surreptitiously applies a style to all text in every document (without your knowledge or consent); and the feature cannot be turned off. Since you cannot avoid Styles while using Word, the best defense is to learn about it. Unfortunately, using Word teaches you almost nothing about what Styles is, what it does or how to control it. This program will demystify Styles. The presenter will explain Word's most powerful feature, show students how Styles works, and how to control and customize it. An understanding of Styles will show users how to solve many Word formatting issues that may have frustrated them in the past.

### *Eligibility*

This program is open to attorneys and support staff in the Department of Law and Public Safety and county prosecutors' offices.

### *Faculty*

**Barron Henley** is an attorney, legal technology consultant and a founding partner of Affinity Consulting Group, a legal technology consulting firm focused on automating and streamlining law firms and legal departments. He specializes in automating complex documents and teaches continuing legal education classes on technology, ethics and law practice management. He is a primary software trainer for Affinity and also conducts technology audits. Mr. Henley is a Fellow of the College of Law Practice Management, a Fellow of the American Bar Foundation, a member of Ohio Supreme Court Commission on Technology and the Courts, and a member of the ABA Law Practice Management and Real Property Trust and Estate Law Sections. He holds a B.S./B.A. in Marketing and Economics from the Ohio State University and a J.D. from the Ohio State University Moritz College of Law.

### ***CLE Credit***

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### ***Registration***

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.