



## Legal Tech Session Part 3

### *Focus on Microsoft Word*

#### **So what is the Legal Tech Audit?**

The legal tech audit is a basic tech skills competency test.

- Designed by Casey Flaherty of Kia Motors, Inc.
- Used to assess the tech skills of firm associates
- Should be done in 1 hour (or less) to “pass”
- Firms that took the audit needed 2.5 to 8 hours!
- Provides mock assignments for EXCEL, PDF, WORD
- For more Information about the audit: <http://www.legaltechaudit.com>

#### **Microsoft Tools to Remember:**

- **Style Area Pane in Outline and Draft View** – File > Options > Advanced > Style area pane width in Draft and Outline view: 1”
- **Modifying Styles** – Right-click style > Modify
- **Viewing all Styles** – Style pane >  > Options > Selected styles to show: All styles; Select list is sorted: Alphabetical
- **Applying Automatic Section Numbering** – Home ribbon >  (Multilevel List) > List Library > any list with ‘Heading’ in the preview
- **Inserting Cross-References** – References ribbon > Cross-reference > Reference type: Numbered item > Insert reference to: Paragraph Number **OR** Reference type: Heading > Insert reference to: Heading text
- **Updating Cross-References** – Select All (Ctrl+A) > right-click > Update Field
- **Automatic Table of Contents** – References ribbon > Table of Contents > Automatic Table
- **Viewing the Navigation Menu** – View ribbon > check Navigation Pane > drag and drop sections by heading
- **Viewing Markup** – Home ribbon > ¶ button
- **Section Breaks** – Page Layout ribbon > Breaks > Section Breaks > Next Page
- **Unlinking Sections** – Double-click footer area > Select Footer section to modify > Header & Footer Tools ribbon > uncheck Link to Previous
- **Alternative Page Numbering** – Insert ribbon > Page Number > double-click footer area > highlight page number > right-click > Format Page Numbers > select a Number Format > Start at 1

## Presentation Slides:

- Focus on Word: <https://prezi.com/6c4p87ontdol/legal-tech-session-focus-on-word/>

## Exercise & Assessment Templates:

- Word Assessment Instructions: [http://www.law.uga.edu/sites/default/files/word\\_instruction.docx](http://www.law.uga.edu/sites/default/files/word_instruction.docx)
- Word Assessment Template: [http://www.law.uga.edu/sites/default/files/word\\_assessment\\_template.docx](http://www.law.uga.edu/sites/default/files/word_assessment_template.docx)

## How can I earn the Tech Audit Readiness certificate?

- At each tech session, assessments will be given to students in the form of software-specific files with instructions for completing a number of simple tasks. Links are located on this handout (above).
- Using the appropriate program and the skills you learned in the session, complete each assessment.
- When you have completed all three assessments, save and upload your files using our online upload:
  - <http://www.law.uga.edu/legal-tech-audit>. The deadline to submit is March 27, 2015.
- You will receive an email confirmation in return letting you know that we have received your assessment files. You will be notified by email if you did or did not pass the assessments.
- If you pass the assessment a certificate will be available for you to pick up in the library.

## Additional Resources:

- Full list of items the legal tech audit covers:  
[http://www.legaltechaudit.com/projects/LTA\\_Feature\\_List.pdf](http://www.legaltechaudit.com/projects/LTA_Feature_List.pdf)
- Legal Tech Audit video: <https://www.youtube.com/watch?v=KOfC5jQ0H6Y>
- Microsoft Office Training and Tips  
<https://office.microsoft.com/en-us/support/results.aspx?ctags=CE001017196&queryid=485752a4-82eb-47c1-96f8-0825904423cf&av=all>
- Word Help and How-To's  
<https://office.microsoft.com/en-us/word-help/word-help-and-how-to-FX101818070.aspx>
- Get the Most Out of Microsoft Word  
[http://www.americanbar.org/publications/law\\_practice\\_magazine/2012/march\\_april/get-the-most-out-of-microsoft-word.html](http://www.americanbar.org/publications/law_practice_magazine/2012/march_april/get-the-most-out-of-microsoft-word.html)
- CompuSavvy's Word & WordPerfect Tips  
<https://compusavvy.wordpress.com/>
- Allen Wyatt's WordTips  
<http://word.tips.net/>