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## **The Payne Group ...**

GETTING AROUND WORD. Welcome to Word 2013! Microsoft Word is one of the most invaluable tools in the legal environment, providing the means for successful creation of the legal world's most basic building block — the legal document. A solid understanding of Word basics is paramount.

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To do this in Word 2013:2010, click the “File” tab in the Ribbon. Then click the “New” command at the left side of the backstage view. In the area to the right, click into the search box and type your desired search term, such as “legal” or “law.”

## **Microsoft Word for Lawyers: Using Legal Templates in Word 2013**

Microsoft Word 2013 contains features that meet the requirements law firms and legal departments have been working with for years. And this book

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Word!" —Randi Mayes, Executive Director of the International Legal Technology Association (ILTA)

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When it comes to Microsoft Office programs, law firms have unique needs. This Word training course includes training specific to the practice of law. You will learn how to perform legal reviews, create citations and authorities

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and use legal templates. Mastering Word for Lawyers Made Easy features 19 video lessons with 1 hour of instruction. Watch, listen and learn as your expert instructor guides you through each lesson step-by-step.

### **Mastering Microsoft Word 2013 for Lawyers Training ...**

Focusing on the tools and features that are essential for lawyers in their everyday practice, The Lawyer's Guide to Microsoft Word 2013 explains in detail the key components to help make you more effective, more efficient, and more successful. Written specifically for lawyers by a twenty-year veteran of legal technology.

### **Microsoft Word Fundamentals for Efficient Lawyers and Law ...**

There are two versions of Microsoft Word for lawyers: standard desktop and Word Online. The standard desktop version is included inside the Microsoft 365 subscription, which also includes access

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to Excel, PowerPoint, OneNote,  
OneDrive, and more.

## **Microsoft Word for Lawyers: A Complete Guide (2020 ...**

Thus, whether you think Word is a great tool or a necessary evil, you need to know Word to practice law. (At a minimum, you'll enjoy your life as a lawyer more if you are proficient with the software you use to do your job.) I have also created a Microsoft Word template for lawyers that you can download here:

## **Microsoft Word For Lawyers: Techniques & Template**

Compare Word 2013 and Word with Microsoft 365; Word in Microsoft 365 \*included with Microsoft 365. Word 2013. Improved formatting features New image effects, text capabilities, and editing features make it easier than ever to create polished documents. ...

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## **Word - Microsoft Office for Law Students - Research Guides ...**

Focusing only on those features of Microsoft Word 2013 that are relevant to the legal community, this updated edition of the Payne Group's market-leading guide to Word provides industry-specific information about the computer program that will help legal professionals operate effectively and efficiently in their environment.

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Word 2013 is a word processing program produced by Microsoft. It is part of the entire Office Suite that was put out as

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the 2013 version. Though the program of course is very similar to previous versions of Word, there are also many performance advancements that were made by Microsoft in making this 2013 version available.

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