



Santa Clara County Legal Professionals Association  
*presents*

# MICROSOFT WORD STYLES

## SUMMER 2021 QUARTERLY WEBINAR

### “MICROSOFT WORD STYLES: TIPS & TRICKS”

Mastering Microsoft Word Styles will allow you to do so much more when you have to format pleadings and other important legal documents.

Learn how to work more efficiently using lists and keyboard shortcuts and save yourself valuable time!

Our guest presenter, June Hunter, is a graduate of the ABA-approved Paralegal Studies program at UC San Diego, and has worked in the legal field her entire career as a legal secretary, paralegal, litigation support, and computer software trainer. Her hands-on experience and talent has made her a go-to provider of clear, hands-on training for other legal professionals in how to effectively use legal software.

This event is open to anyone in the legal industry. Please share with your network!

**Guest Speaker:**  
**June Hunter**

**Crosbie Gliner Schiffman Southard &  
Swanson LLP**



**Tuesday, August 24, 2021**

**TIME:**

Check-in: 5:30 pm  
Program: 6:00 pm - 7:30 pm



**VIA ZOOM** – link to Zoom meeting will be provided following registration and prior to program.

**COST: 35.00 (members, including  
LPI members)  
45.00 (non-members)**



Please register and pay by credit card on our “Upcoming Events” page at [www.sccolpa.org/events](http://www.sccolpa.org/events). If you have any questions, email us at [reservations@sccolpa.org](mailto:reservations@sccolpa.org).

This activity has been approved for CCLS credit in the amount of 1.0 hour(s). Santa Clara County Legal Professionals Association certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.