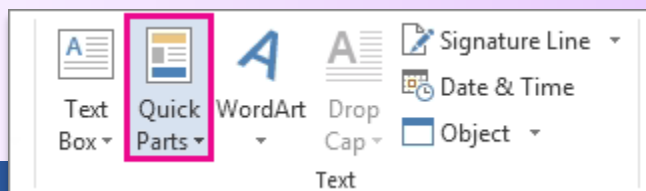




Santa Clara County Legal Professionals Association

August 2022 Membership Meeting



Using Quick Parts and Auto Text in Word and Outlook

Guest Speaker:
June Hunter

June will review how the Quick Part Gallery can be used to create, store, and/or reuse pieces of content, including AutoText, document properties, and fields. In addition, she will show how using AutoText can streamline commonly used text in your documents.**

June Hunter is a graduate of the ABA-approved Paralegal Studies program at UC San Diego, June has worked in the legal field her entire career in roles such as a legal secretary, paralegal, litigation support, and computer software trainer.

** Original presentation date: January 25, 2022



Wednesday, August 10, 2022

TIME:

Business Meeting: 6:00 p.m.
Educational Program: 6:30 p.m.



LOCATION:

Zoom meeting: link for live stream will be sent prior to program

COST:

\$15.00 (members/non-members)



(Register/RSVP at <http://www.sccolpa.org> to receive Zoom link)

This activity has been approved for CCLS credit in the amount of one (1) hour. Santa Clara County Legal Professionals Association certifies that this activity conforms to the standards for approved educational activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

RSVP/register/pay via credit card on our "Upcoming Events" page at <http://www.sccolpa.org> (\$3.00 convenience fee added for credit card payments) Email us at reservations.sccolpa@gmail.com with any questions.

UPCOMING EVENTS

- August 12-14, 2022 First Quarterly Conference of Legal Professionals, Inc. (Orange, CA)
- August 27, 2022 SCColPA Workshop: Unlocking PowerPoint 365