



Legal Education
Society of Alberta

& Microsoft® Excel for Lawyers and Staff PDF Files for Lawyers and Staff



MASTER the basics of Microsoft® Excel – a powerful, yet widely underused, technological asset – for use in a law firm setting.

EXPAND your PDF file format skill set: explore redaction, splitting and combining files, and metadata removal.

Your lifelong partner in continuing legal excellence



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Dates & Locations

EDMONTON

November 15, 2016

Chateau Louis Hotel
& Conference Centre
11727 Kingsway NW

CALGARY

November 16, 2016

Glenmore Inn
& Convention Centre
2720 Glenmore Trail SE

Microsoft® Excel
for Lawyers and Staff
9:00AM–12:00PM

PDF Files for Lawyers and Staff
1:30PM–4:00PM

Who Should Attend

These programs are targeted to all levels of practitioners and legal support staff who have a basic knowledge of technology but want to learn more about spreadsheet software or PDF files and how to use these tools in a legal context.



INSTRUCTOR

Barron Henley, Esq.
Affinity Consulting Group
Columbus, Ohio

Barron Henley is a founding partner of the legal technology consulting firm Affinity Consulting Group, and is currently the head of the document assembly/automation and software training departments. Mr. Henley teaches CPD programs focused on all aspects of legal office technology and law practice management and automation – including document assembly; case and document management; legal accounting software; trial presentation and litigation support; paper reduction; hardware, networks, and servers; and internet security – throughout Canada and the US.

Mr. Henley received his B.S. in economics and B.A. in marketing, as well as his J.D. from Ohio State University. He is a former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee, and is a member of the American, Ohio, and Columbus Bar Associations, the Worthington Estate Planning Council, and the ABA Law Practice Management Section.

Microsoft® Excel for Lawyers and Staff & PDF Files for Lawyers and Staff

LESA.org/Blog

Microsoft® Excel for Lawyers and Staff (Seminar code: 62018)

If you have Microsoft® Office, then you have Excel. If you are like most legal users, you're either underutilizing Excel or not using it at all.

Discover Microsoft® Excel, starting with the basics. Learn powerful tips and tools for improving your work product and making your life easier. Produce flawless fiduciary accountings, amortization schedules, real estate closing statements, disbursement schedules, medical bill summaries, and graphical representations of data (pie charts, bar graphs, etc.). Learn formulas for use with dates, numbers, text, and logic operations.

PDF Files for Lawyers and Staff (Seminar code: 62019)

PDF files have become the format of choice when trading documents with other lawyers and clients. Some courts now require that pleadings be filed as PDFs, and most governmental forms are available exclusively in PDF format. Because of their prevalence, everyone in your office must understand the risks and benefits of PDF files.

Learn appropriate uses of PDFs, and cover extremely important topics, such as metadata removal and electronic document security, redaction, Bates Numbering, splitting/combining PDFs, reducing file size for electronic case filing, reviewing/commenting and PDF collaboration, adding signatures and stamps, routing PDFs for comments/feedback, and more.

EDMONTON | November 15, 2016
CALGARY | November 16, 2016

Barron Henley is a renowned expert on Microsoft® Word, Excel, and Outlook; Adobe Acrobat; and HotDocs, and has authored legal industry-specific manuals on each.

@lesaonline





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REGISTER ONLINE

Register online to reserve your spot in these programs.

- 1 Visit **LESA.org**.
- 2 Enter the seminar code (**see inside and below**) into the “**Search our catalogue**” field.
- 3 Add to your cart, **complete** your purchase, and **mark** your calendar.

MORE REGISTRATION OPTIONS

MAIL: 2610 - 10104 103 Avenue
Edmonton, Alberta T5J 0H8

EMAIL: lesa@lesa.org

PHONE: 780.420.1987

TOLL FREE IN AB: 1.800.282.3900

FAX: 780.425.0885

Microsoft® Excel for Lawyers and Staff (Seminar code: 62018)

- ☐ **EDMONTON** November 15, 2016
- ☐ **CALGARY** November 16, 2016
- ☐ **REGULAR:** \$245 + GST

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PDF Files for Lawyers and Staff (Seminar code: 62019)

- ☐ **EDMONTON** November 15, 2016
- ☐ **CALGARY** November 16, 2016
- ☐ **REGULAR:** \$245 + GST

- ☐ **Register for both programs for only \$395 + GST** (please select your preferred dates above)

LESA offers a range of Access Bursaries on select programs.

- ☐ I live more than 125km (one way) driving distance (25% reduction in fees)*
- ☐ I live more than 250km (one way) driving distance (50% reduction in fees)*
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A limited number of Access Bursaries are available, including bursaries on the basis of financial need. Please contact the LESA office for details. *From nearest seminar site as set out in Appendix II of the Legal Aid Tariff. Remit fees where applicable.

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CANCELLATIONS: Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the seminar. Refunds cannot be given after that date; however, seminar materials, if any, will be forwarded. Registrant substitution is permitted at all times. **GUARANTEE:** We take pride in offering high quality programs.

If these programs do not meet your expectations, please contact us about our money back guarantee.

Please make cheques payable to the Legal Education Society of Alberta

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