

SDLSA Saturday Seminar

January 28, 2012

Sage College

2820 Camino del Rio South, San Diego, CA 92108

Microsoft Word Functions

Diana Baker of Davidson Legal
Staffing and Laura Leader

Agenda:

8:30 a.m. -9:00 a.m.

Check-In and Continental Breakfast

Session 1

9:00 a.m.-10:00 a.m.

Styles, Multi-Level Numbering, and Table of Contents

Session 2

10:15 a.m. -11:15 a.m.

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Session 3

11:30 a.m. -12:30 p.m.

Automation and Time Savers



COST:

Members - \$20.00 per session. \$50.00 for all three sessions.

Non-Members - \$25.00 per session. \$60.00 for all three sessions.

FREE PARKING

(A portion of each registration will be donated to SDLSA's scholarship fund.)

REGISTRATION FORM

Member **Non-Member** **CCLS ONLY** (No MCLE offered for this topic.)

Deadline for reservations is January 25, 2012. Register early, space is limited. Please make checks payable to SDLSA. Mail Reservations to: **Leanna Pierce, Hosey & Bahrambeygui, LLP, 225 Broadway, Suite 1460, San Diego, CA 92101. No refunds after January 25, 2012.** Pursuant to SDLSA's Standing Rules No. 5, a collection fee of \$15, plus bank charges, shall be assessed for returned checks. *You may also register on line at SDLSA.org and use PayPal for the reservation cost. The same deadlines apply.*

Name: _____

Phone: _____

Firm Name: _____

Address: _____

E-Mail Address: _____

Occupation: _____

Sessions Attending: _____

Questions for Speaker: _____