

DOCUMENT FORMATTING FOR LAWYERS:

Become self-sufficient in
Microsoft Word and create
high quality legal documents



UCT Law @ work
Professional Development Project



10 hours remote lecturing

Held over 5 days

COURSE INFORMATION

Are you losing a vast amount of time and money due to the frustration of formatting in Microsoft Word?

This course covers the essential Microsoft Word skills that legal professionals are expected to have. Recapping on the basics and going into advanced tools; this training provides legal professionals who are in search of productivity gains while drafting high quality legal documents with the necessary skill set.

The course will be presented three times in 2024, and is the ideal course for law students, legal graduates, junior lawyers, mid-level lawyers and senior lawyers.

DATES: 27, 28, 30, 31 May & 3 June 2024 | 21 to 25 October 2024

TIME: 15:00 to 17:00 - SAST

NUMBER OF HOURS: Ten hours, over 5 days

FEE: R2,450 per delegate. The fee includes any course materials. Full payment must be received three days before the course starts.

PRESENTER: **Pam Padayachee:** Template Specialist and Founder of PMV Virtual Assistants

COURSE FORMAT: Presented remotely on Zoom

CERTIFICATE: A certificate of attendance from UCT will be issued to those who attend the entire course

DEADLINE: Registrations close three days before the course starts

TO REGISTER OR FOR MORE INFORMATION:

Email: don.coue@uct.ac.za

Or visit: www.lawatwork.uct.ac.za