



UCT Law @ work
Professional Development Project

DOCUMENT FORMATTING FOR LAWYERS: Become self-sufficient in Microsoft (MS) Word and create high-quality legal documents

PRESENTED ONLINE VIA ZOOM

2026 DATES

9 to 13 March &
14 to 18 September

TIME

15:00 to 17:00
SAST

COURSE DURATION

10 hours
over 5 days

COURSE FEE

R3,850 per delegate
Includes any course materials. Full payment
must be received 3 days before course starts.

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

This course covers legal document requirements, optimising document layout and focuses on enhancing the skills of legal professionals in drafting high-quality legal documents. It recaps essential MS Word techniques and introduces advanced tools to improve productivity.

Includes: Microsoft Word templates; house style; the difference between a Word template and house style template; styles and formatting - apply pre-formatting with styles to maintain consistency and make document formatting easier; how to paste correctly without damaging your document's layout; how to automatically cross reference in your documents; how to reduce drafting time like a pro with shortcuts and quick parts; how to review documents with multiple authors and document comparisons; and time-saving tips and tricks.

The course is aimed at: law students, legal graduates, legal professionals, paralegals, legal support staff and legal secretaries.

PRESENTED BY: Pam Padayachee - Legal Document Specialist and Founder of PMV Virtual Assistants

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REGISTRATIONS
CLOSE 3 DAYS
BEFORE THE
COURSE STARTS

DIGITAL CERTIFICATE
OF ATTENDANCE
[ON ATTENDING
THE ENTIRE COURSE]

FOR MORE INFORMATION
support.lawatwork@uct.ac.za
<https://law.uct.ac.za/law-at-work>